

# **Lincoln Public Schools**

**Lincoln Public School District #38  
PO Box 39  
Lincoln, MT 59639**

## **Elementary School (K-8)**

### **Student Handbook**

**2010-2011**

**PDF Edition**

## Lincoln K-12 School District Goals- 2010-2011

### 1) Language Arts

- a) **Reading-** By 2010-2011, the students in the target grades of 3-8, and 10 will meet the Annual Measurable Objectives (AMOs) required by the Adequate Yearly Progress (AYP) growth chart. By 2013-14, all students in each class will be proficient or above in Reading as measured by the MontCAS phase 2, CRT assessment.
- b) **Writing-** in 2011, all Junior and Senior students will score a 3.5 or above in Writing as measured by the Montana/ACT Writing Assessment.

2) Mathematics: By 2010-2011, the students in the target grades of 3-8, and 10 will meet the Annual Measurable Objectives (AMOs) required by the Adequate Yearly Progress (AYP) growth chart. By 2013-14, all students in each class will be proficient or above in Mathematics as measured by the MontCAS phase 2, CRT assessment.

### 3) Technology

- a) Increasing the Ability of Teachers to Teach: All Montana teachers and principals will be technologically proficient.
  - i) One hundred Percent (100%) of district teachers will achieve a 90% or better on the National Educational Technology Standards Assessment (NET) by Spring of 2011.
- b) Enabling Students to Meet Challenging State Standards: All Montana students will be technologically proficient by eighth grade.
  - i) One hundred percent of eighth grade students will achieve a 90% or better on the NET assessment by Spring of 2011.

District Goals that will be monitored:

- 1) Science: Maintain status of proficient or above in Science for grades of 4, 8 and 10 as measured by the MontCAS phase 2, CRT assessment.
- 2) School Climate: 2002-03 surveys gave the district good baseline data. Another survey was completed in spring of 2010. These surveys will be evaluated to provide a basis for improving school climate.
  - Poor rate of return for parent and community surveys. Method of distribution and collection needs to be evaluated.

## **MISSION STATEMENT**

The mission of Lincoln Public Schools is to provide educational opportunities and assist all students in developing the knowledge, skills and attitudes necessary to become life long learners and responsible citizens in a changing society.

## **MOTTO**

Lynx to Excellence Through Education  
“Pawsitively the Best”

## **OUR VISION**

Lincoln Public Schools will create an educational environment in which each day, each student achieves success in a safe, positive, supportive and orderly learning environment.

## **STATEMENT OF PHILOSOPHY**

Our vision for the Lincoln Public Schools is based on this five-point philosophy:

- Lincoln Public Schools is a student-centered district. School must be run for children, not adults.
- All students can and must learn. They must leave our schools prepared to be productive citizens and ready to be life-long learners.
- Students do best in a positive environment.
- Decisions must be based on educational soundness, not personal comfort or political expediency.
- Parents and community involvement and support are essential for effective schools.

## **STATEMENT OF GOALS**

A school-wide curriculum will be developed, implemented and evaluated to insure that students are provided with an opportunity for excellence in education. To enhance the attainment of this opportunity, the following educational goals are set forth.

### **Students shall have the opportunity to:**

- Develop basic skills in all disciplines including reading, writing, speaking, listening, mathematical, social studies and science.
- Foster appropriate social interactions, attain positive social skills and develop a sense of community.
- Develop a foundation of technological knowledge that will enable them to access, use and evaluate information.
- Develop an appreciation for arts and music.
- Learn in a safe, positive, supportive and secure environment.

## **SCHOOL HOURS**

School will be held Monday through Thursday. For grades K-6, classes will start at 8:15 a.m., and will be dismissed at 4:05 p.m. For grades 7-8, classes will begin at 8:00 a.m. and students will be dismissed at 4:10 p.m. Breakfast is served daily from 7:40 a.m. to 8:00 a.m. **Elementary students should not be at the school before 7:40 am.** Elementary students will have lunch from 11:40 to 12:10. Grades 7-8 will be served from 12:23-12:53. Students will not be allowed to leave the school grounds during lunch unless the parents have made arrangements with school personnel. Students will eat in the lunchroom, bring their lunch, or go home for lunch if they live close enough to school to get back in the time allotted.

## **TEACHER POLICY**

The following is the discipline plan that will be in effect at Lincoln Elementary School.

### **A. Teacher Expectations:**

1. Teachers will not tolerate any behavior that will stop them from teaching.
2. Teachers will not tolerate any student engaging in any behavior that stops someone else in the class from learning.
3. Teachers will not tolerate any behavior that is not in a student's best interest or in the best interest of the rest of the class.

B. **School Rules:**

1. Keep hands, feet, and objects to yourself.
2. No running in the school buildings.
3. No alcohol, drugs, tobacco, or illegal substances allowed at school.
4. No knives of any kind will be allowed on school property or at school activities
5. No defacing of school property.
6. No cussing, cruel teasing, rude gestures, or putdowns.
7. Follow the directions of all supervising adults.

C. **Playground Rules:**

1. Keep hands, feet and objects to yourself.
2. Go down all slides sitting down and facing forward. No going up any slide surface.
3. One person on a swing. Use sitting position only. No twisting of swing chains.
4. No climbing or playing on fences.
5. Follow the directions of all supervising adults.
6. No snowball throwing on school grounds.

D. **Consequences**

1. Warning by Supervisor.
2. Time out - removing recess
3. Taken to the Principal's office, which will result in a sequence of consequences and parent contact.

## **BEHAVIOR EXPECTATIONS**

Students at Lincoln Schools are responsible for the following:

1. All students must check out and in through the Main office when leaving school or arriving late.
2. Be on time to all classes.
3. Show respect and courtesy for others.
4. Take care of school property. Textbooks and other school items are the direct responsibility of the student. Fines will be imposed for lost or damaged school materials. This also applies to all equipment.
5. Be cooperative with all school personnel. Students are expected to respond appropriately to requests made by school personnel.
6. Stay on the school grounds at all times.
7. Help make the school a good learning environment for everyone. Disruptive behavior will not be tolerated.
8. Take care of your own things and leave other people's belongings alone.
9. Report to class with books and materials needed.
10. Help make school a safe place. This means not bringing skateboards, squirt guns, firecrackers, matches, rubber bands, knives, etc. and not throwing things in the building or on the school grounds. It also means taking extra safety precautions in such places as the gym and loading and unloading buses, and being careful in the parking lot around cars.
11. For safety precaution, in town students need to leave the parking lot area as soon as possible after school is dismissed.
12. Pass quietly in halls between classes.

## **ASSEMBLIES**

You must go to all school assemblies. We expect you to behave very well at school assemblies. Rules for assemblies are:

- 1) Sit quietly and be respectful
- 2) No whistling, booing or yelling
- 3) No horseplay
- 4) No talking during the performance
- 5) Sit with your homeroom
- 6) Teachers are expected to attend and sit with their assigned classes.

## Attendance

Students are expected to be at school unless properly excused by a parent or sent home by the principal. If your child is ill or will be absent, notify the school by note or telephone. If the school is not notified by 9:00 am, we will attempt to contact the parent. If the school personnel is unable to contact a family or relative about an absent child within a reasonable length of time the public authorities must be notified.

It is critical that all K-8<sup>th</sup> grade students have positive attendance to promote sound learning. A high number of student absences will ultimately affect your child's academic skills and result in lower grades. Continual low grades may lead to grade retention at the end of the year.

Some academic learning and concepts are missed when a student is not present. Class is much more than pencil and paper homework. There is a strong chance that there will be a dock in a student's daily grade, and several days missed that are not medical based, will add up to a major grade reduction. Please take heed of this issue to avoid future problems after the fact.

