

**LINCOLN PUBLIC SCHOOL DISTRICT #38**

**LINCOLN HIGH SCHOOL SCHOOL**  
**STUDENT HANDBOOK**

**2009-2010 SCHOOL YEAR**

*(Website pdf copy)*

**LINCOLN PUBLIC SCHOOLS**  
**PO BOX 39**  
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**406-362-4201**

*Pawsitively the Best!*

### **The Right To Education and To Participation**

1. Every student has the right to an education without disruption and a corresponding responsibility not to deny this right to any other student. Each student is expected to take responsibility for either his or her learning behavior.
2. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of their school.
3. Students have the right to participate in school activities regardless of sex, race, religion, ethnic origin, economic status, handicap or other disadvantage.
4. Students may not be denied participation in any activity for any reason other than those established by state, county, Montana High School Association and school eligibility requirements.

### **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.

### **Student Enrollment**

K-12 students may not attend the Lincoln School if he/she is not living with a parent or court ordered guardian. Students living with grandparents or other relatives will not be allowed to attend the Lincoln School, unless the placement is court ordered.

### General Conduct and Rules

In an attempt to maintain an atmosphere conducive to good learning, certain rules are necessary and must be followed. Students shall conduct themselves in an orderly manner, which does not infringe upon the rights of others or cause harm to persons or property.

The building is open to students from **7:30 am to 4:45 pm** Monday through Thursday. No one will be permitted in the building before or after those hours unless they are under the direct supervision of a teacher.

Students are expected to conduct themselves in a courteous, considerate and respectful manner at all times, including at activities. Insolent, rude, insubordinate or disrespectful speech or manner will not be tolerated. Profanity in any form is not allowed. Do not run, push, or yell in hallways. No hugging, kissing or other blatant signs of affection other than holding hands.

#### **Conduct in Classroom –**

- a. Be seated at your desk when the bell rings.
- b. Disrespectful conduct by any student toward any teacher or other district employee will not be tolerated at any time.
- c. No pop. Snacks may be allowed with teacher approval.
- d. Cheating by students will not be tolerated. Students caught cheating on assignments or tests will be given a “0” for the work.
- e. Teachers will have their own classroom rules for their classes.

#### **Conduct in the Cafeteria –**

- a. Student behavior in the cafeteria should be based on courtesy and cleanliness.
- b. Deposit all litter from trays into proper wastebaskets.
- c. Return all trays and utensils to the dishwashing area.
- d. Leave tables and floor clean.
- e. No eating or drinking will be allowed on the gym floor.
- f. After you are finished eating, you may sit in the gym or go outside. You are not allowed in the hallways, classrooms or in the locker room hallway.
- g. **Meals need to be purchased in advance. Students and parents will be contacted when the account balance is \$4.00 and below.**

#### **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.

**Conduct on the playground –**

- a. No roughhousing (such as tackle football), tripping, pushing, or other physical activities.
- b. No snowballs allowed on school grounds.
- c. Do not litter.
- d. Do not throw the swings or hang on the tetherball; use equipment properly.
- e. Do not stand or congregate in the parking lot, driveways, or under the entrance awning.

**Conduct while Driving and Parking on School grounds –**

- a. Students are expected to follow school rules.
- b. Violating such rules will result in loss of driving a vehicle on school premises.
- c. 9<sup>th</sup> graders and younger are not allowed to ride with licensed student drivers.
- d. Please promote driving safety, be careful as young children may be crossing the parking lot.
- e. Student parking is only in the main lot. No parking in front of the doors, elementary doors or by the football field.

**Conduct at Assemblies**

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

- a) Sit quietly and be respectful
- b) No whistling, booing or yelling
- c) No horseplay
- d) No talking during the performance
- e) Sit with your homeroom
- f) Teachers are expected to attend and sit with their assigned classes.

**Pupil Misconduct**

Penalty for pupil misconduct is after school/lunch detention, In-School suspension (ISS), Friday Detention, or suspension (i.e. class disruption, wastes time, tardy, disrespectful, disorderly conduct, etc.) If a student skips detention they will serve ISS the following school day. Any change in detention time must be arranged with the teacher or administration that assigned the detention.

**Discipline Policy**

1. Each teacher will attempt to resolve student behavioral issues through sound classroom management and disciplinary consequences.
2. If the above interventions do not work the teacher will contact the parent and arrange a conference. The principal may or may not be present depending on the severity of the issue.
3. After the above steps are followed and the problem continues the teacher should refer the student to the principal. The teacher will provide the principal with documented and dated intervention strategies tried at the time of referral.

## 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) The following outline describes the Lincoln Public School Discipline Policy: (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: wandering 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 late disrupts the class and takes away from the learning experience. Any student who has been tardy to class, will be subject to discipline.

**Harassing and Smart Remarks:** Any student caught harassing another student or teacher shall be given 3 points. Also, smart or sassy remarks to a teacher shall not be tolerated.

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

**Insubordination:** Student does not follow the reasonable