### Attendance Incentive for grades 7-8

Students who have 2 or fewer excused absences in every class for First semester (the only exemption being for School-sponsored activities) will be eligible to attend the school sponsored ski trip in the spring. Students who have met the attendance requirement for First semester and have only 1 additional absence or less during 3<sup>rd</sup> quarter, will then be eligible for the school sponsored trip to either Fairmont Hotsprings or the Broadwater athletic club.

**Grades 5-8<sup>th</sup>** have extra-curricular eligibility tied into attendance. (See the extra curricular agreement). The student must be in attendance for a full day of school, the day he/she participates (activity and practice). Exceptions maybe granted for death of a family member, medical, etc... by principal.

### Grades 7-8

#### **Definitions:**

Absence: Missing more than 10 minutes of class

Tardy: Not in the classroom when the bell rings and up to 10 minutes after the bell rings

#### **Advanced Makeup Forms:**

Students need to make prior arrangements for school related and extended (more than 2 days) planned absences by using an advanced makeup form. Forms are available in the office. All work missed may be made up within the time specified by the teacher in advance.

#### **Make-up Work**

For all other absences, students have one day for each day absent to make up work missed. The work will be due on the school-day following the make-up day. If a student has pre-assigned homework, and has already been given all necessary materials, then that

assignment is due upon the students return to school. Students will need to meet with their teachers to make arrangements to review content covered in class during the student's absence before taking either missed or regularly scheduled tests and quizzes

### **TARDIES (PERFECT ATTENDANCE GUIDELINES, K-6<sup>TH</sup>)**

Timeframes: AM 8:15 – 12:00  
PM 12:01 – 4:05

#### **AM**

Elementary classes start at 8:15 AM. Students arriving after 8:20 AM but before 9:30 AM will be marked tardy. Students arriving on or after 9:30 AM but on or before 12:00, will be counted as one-half day absent.

#### **PM**

To be counted as one-half day present in the PM, a student must attend from 12:01 through 3:00 PM. In all cases a full day of attendance, 8:15AM – 4:05 PM is encouraged.

### **TARDIES (7<sup>TH</sup> & 8<sup>TH</sup>)**

Students will have four minutes to pass between classes. This should be enough time not to be tardy for class! The penalties for being tardy really do add up.

- A) Three tardies in any semester will earn a detention.
- B) A total of six tardies in any semester will earn a day of Friday Detention. (After 6 repeat process)
- C) If a student has excessive tardies to any one teacher's class the teacher will call the parent to gather support in solving the problem. The teacher may enforce a consequence.
- D) Excessive tardiness, unexcused tardiness may result in detention, ISS, or Friday Detention.

### **ELEMENTARY K-8<sup>TH</sup> OPEN OR CLOSED CAMPUS**

The Lincoln Elementary School is a closed campus. The exceptions are as follows:

- 1) The parent informs the K-6<sup>th</sup> teacher that their student will be eating lunches at home and this is consistent pattern.
- 2) That every once in awhile the parent allows their child to leave for lunch. This will require a note to the teacher (grades K-6<sup>th</sup>) or a note to the office (grades 7<sup>th</sup>-8<sup>th</sup>) each time. One note WILL NOT work for spread out, staggered times.
- 3) This is a student safety issue and the school needs to know where the student is for the benefit of the school, student, and parent.

- 4) If there is no parent communication we will assume that the child is eating lunch at school and will be supervised. Any violation of the Closed Campus policy will then initiate consequences to deal with such. The school is asking that there be strong communication between the parent and the student about what is expected.

### **GRADING SYSTEM**

Report cards will be issued following each of the nine-week periods. Parents will be notified each mid-quarter period concerning student progress. Parents will be notified if there is a major change in student achievement when teacher sees a substantial decrease in student performance.

## **Lincoln School District**

### **INSTRUCTION**

2413

#### Credit Transfer/Assessment for Placement

##### Grades 1-8

Requests from parents of students in non-accredited, non-public schools for placement in the District school system will be evaluated by an assessment for placement team. That team will consist of:

1. the school principal;
2. one (1) teacher of the grade in which the student is being considered for enrollment;
3. one (1) counselor (grades 6-8 only) (OPTIONAL).

The assessment for placement team will use the District adopted criterion referenced test and/or the end of the year subject matter test to be administered and scored. The assessment for placement team will take into account the following in its recommendation for grade placement:

1. documentation that the non-accredited, non-public school has provided a comparable number of hours as the child would have attended in a public or private school;
2. that the child followed a similar curriculum as would have been provided in an accredited public or private school;
3. that the result of the end of the year test indicates the student has mastered most prerequisite skills;

Parents of students in elementary or high school home schools are encouraged to maintain a log which documents dates of instruction, content of instruction, amount of time spent on that instruction, scores on tests, and the grades in all activities.

The District is not obligated to provide instructional materials for other public or private schools.

If a parent or guardian of a child is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a non-accredited, non-public school

Policy History:

Revised on: 06/06/02

### **HONOR ROLL GRADES 5<sup>TH</sup>-8<sup>TH</sup>**

Students attaining a Grade Point Average (GPA) of 3.0 (B) or higher, without any grade below a 70%, will be eligible for the Honor Roll. All classes will be used to calculate the grade point. Students having an (I) incomplete, on their report card will not receive a GPA at that time or until the (I) incomplete is made up. A student must have no D or F grades to be eligible for honor roll status.

#### **Grading Scale-**

90 – 100 = A (4.0)

80 – 89 = B (3.0)

70 – 79 = C (2.0)

60 – 69 = D (1.0)

59 & below = F

### **STUDENT VISITORS**

Students that are not enrolled in Lincoln School will not be allowed to attend classes with an enrolled Lincoln Student.

### **PARENT SCHOOL VISITATIONS**

We invite parents to visit our classrooms and special programs. We want you to know about your child's educational program. As a courtesy to your child's teacher and instructional program, we respectfully request that you make an appointment for a visit to your child's class or with a teacher.

All visitors to the school must first check in with the front office.

## **CARE AND USE OF SCHOOL PROPERTY**

Students are urged to do their best in helping to maintain the appearance of the building, grounds and equipment. Defacing walls, desks or books will be considered a serious offense as will depositing gum on desks or on the walls or floors of the building. One building goal is to improve the looks of the facility and both students and adults will be held responsible.

## **SCHOOL PARTIES**

Party invitations must include all students in a room or the invitations cannot be passed out at school. ("All students" can be either all the girls, or all the boys)

## **FINES AND FEES**

Fines, fees and school bills are the obligation of the student and parent; every effort will be made to collect them for the benefit of all students.

## **LIBRARY--MEDIA CENTER**

Our school has concentrated on developing library and media facilities the past several years. Our center now has a large collection of materials including reference materials, and adequate numbers of books, magazines, filmstrips and other new audiovisual materials. Regular books may be checked out for a period of two weeks.

The library is a learning center and the same rules of conduct that prevail in the other areas of our school will be expected. Please exercise care when handling library materials. .

Use of Internet Technology - Students must have a signed **Technology Use Agreement** sheet on file in the office to use the Internet in the school building. Appropriate usage and consequences are listed on the Use Agreement. See Student Technology Use Agreement (back of handbook).

## **HEALTH SERVICES**

Vision, hearing and dental screening will be conducted during the school year. Parents of students who require attention in these areas will be notified.

Everyday first aid will be administered when necessary. Parents of students will be notified on case of serious injury or illness.

Students who become ill during the school day must come to the office prior to going to the sick room.

## **MEALS**

**Meals (breakfast and lunch) must be purchased in advance.**

Students will be notified and parents will be contacted when the account balance is \$4.00 and below by the school secretary.

## **BREAKFAST**

A school breakfast program is maintained by the school district and all students may eat, if they so desire. Student breakfasts are \$1.25 per day. If you qualify for free or reduced lunches, you also qualify for free breakfast or reduced cost breakfast at \$.35 per day.

## **LUNCH**

A school lunch program is maintained by the school district and all students may eat, if they so desire. Students will be allowed one carton of milk with lunch. Additional cartons of milk are \$.35 each. Student lunches are \$1.75 for grades K-6 and \$2.00 for grades 7-12, or at a reduced cost at \$.40 per day, if you qualify.

Free and reduced cost hot lunch applications are available in the school office. Parents are encouraged to take advantage of the program and fill out the required forms, which will determine eligibility. Your contact person will be Ms. Carol Williams, School Clerk. Phone number 362-4201.

## **THE CAFETERIA**

The school cafeteria is a very vital and important part of our school. The cooks, janitors, and administration will appreciate your cooperation in:

- 1) Depositing meal litter in appropriate wastebaskets.
- 2) Leaving the floor and table clean for others
- 3) Maintaining safety by not running to or from meal area
- 4) Being polite and patient in line, no saving places or cutting is allowed.
- 5) Do not take food trays from the cafeteria.

## **MEDICATION**

Students may take medication as arranged by parents. Students are to report to the teacher when they have medication and leave the medication with the teacher or in the office. Any prescription medicines should be held in vault of the main office and dispensed properly and logged. In order for any medicine/aspirin to be dispensed by the office the parent/guardian will need to fill out a Medicine Dispensation Form.

**Lincoln Public School and County Health Department Medication Policy**

The following policy for administering medicine by school personnel is recommended for all schools.

1. It is recommended that medications be given at home whenever possible. The administration of medication to pupils should be done only in exceptional circumstances when the child's health may be jeopardized without it.
2. Parents shall notify the school nurse, teachers, or other school personnel when medication must be administered to pupils at school.
3. The school nurse may make a home contact to identify the medication, dosage, and purpose of the medication.
4. Written statements shall be required of:
5. The family physician shall indicate the necessity of said medication being given to the child during school hours.
  - a. Parents, who shall make arrangements to come to school to give the medication, or;
  - b. In special cases the school nurse, doctor and parents may agree on a plan for administration of medication during school hours using the form provided at the office.
6. The physician and/or pharmacist shall be requested by the parents to prescribe duplicate bottles of the medication if it is necessary that the medication be given during school hours.
7. The bottle at school shall contain the pupil's identification, pharmacy name, physician's name, and the dosage of the drug to be given. Designated school personnel shall supervise pupils taking medications.
8. Under no circumstances should school personnel give aspirin, acetaminophen, or any other patent medicine or nostrum to students.

Under no circumstances should school personnel give any medications that are not in a correctly identified prescription bottle.

- Any student giving another student any form of medication will be subject to suspension from school.

## **TEXTBOOKS**

Textbooks will be furnished free of charge by the school district. However, the students are responsible for the books checked out to them. If they are destroyed, lost or stolen, the students must pay for the textbook. Textbooks are an expensive item for the taxpayer and we urge all students to treat their books with care. Fines will be levied against students turning in books that show evidence of misuse.

Students will be furnished 1 (one) workbook in a subject area; however, the student will pay for lost or misplaced workbooks.

## **SUPPLIES**

Each teacher will send supply lists home.

## **PASSES FOR LEAVING SCHOOL**

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If you must leave the building because of illness or any other emergency, you must check out at the office.

Written notes or phone calls from parents are necessary for any change in a student's routine schedule that would keep them from riding the bus or going home after school in an everyday routine. Positive communications between the parent and teacher really helps in preventing an issue from arising.

## **END OF YEAR CHECKOUT**

Early checkout – The school will keep students until the last day scheduled departure time. If at parent discretion, the student needs to leave early then the parent needs to physically come and be a part of the checkout process. All fines, obligations, and lunch bills must be paid and the check out sheet completed.

Early checkout students are to be out of the building and off the premises; they may not stay and mix with students still in session.

Teachers will teach or have educational activities up until the last day. On the last day grades 7-11<sup>th</sup> will be run on a schedule and an assigned teacher takes them to lockers for clean out and checklist completion. Students will be released by their teachers at 4:05 p.m. for elementary, and 4:10 p.m. for Jr. High students at the close of the school year.

## **INSURANCE**

Student accident insurance with additional dental benefits is available to students through the school. Cost of this policy is nominal. Application forms are available in the school office. Send checks directly to the insurance company: Northwest Scholastic Insurer or

Student Assurance Service. It is important for you to know that the school district does not carry accident insurance on students. The Lincoln School District highly recommends that all students purchase this coverage if you are not already covered under your family's insurance program.

### **EMERGENCY EVACUATION DRILLS**

Fire, earthquake, and other emergency evacuation drills will be held regularly. When the fire alarm sounds, you must leave your room in an orderly and quiet way. Walk, do not run. Leave the room and building by the route designated by the instructions you receive.

### **APPEARANCE**

Lincoln Elementary students should be appropriately dressed for the school weather conditions.

#### **Dress Code-**

- a) Shorts, split skirts and mini skirts may be worn throughout the school year. They must be acceptable in appearance.
- b) Spandex shorts and spandex pants can be worn only under other apparel.
- c) Sleeveless shirts may be worn but tank tops must be worn with a T-shirt underneath. Shirts must be of reasonable length and not exposing mid drifts (when raising arms).
- d) No sunglasses, hats, or headgear are to be worn in the school building during school hours, regardless of sex or fashion. (Hats are to be taken off when you enter the building, put on when you leave the building.) These rules apply to both sexes. Hats found being worn, will be confiscated until the end of the quarter. At that time, they may be picked up from the Principal.
- e) No clothing that advertises alcohol, drugs or tobacco products may be worn. Also, clothing with vulgar, obscene or suggestive inscriptions is not permitted. Girls shirts exposing shoulders, such as halter tops or tube tops, are not acceptable. If a teacher or administrator feels that the appearance of a student is disruptive to the learning environment, that student will be required to change clothes. All inappropriate clothing will be confiscated by the Principal and a clean gray t-shirt will be provided for the remainder of the day. Only after a parent meeting with the Principal, can inappropriate clothing be retrieved.
- f) Hooded garments may be worn, but hoods may not be worn covering the head in the building or classroom.
- g) Coats within the building and classroom are acceptable under the following conditions.
  - 1) The classroom teacher has the final say whether coats can be worn or not in the room.
  - 2) If the teacher determines there is a problem: example a heavy winter coat causing a body odor problem offensive to others.
  - 3) A classroom activity is designed where coats would not be acceptable modeling.
  - 4) Violation of 1, 2, or 3 above and refusal to comply would fall under the discipline area of student defiance.
- h) Backpacks are to be kept in lockers or in an arranged area.
- i) Clothing must be reasonably clean and not exposing skin or undergarments.

- j) No Walkman (headphones) or cell phones may be brought or used at school.
- k) Footwear must be worn at all times during school hours.

**Digital Media Players/ ipod, mp3 players-** No Digital Media Players (iPods, Zunes, etc.) or walkman (headphones) may be used during school hours unless student has permission from the teacher whose class they are in at the time of use.

**Cell Phone Usage-** Cell phones are allowed in our school. If brought to school, cell phones shall not be visible, must be powered off and kept in a locker during the instructional day (8:00 am until school is released). However, students in grades 7-12 may use their cell phone during the lunch period outside of the school building.

The use of cell phones disrupts the instructional program and distracts from the learning environment. Therefore, any cell phone use during the instructional day is grounds for confiscation by school officials, including classroom teachers.

In addition to the instructional day:

1. Cell phones are not allowed to emit any ring tone or other noise during any school-sponsored program or activity.
2. Unauthorized cell phone use, including text messaging and digital photography, is prohibited while on school-sponsored transportation.
3. Cell phones are not allowed to be used in the bathrooms or locker rooms at any time.

**Consequences:**

-1<sup>st</sup> time- Warning-phone will be confiscated and parents will be required to pick up the phone. (3 points)

-2<sup>nd</sup> time- 1 day of ISS-phone will be confiscated and parents will be required to pick up the phone. (5 points)

-3<sup>rd</sup> time- 3 days of OSS-phone will be confiscated and kept by the administration for the remainder of the school year. (25 points)

**\*\*Inappropriate use of a camera phone may lead to a recommendation by the Administration to the Board for expulsion of the student(s).\*\***

### **GUIDANCE**

A counselor will be available to assist elementary students with educational, vocational and personal development. Students are encouraged to take advantage of this service.

### **IMMUNIZATION**

Under Montana law all students need the following immunizations – 4DPT, 3 Polio and one MMR. Students in grades 6 – 12 must have a second MMR (Measles, Mumps, Rubella) prior to the start of the school year. If proof of adequate immunization is not received, we cannot admit the student as per state law. If you have any questions, please call the County Health Department, or Beth Cottingham, the public health nurse. Beth's number is 457-8925.

## HANDLING OF ISSUES AND COMPLAINTS

The principal is primarily responsible for the handling of citizens' complaints. Complaints shall be handled in the following manner:

1. If the problem concerns a teacher, parents shall schedule a meeting with the teacher to try to resolve the problem. No citizen or parent shall approach a classroom teacher during the performance of his/her duty unless given permission by the principal or unless accompanied by the principal.
2. If the problem is not resolved by discussion with the teacher a meeting must be scheduled with the administration.
3. If the problem is still unresolved, you may complete the following procedure request to be placed on the board agenda under Public Delegation by Formal Request. The procedure is: Come in and ask the Superintendent for Public Delegations Form. The form will ask if you have 1) followed the chain of command 2) what the reason for coming to the board is about. The form will be passed on to the board chairman to be determined if it warrants agenda placement on the next regular scheduled meeting.

\*\*If the Board Chair determines an issue should not be placed in the agenda he should contact each Board member & brief them on the issue & let them know why he feels it should be declined. It will be brought up under Public Delegations by Formal Request (b) Unapproved Requests for the Board to vote on whether the issue will be heard or not.

## TOBACCO, DRUG & ALCOHOL

**Tobacco Use-** There shall be no smoking chewing or possession of tobacco products by K-12 students on school property. The use of tobacco products is prohibited from the school buildings, meetings held at the school and school sponsored events. Tobacco products will be confiscated, parents/guardians will be notified and a two-day suspension will be mandatory. The second violation will result in a eight-day suspension and the student must appear before the Board of Trustees to explain their actions. The third violation will result in expulsion from school for a period of time as determined by the Board of Trustees.

**Drug and Alcohol Use-** The use, possession, or being under the influence of alcohol, and non-prescription drug, or any mind altering substances while on school property, in school vehicles, or at school sponsored activities either in or away from Lincoln is expressly prohibited. The preceding actions are also violations of state law and violators will be referred to the appropriate law enforcement agencies for prosecution.

Punishments for violations of these regulations are described below.

1) During the regular school day or at school related functions:

-First violation:

- a) Parents will be notified,
- b) Law enforcement officials will be notified,
- c) 8-day automatic suspension and enrolled in an approved treatment program

-Second violation:

- a) Expulsion for the remainder of the school year
- 2) Extracurricular activities:
  - Will follow the procedure in the **Activity Rules Agreement**
- 3) If the student is exonerated of the accusation they will be given adequate time to make up all assignments when they return to school.

### **WEAPONS AND GUN FREE ZONE**

No student will possess, handle, or carry any weapon or dangerous instrument on school grounds at any time. The administration shall suspend, immediately, a student who is determined to have brought a weapon/firearm to school. Law enforcement officials will be contacted.

A student who is determined to have brought a weapon/firearm to school must be expelled from school for a period of not less than one full year, except that the trustees may authorize that school administration to modify the requirement for expulsion of a student on a case-by-case basis.

### **OPPORTUNITIES AND EDUCATION EQUITY**

All students in Lincoln School will not be discriminated against and are eligible to participate in any extracurricular, academic, special, federal or athletic program regardless of sex, race, marital status, national origin or handicapping condition.

### **TITLE IX AND SEX DISCRIMINATION**

The Lincoln School District affirms that all students, employees, parents and legal guardians shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the District. This policy demonstrates the District's compliance with Title IX of the Educational Amendments (20 U.S.C.A.), Section 504 of the Vocational Rehabilitation Act (20 U.S.C.A.), the Americans with Disabilities Act (42 U.S.C.A.), and any other Federal or State Civil Rights laws, rules or regulations. Lincoln School District will not discriminate on the basis of sex, race, color, religion, national origin, age, physical or mental handicap, political belief or marital or parental status in its educational programs, its activities, or its employment practices.

The designated Title IX/Section 504/ADA officer in Lincoln School is Mrs. Kathy Heisler, 362-4201.

### **SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS POLICY 3225**

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or

2. has the purpose or effect of:
  - a. substantially interfering with the student’s educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

The consequences for harassment issues fall under the Progressive Discipline Policy.

“Sexting” is considered sexual harassment. “Sexting” is sending messages by cell phone that are lewd in content –whether it be a picture or other content.

### **FAMILY RIGHTS AND PRIVACY ACT**

In compliance with the Family Rights and Privacy Act, Lincoln Public Schools guarantees a parent the right to inspect their child’s record. Lincoln Schools will not disclose personally identifiable information from school records without parental consent. It is the intent of our schools to continue to release certain directory information to the news media and other agencies or individuals with legitimate interests. The school will release certain information generally made public, such as height and weight of team members, honors or awards, and other information generally found in yearbooks without the consent of parents. If you wish, you may request that the information not be released for your son/daughter. Please contact Mrs. Heisler if you have questions.

\*Refer to “No Release of Information Form”- Opt-Out Form

### **NONDISCRIMINATION POLICY**

Lincoln Public Schools do not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its activities and programs. The right of a student to participate fully in classroom instruction and extra curricular activities shall not be abridged or impaired because of age, sex, religion, national origin, pregnancy, parenthood, marriage, or any other reason not related to his or her individual capabilities. The Section 504 and Title 9 Coordinator is Mrs. Heisler.

## **SCHOOL BOARD POLICIES**

Each school district in the state of Montana has an adopted set of policies, which govern its employees and students at the local level. These policies are, in effect, laws, and which are based on state and federal laws, and which are just as legally binding on you as state and federal laws. A copy of the Lincoln School District #38 School Board Policies is on file in the school library. You are encouraged to review these policies.

---This Student Handbook is an extension of School Board Policy

## **CHANGE OF POLICY**

Occasionally there may be changes of policy as outlined in this handbook. These changes will appear in the morning bulletin and will be posted on the bulletin board outside the main office with an effective date included. Thereafter, it will be the responsibility of the student body to abide by the new policy. Teaching staff and/or administration will inform students and parents of new changes.

## **CODE OF CONDUCT**

As a student at Lincoln Public Schools, you will want to take full advantage of your right to an education. An important part of your education is your right to make decisions, and to take responsibility for the results of your choices. To protect your rights and the rights of others student behavior guidelines have been established.

## **Discipline Procedures**

The teacher is ultimately responsible for all discipline in the classroom. The school procedure for discipline for circumstances beyond the control of the classroom teacher is as follows:

Discipline in the school is a multi-step process, which is outlined below:

**STEP ONE:** Teachers will use classroom management techniques and make a record for future reference. Teachers shall use appropriate classroom management techniques for each class/situation.

**STEP TWO:** Student Discipline Referral Form:

(1) For Circumstances beyond the control of the classroom management plan, the teacher will initiate a Discipline Referral Form and send it to the office with student involved.

(2) The student will be allowed to present his/her side of the situation without interruption to an administrator or designee. Under no circumstance shall the student be allowed to return to class until a meeting is held. In this regard the student will be given due process. At the meeting with an administrator or designee a decision will be made as to what the child will be asked to do for that day. Parents will be notified by

telephone or in writing, of the school problem concerning the student. In all instances however, a copy of the referral will be sent by mail to the parents.

- (3) In the following the complete outline of the Lincoln Public School Discipline Policy is described: (this policy transcends all previous discipline programs previously adopted)

### DISCIPLINE POLICY

The Lincoln Public School Discipline Plan is designed to be an objective and impartial plan, which best serves the needs of all the students. This plan will allow for the highest level of education and performance to take place in our school.

The Principal will handle any discipline problems not listed. Each time a student accumulates a set amount of points, which is spelled out on the next page, the specified discipline action will take place. The action will either be followed up with a parent conference/phone call or a letter sent home to the parent.

Prior to a referral, immediate teacher action, such as parental contact, conferences, student counseling or verbal warnings will be attempted. If these means of intervention are not successful, a referral will be written, implementing the discipline program steps.

### **INFRACTIONS AND POINT CATEGORIES**

#### **Category A: (1 point, each infraction)**

**Unprepared for class to work:** Must report to class with writing utensil, paper, book and other required material(s).

**Excessive talking:** Continued talking after reasonable requests by the teacher to stop talking.

**Use of foul language:** Used in general conversation rather than directed at someone.

#### **Category B: (3 points, each infraction)**

**Inappropriate dress/accessories:** All students are expected to come to school dressed appropriately. Clothing which carries vulgar/offensive or refers to the use of alcohol/tobacco (or any associated logo), drugs or gang affiliation is prohibited. Students are not permitted to wear any clothing or accessory, which is disruptive to the education process. This may include, but is not restricted to: headgear (including hoods/hats/caps), excessively baggy clothes, belts which hang down, or any clothes or accessories, which cause student conflicts or disruption. As a guide to

help parents and students select appropriate school clothes, please keep the following in mind.

--No sunglasses, hats, or headgear are to be worn in the school building during school hours, regardless of sex or fashion. (Hats are to be taken off when you enter the building, put on when you leave the building.) These rules apply to both sexes. Hats found being worn, will be confiscated until the end of the quarter. At that time, they may be picked up from the Principal.

--No clothing that advertises alcohol, drugs or tobacco products may be worn. Also, clothing with vulgar, obscene or suggestive inscriptions is not permitted. Girls shirts exposing shoulders, such as halter tops or tube tops, are not acceptable. If a teacher or administrator feels that the appearance of a student is disruptive to the learning environment, that student will be required to change clothes. All inappropriate clothing will be confiscated by the Principal and a clean gray t-shirt will be provided for the remainder of the day. Only after a parent meeting with the Principal, can inappropriate clothing be retrieved.

**Cheating and plagiarism:** Plagiarism is the taking of language, ideas or thoughts from another person or source, and representing them as your original work. Students who cheat or plagiarize are subject to loss of credit for the assignment and discipline.

**Classroom Disruption:** All students have the right to learn, behavior that disrupts the learning process is subject to discipline, this may include but is not limited to: wondering the halls, sleeping in class, slamming locker doors during class, whistling excessively loud etc.

**Excessive Tardiness:** All students are expected to be in class on time, walking into class disrupts the class and takes away from the learning experience. Any student who has been tardy to class in intervals of three will be subject to discipline.

**Category C: (5 points, each infraction)**

**Insubordination:** Student does not follow the reasonable request of staff member, refusal to follow teacher's academic and management requests during class and after school. (This includes throwing snowballs when told not to)

**Computer Misuse:** Students may not bring any computer applications, including games, to school for any reason. School computer workstations may not be altered without direct teacher permission. Any vandalism (destroying or changing files, illegal copying, etc) intentional copyright violations, or attempted access to unauthorized data is not acceptable behavior.

**Public Display of Affection (PDA):** The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Sexual contact on campus or on a school-sponsored activity is inappropriate at all times. The only exception to this rule is holding hands.

**Skipping Detention or Friday School:** Not attending Detention or Friday School is a form of insubordination and will be handled accordingly.

**Category D: (8 points, each infraction)**

**Use of Tobacco:** Lincoln Public School fully enforce the policy that students of any age are prohibited from using tobacco products or having tobacco products in their possession at any time during the school day or at any school sponsored activities. In accordance with Montana Law Enforcement practices, students that are with a student that is using tobacco products are equally guilty and will face the same consequences. (Citation by law enforcement may be issued)

**Cutting Class:** Students are required by Law to attend school on a daily and regular basis. Students that leave school without appropriate permission will be disciplined.

**Category E: (10 points, each infraction)**

**Intimidation:** It is a crime to intimidate or use threats against any staff member or student in the peaceful discharge of his or her duties or studies.

**Use of foul language:** Directed toward a staff member.

**Provoking a fight/confrontational behavior:** Encouraging or instigating a fight. This includes third parties.

**Category F: (15 points, each infraction)**

**Vandalism:** Knowingly destroying school property which may include but is not restricted to graffiti, carving on tables and chairs, writing on walls, writing in school books, throwing objects into the ceiling.

**Harassment:** No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Lincoln Public Schools that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or

written, physical, will not be tolerated and constitutes the appropriate discipline.

**Cyber-bullying:** is defined as harassment executed through multi-media technologies (internet, e-mail, cell phones, etc). Cyber-bullying between students and/or students and staff affects how safe students and/or staff feel in the school setting. Consequently, cyber-bullying interferes with the educational process and will not be tolerated. Administration reserves the right to administer appropriate consequences for the circumstances.

“Sexting” is considered sexual harassment. (See sexual harassment policy pg 18)

**Severe:** (15 points, automatic 4 day suspension) –1<sup>st</sup> offense  
(15 points, automatic 8 day suspension) – 2<sup>nd</sup> offense  
(Recommendation by Administration for Expulsion- School Board action)

### **Theft**

#### **911 calls/false fire alarms/bomb threats**

**Fighting/assault:** any violent physical or verbal attack, or hostile encounter.

**Explosive:** Any item that could be ignited, including fireworks.

**Alcohol/drug use:** After multiple staff members agree that the student has recently consumed alcohol or taken any illegal substance.

**Possession or Sale of Illegal Substances:** Students in possession of illegal substances or paraphernalia will be disciplined the same.

**Weapons:** Any weapon not including a firearm.

**\*\*\*Firearm/ lethal weapon:** Any firearm, or weapon which being used, or used as a threat, to physically harm someone.

\*\*\*If any student falls under the firearm or lethal weapon violation while on school property, while traveling to and from school, while on any school transportation vehicle, while on a school lunch break, or while attending or participating in any school-sponsored activity under the jurisdiction, supervision and control of the school will be emergency suspended and recommended to the school board for expulsion, for a period no less than 1calendar year.

**The administration reserves the right to make final decisions on points assigned and discipline procedures. Any infraction not specifically addressed in this policy will be**

**handled individually by the Principal. Parents will be contacted by telephone, visitation, or by letter for all discipline infractions or referrals.**

**\*\*Students will be able to make up missed work, due to suspension, with teacher from individual subject and after school.**

### **DUE PROCESS PROCEDURES**

In cases of recommended short-term suspensions that exceed one calendar day, the students and parents/guardians will be notified. If the student and parents/guardians desire, they may request an informal conference concerning the discipline with the Principal. Should further grievance beyond the building level be desired, the student (if over 18 years of age) or the parents may:

- Contact the District Hearing Officer (superintendent) within two (2) school business days to present a written or oral grievance.
- If the grievance is not resolved with the District Hearing Officer, a written grievance may be presented to the School Board secretary for School Board consideration during the Board's next regular meeting.

When long-term suspension or expulsion is recommended, the Principal or his/her designee will deliver to the student and the parents/guardians a written notice specifying the charges made and sanctions to be imposed. The notice will also set forth the student's right to a formal hearing. If a formal hearing is desired the student or parents must:

- Contact the District Hearing Officer within three (3) school business days and present a written request for a formal hearing.
- The right to a hearing will be waived if there is no reply within the three (3) day period.

### **REFERRAL STEPS:**

**Actions to keep children in school.**

**STEP 1** - Parents will be notified either by phone or by mail when students receive demerit points. (0-4 PTS)

**STEP 2**- At the accumulation of five points; the student will be placed in "ISS" (In School Suspension in the Principal's Office).

**STEP 3** – At the accumulation of 15 points, the student will be moved up a step, to Friday School. If the student refuses to cooperate in Friday School then they will be moved up a step to Out of school suspensions. (15-24 PTS = 2 days) or 1 day parent shadow.

**\*\*\*\*A staff intervention meeting will take place between step 3 and 4.**

**The out of school suspension process goes as follows.**

**STEP 4** –At the accumulation of 25 points the student will receive automatic 2 days out of school suspension. The student may return to school only after a parent conference. (25-34 PTS = 2 days)

**STEP 5** – At the accumulation of 35 points the student will receive automatic 4 days out of school suspension. The student may return to school only after a parent, administrative conference (superintendent). (35-44 PTS = 4 days)

**STEP 6** – At the accumulation of 45 points the student will receive and automatic eight-day out of school suspension. The student will then be recommended to appear before the School Board. Permanent expulsion remains the discipline choice of the Board.

### **Student Behavior**

**Textbooks** –The use of textbooks is necessary for educational success, reasonable wear and tear on a textbook is expected. Excessive wear or damage to textbooks will result in fines.

**Use of Building** –The school building is for student use during scheduled activities. Students should not be in the building at other times. Students should leave the building immediately after school, unless under the direct supervision of a faculty member, or participating in a sports activity or practice.

**\*\*Please do not send students earlier than 7:30\*\***

**Detention** may vary in length of time and number. Detention may be given for violations of rules. Detention may be before school, during lunch, or after school. All detentions will be served when assigned, or detention doubles for grades 1-6. For grades 7-8, a skipped detention will result in one day of in-school-suspension. Any change in detention time must be arranged with the teacher that assigned detention.

**Principal In-School Suspension** will happen where the principal chooses. Students will be required to complete assigned homework. Work not completed will be given a grade of "0".

**Out of School suspension** may be 1 to 10 days in length. Parents will be contacted and the students will be sent home. During the time that a student is suspended, they are not allowed on school grounds or to attend or participate in any extra curricular activities/functions. OSS will result in a 50% reduction in grade.

**Friday Detention** - Students incurring warranted discipline will be assigned Friday School. Assigned Friday Detention automatically makes the student ineligible for any extra-curricular activities scheduled for the Friday assigned.

Failure to serve on the assigned date will result in out-of-school suspension for the following Monday and Tuesday and student will receive a zero grade. (Students who are ill need to have their parents/guardians contact the school by phone no later than the following Monday morning to verify the illness. Such verified illness will result in Friday detention being reassigned to a later date.)

Under the Friday detention program, the student will attend a six (6) hour session on Friday. The time will be 8:00 a.m. to 2:00 p.m. Students will be under the supervision of an adult and will follow his/her directions. Classroom texts or related materials are to be brought to study. Students will not be allowed to just sit. In addition, students will be expected to observe the following:

- Misbehavior of any type may result in the student being removed from the session and sent home. This would be considered as a failure to serve, and will result in an out-of-school suspension for the following Monday and Tuesday.
- Students who arrive late or do not have study materials may be sent home or assigned additional detentions.
- Students will not be allowed to put their heads down and sleep.
- Students will not be allowed to use the telephones or go to their lockers during the session.
- No radios, walkmans, cards, magazines, papers, or other recreational materials will be allowed in the session.
- Students will not be allowed to talk or visit with other students during the session.
- No food or beverages will be allowed during the session.
- There will be 10-minute breaks at 10:00 and 12:00. Students may go to the restroom or their lockers during this time.

Students who refuse to attend or skip the Friday detention program more than one time will be required to appear before the School Board of Trustees at the next regularly scheduled meeting.

### **Expulsion Policy 3300P**

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) business days before the date scheduled for the hearing. The notice shall include the time and place of the hearing and information describing the process to be used.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

**Food and Beverages** –Students will be able to purchase drinks before school, after school and at lunchtime (after lunch has been served). Food and drinks will be allowed in the classroom ONLY with teacher permission. No pop is allowed.

**Bus Conduct** –The chief concern of the bus driver must be the safe conduct of students in his or her charge. Therefore, any conduct, which distracts the driver’s attention, cannot be permitted. To assist the driver in maintaining discipline, the following regulations have been adopted. They explain the procedure that will be followed when a student is guilty of behaving in a way, which distracts the driver’s attention.

- 1) The first offense will result in the student’s appearance before the principal.
- 2) The second offense will cause the driver to report on the student to the principal. From that point on, the parents will supply transportation for the pupil until such time as they are able to appear before the principal with the student.
- 3) The third offense will cause the student to forfeit his/her bus privileges. Again, the parents will supply transportation for the students until they appear before the school board with the student to show cause why the privileges should be reinstated.

NOTE: Loss of privileges is not a reason to miss school. If days are missed they will count toward days absent from school.

### **Extra Curricular Activity Policy**

The policy will be aligned as closely as possible in grades 5-12 to ensure a smooth transition from Elementary to Jr. High school. Eligibility is set as follows

- A. If a student is ineligible Monday PM, the student is ineligible for participation that Monday to the following Monday for activity participation. The exception to this rule is when Monday evening activities are scheduled. A Monday ineligibility list gives no time for parent notice or time for coach play changes. Eligibility for Monday night student activities will run from Tuesday AM to the next Tuesday AM. In regards to athletics students will be required to practice, but cannot participate in the contest. After three consecutive ineligibilities or four total ineligibilities, you are done with the activity.
  - i. Specifics – Grades 5-8: Students will have to pass all classes on a weekly basis with a 65% or better to be eligible. Students participating in any extracurricular activity will need to comply to the provisions set forth in the Extracurricular/Co-curricular Activities Agreement

## **Liability and Professional Responsibility Policy**

Lincoln School Dist. #38 Board of Education promotes education through the classroom and school sponsored activities. Each school employee (paid or voluntary) that coaches, sponsors, or advises an extra-curricular activity shall be held to the highest degree of accountability in regards to student safety and in guarding and promoting values and ethics.

The duties of an extra curricular assignment ends at the end of the scheduled season or at a specific time agreed upon and designated by the board of education or representative. Each school employee has been requested to acknowledge that the school district will not be held liable for organized student activities outside of the school year that resemble or appear to be an extension of any board approved position both voluntary or paid. The school district supports the position of being held harmless in issues of the student's safety, accident, or from problems that arise if an employee pursues the activity with students outside of the season or school year.

All parents and guardians should acknowledge this policy as it directly relates to parent's responsibility and decision-making.

## EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AGREEMENT

Extracurricular/Sports Activities include **all** activities sponsored and affiliated with the school outside of the regular classroom.

*Offerings include: All Sports (Elementary, Jr. High and High School).*

### **Rules-Extracurricular/Sports Activities**

Extracurricular/Sport activities are a privilege, not a requirement. Students wishing to participate in these should recognize this and agree to abide by the rules.

**\*Failure to Follow the Rules will result in the ending of your school activity/sports participation.**

**Drug Free Environment-** Lincoln School supports a drug free lifestyle and follows policy in regards to the legal drinking age in Montana. In helping the school and activity sponsor to manage and enforce the set rules, we ask that students not be physically seen in an environment where alcohol is being served. This practice avoids the potential for miscommunications.

**Chemical Use Policy-** The school administration will follow all applicable state laws and board policies regarding student discipline of chemical violation. In addition, students involved in extracurricular activities will adhere to the guidelines below.

Participation in school extracurricular activities is voluntary. It is the student's responsibility to follow the rules in order to remain eligible for activities.

1. Covered Substances - A student shall not use or possess a beverage containing alcohol, use or possess tobacco, or use, consume, possess, buy, sell or give away any other controlled substance. In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches will not recommend or permit the use of any drug, medication or food supplement in school for performance enhancement purposes.
2. The philosophy is that enrolled students should not be engaging in the use of illegal substances. Student attendance at house parties, drinking in vehicles, keggers, etc.. violates the extracurricular intent and applicable laws. In recognition of parental authority the school acknowledges that students may be present with their parents at a function where alcohol is being served to legal age adults. This would not be considered a violation unless the student was partaking.
3. The following violations are cumulative over the entire 4 years of high school.
  - 1<sup>st</sup>: 15 day suspension from activity as follows: 5 days off activity, 10 days with practice. In addition to the suspension, you must attend a minimum of three (3) hours Insight program provided by the coaching staff. The Insight program must be completed before you can re-join the team or organization. There will be no traveling with the team during the suspension time.
  - 2<sup>nd</sup>: Suspended from participating in any extracurricular athletic activity for forty-five (45) school days. There will be no traveling with the team during the suspension time. You will be suspended from practices for two (2) weeks. If you choose to return to practices, you must attend all practices unless excused by school administrators. Before being allowed to come back to the team or another activity, you must attend a ten (10) hour session on Chemical Dependency. Proof of attendance is required.
  - 3<sup>rd</sup>: Must have a Professional Chemical Dependency Evaluation and complete their recommendations after evaluation before being allowed to participate in any extracurricular activity for their remaining high school career.
  - 4<sup>th</sup>: End of your school activity/sports participation.

**Academic Eligibility-** The policy will be aligned as closely as possible in grades 5-12 to ensure a smooth transition from Elementary to High school. Eligibility is set as follows:

If a student is ineligible Monday PM, the student is ineligible for participation that Monday to the following Monday for activity participation. The exception to this rule is when Monday evening activities are scheduled. A Monday ineligibility list gives no time for parent notice or time for coach play changes. Eligibility for Monday night student activities will run from Tuesday AM to the next

Tuesday AM. If the practice requires riding on a district contracted bus, the student will be allowed to miss practice and cannot ride the bus to an away practice.

1<sup>st</sup> Ineligibility- can practice, no participation in games or travel

2<sup>nd</sup> Ineligibility- no practice, no open gym, and no participation in games or travel

3<sup>rd</sup> Ineligibility- you are done with the activity.

**Grades 5<sup>th</sup> -12<sup>th</sup>:** Students will have to pass all classes on a weekly basis with a 65% or better to be eligible. The eligibility that is collected on Monday will hold true for the entire week. Make-ups will not be allowed during the week.

\*When calculating eligibility, all I's (Incompletes) will be counted as a non-passing grade until the work is turned in.

**Attendance Eligibility-** Students are expected to have positive attendance during the sporting season. Students are expected to attend full days and not be tardy or truant.

Consequences are as follows:

- A. Truancy (Late 10 minutes or more): Any truancy during the day will result in loss of student daily participation of practice, game playing, and sports bus travel
- B. Tardies
  - a. First hour and in school tardies shall be handled under the handbook discipline code.
  - b. Noon hour tardies are under strict code since leaving campus is a privilege. Students have made the choice if they are tardy coming back from noon hour. The consequences will be:
    - i. handled under handbook policy
    - ii. loss of one or two quarters of game playing time based on student attitude.
- C. Exceptions
  - a. Medical appointments with a written doctor note provided.
  - b. Administrative and/or Athletic Director discretion to deal with unique situations

**Student Dress Code/Behavior-** Wearing apparel for students should be appropriate for the activity, neat, clean, and in good repair. Participants must conduct themselves in a respectable manner at all times, so as not to embarrass the group and/or school. Any definite show of disrespect towards others, staff or the public will result in disciplinary consequences.

Any definite show of disrespect towards players, coaches, officials, or spectators may result in any of the following:

*Benched for the remainder of the contest.*

*Benched for the remainder of the contest and suspended for 1 game.*

*Dismissed from the team for the remainder of the season.*

Wearing apparel for student athletes should be neat, clean, appropriate and in good repair. Boys-Nice pants and shirt – tie at coach's discretion; Girls – dresses or nice pants. \*No Blue jeans

If a team chooses to have matching attire, they may be purchased after approval from administration and parents. This includes team shirts, sweatshirts, and warm-up outfits that promote "Team Spirit".

Lincoln athletes are to present a desirable image to the public at all times, home and away, as you are representing our school and community. Be proud to be a **LYNX!**

**Cell Phone/Digital Media-** Cell phones **are not** allowed to be used in the bathrooms or locker rooms at any time (includes all home and away contests). During travel, cell phones may only be used at the front of the bus with supervision. Inappropriate use of a camera phone may lead to a recommendation by the Administration to the Board for expulsion of the student(s).

## **Travel**

1. The student is subject to the full direction and authority of the coach or advisor while involved in practice, competition, or travel for the activity.
2. During travel, the coach or advisor has full responsibility from the time of departure until return to the school. All school policies concerning student behavior are in effect during the trip and any student violations of those policies may result in the student being sent home at parent expense.

4. All students must travel on the team bus to and from the event unless the parent has made prior written arrangements. A student will not be released to anyone but his or her own parent or guardian in a face-to-face meeting at the out-of-town competition.
5. The bus will be left clean of garbage.
5. Overnight Trips

All overnight student trips will be approved by the administration and school board if needed. Such trips will require adequate chaperones willing to supervise students the entirety of the trip. A suggested ratio is one adult for every five students. Not less than one adult chaperone will stay in each room occupied by students. The lining up of responsible chaperones shall be handled by the contracted supervisor and/or athletic director of a sporting event. The list of chaperones and number of participating students shall be turned in to the principal by the day before leaving on the activity.

**Degree of Risk-** Participation in any sport presents some degree of injury risk. A coach must be aware of the potential of all player's health risks during the sport season. If at some point during the season, a student medical condition surfaces, it is the coaches' decision to make a sound, professional judgment about the continuation of participation.

**Medical Release to Participate-** If a student athlete is seen by a medical professional for a medical condition that affects participation in sports, the parent will need to provide a written, signed medical release. This release will allow the student athlete to return to sports participation.

**Montana High School Association-** All students participating in Montana High School Association (MHSA) events are subject to MHSA rules concerning academic, age, residence requirements, summer camps rules, etc. Questions concerning MHSA policies should be directed to the school activities director, Mr. Shane Brown, or to the MHSA office in Helena (442-6010).

### **Residence Eligibility (MHSA Policy)**

1. A student must meet residence eligibility as set by the MHSA transfer rule.
2. All questions concerning residence eligibility should be directed to the Athletic Director.
3. A student who is ineligible due to the MHSA transfer rule may compete at the Junior Varsity level but not on Varsity.

**Age Eligibility (MHSA Policy)-** A student is not eligible for MHSA events if he/she turns 19 before midnight, August 31, preceding that school year.

### **Pre-Season Responsibilities (MHSA Policy and Lincoln School Policy)**

1. All student athletes will be expected to have all pre-season responsibilities taken care of prior to the start of practices for that sport. All paper work for physicals, insurance, etc., will be turned in directly to the coach. The coach will then turn in the originals to the AD for the file after keeping a photocopy. The athlete will not be able to practice or compete until all such paper work is cleared and on file and his/her parent or guardian has attended the parent meeting or met with the coach. This includes all necessary signatures.
2. Physical form - signed by doctor, parent, and student. (Includes insurance information) This certification is valid for a period of one school year.
3. Activities Agreement - signed by parent/guardian and student (Includes warning statement and statement of understanding regarding the Chemical Use Policy).
4. Parent Meeting - All seasonal activities will conduct pre-season parent meetings to inform parents of program expectations, lettering requirements, the chemical-use policy, and injuries common to that activity. It is recommended that each student athlete attends with at least one parent or legal guardian. Dates and times for the meetings will be publicized by the coach. If a parent or legal guardian is unable to attend the meeting, it is recommended that they speak with the coach to receive this information.

### **Opening Dates- HS Athletics- (MHSA Policy)**

August 14<sup>th</sup>                      First Practice - Football

August 17 <sup>th</sup>	First Practice - Girls Volleyball, Cross Country
November 23 <sup>rd</sup>	First Practice - Boys Basketball, Girls Basketball
March 15 <sup>th</sup>	First Practice - Track

**Curfew-** The athletic departments would like to recommend the parents enforce a curfew of 9:00 on weeknights or game nights and 11:00 on weekends.

**Lettering Criteria**

1. The participant to receive a letter in that sport must satisfactorily complete the season.  
 Lettering criteria for individual sports as follows:

- Football      Participate in 4 Varsity Games or participate in First round of Playoffs
- Basketball    Participate in 6 Varsity Games or participate on District Team
- Volleyball    Participate in 6 Varsity Matches or participate on District Team
- Cross Country Participate in 2 Varsity Meets and participate in the State Meet
- Track          Participate in 2 Varsity Meets and participate in the District Meet
- Cheerleading Participate in 3 Fall and/or 5 Winter home events and end-of-season tournaments

*\*\* Exceptions to these lettering criteria may be made by the administration*

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 Lincoln Public Schools, District #38  
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PLEASE SIGN BELOW AND RETURN THIS PORTION TO THE COACH.

I, \_\_\_\_\_ have read the rules as stated in the Lincoln Schools Extra Curricular/Sports Activities Agreement. I understand all the rules and accept the responsibility and privileges of participation. I understand the penalty for violation of any of the above stated rules, especially the chemical use policy.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

I, \_\_\_\_\_ have read the rules as stated in the Lincoln Schools Extra Curricular/Sports Activities Agreement. I will help to uphold the philosophy of Lincoln Schools. I also understand the penalty for violation of any of the above stated rules, especially the chemical use policy.

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

Tech Agreement

## Tech Agreement

## FINAL TEST POLICY (Grades 9 - 12) 7th and 8th Core Classes

Final tests will be mandatory for all students. A semester final test or project will be given in each class.

### First day

Science  
English  
Music  
Voc. Arts (IA & Bus)

### Second day

Math  
Computer  
Art  
History  
7<sup>th</sup> Hr M/W

### Third Day

Science (Adv.)  
PE/Health  
Spanish  
7<sup>th</sup> hr T/Th

### **FIRST QUARTER-**

-Tues. Oct. 26; -Wed. Oct. 27; -Thurs. Oct. 28  
- End of quarter- Oct.28

### **SECOND QUARTER (1<sup>st</sup> Semester)-**

-Tues. Jan. 18; -Wed. Jan. 19; -Thurs. Jan 20  
- End of quarter- Jan. 20

### **THIRD QUARTER-**

-Tues. Mar. 22; -Wed. Mar. 23; -Thurs. Mar. 24  
- End of quarter- March 24

### **FOURTH QUARTER- (2<sup>nd</sup> Semester)**

Srs.- Tues. May 24; -Wed. May 25; Thurs. May 26  
- SENIORS last day- May 26  
7-11-Thurs. May 26; Tues. May 31; Wed. June 1  
-7<sup>th</sup> hour M/W final will be on Wed. June 1  
-7<sup>th</sup> hour T/Th final will be on Tues. May 31  
-End of quarter- June 2

### **\*\*PROFESSIONAL DEVELOPMENT DAYS FOR STAFF\*\***

Thursday & Friday, August 19 & 20 8:00-4:00  
Friday, October 1 8:00-4:00  
Friday, November 12 8:00-12:00  
Friday, February 11 8:00-12:00

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\*Measured Progress Assessment (grades 3- 8 & 10) week of March 7

**LINCOLN K-12 SCHOOLS**

**2010-2011 SCHOOL CALENDAR**

|                          |                                                     |                          |
|--------------------------|-----------------------------------------------------|--------------------------|
| <b>Aug. 19- Thursday</b> | <b>Teacher Orientation &amp; Prof Development</b>   | 1.0 PIR                  |
| <b>Aug. 20- Friday</b>   | <b>Teacher Orientation &amp; Prof Development</b>   | 1.0 PIR                  |
| Aug. 23- Monday          | First Day of School                                 |                          |
| Sept. 6- Monday          | Labor Day- No School                                |                          |
| Sept. 16- Thursday       | <b>Open House- 4:30-7:30</b>                        | .5 PIR                   |
| Sept. 23- Thursday       | Mid-Term Reports                                    |                          |
| <u>Oct. 1- Friday</u>    | <u>Professional Dev. – 8:00-4:00- Staff</u>         | <u><b>1.0 PIR</b></u>    |
| Oct. 21- Thursday        | MEA Conference- No School                           | 1.0 PIR                  |
| Oct. 22- Friday          | MEA Conference- No School                           |                          |
| Oct. 28- Thursday        | End of 1 <sup>st</sup> Quarter                      |                          |
| *****                    |                                                     |                          |
|                          |                                                     | 38 PI Days               |
|                          |                                                     | 4.5 PIR                  |
| Nov. 4- Thursday         | <b>Parent-Teacher Confs- 4:30-7:30</b>              | .5 PIR                   |
| <u>Nov. 12- Friday</u>   | <u>Professional Dev. – 8:00-12:00- Staff</u>        |                          |
|                          | <u><b>.5 PIR</b></u>                                |                          |
| Nov. 24- Wednesday       | Thanksgiving break- No School                       |                          |
| Nov. 25- Thursday        | Thanksgiving- No School                             |                          |
| Nov. 26- Friday          | Thanksgiving- No School                             |                          |
| Dec. 9- Thursday         | Mid-Term Reports                                    |                          |
| Dec. 23- Thursday        | Start of Christmas Vacation                         |                          |
| Jan. 3- Monday           | Back to School                                      |                          |
| Jan. 20- Thursday        | End of 2 <sup>nd</sup> Quarter                      |                          |
| *****                    |                                                     |                          |
|                          |                                                     | 41 PI Days               |
|                          |                                                     | 1.0 PIR                  |
| Jan. 27- Thursday        | <b>Parent-Teacher Confs- 4:30-7:30</b>              | .5 PIR                   |
| <u>Feb. 11- Friday</u>   | <u>Professional Dev. – 8:00-12:00- Staff</u>        |                          |
|                          | <u><b>.5 PIR</b></u>                                |                          |
| Feb. 21- Monday          | President's Day- No School                          |                          |
| Feb. 24- Thursday        | Mid-Term Reports                                    |                          |
| Mar. 24- Thursday        | End of 3 <sup>rd</sup> Quarter                      |                          |
| *****                    |                                                     |                          |
|                          |                                                     | 35 PI Days               |
|                          |                                                     | 1.0 PIR                  |
| Apr. 25- Monday          | Easter/Spring Break- No School                      |                          |
| Apr. 28- Thursday        | Mid-Term Reports                                    |                          |
| May 30- Monday           | Memorial Day- No School                             |                          |
| June 2- Thursday         | End of 4 <sup>th</sup> Quarter- School out at 11:30 |                          |
| June 2- Thursday         | Records Day for Staff- 12:00-3:00                   | .5 PIR                   |
| *****                    |                                                     |                          |
|                          |                                                     | 37.5 PI Days             |
|                          |                                                     | .5 PIR                   |
|                          |                                                     | <b>151.5 PI Days</b>     |
|                          |                                                     | <b>7 PIR Days</b>        |
|                          |                                                     | <b>1,096 Total Hours</b> |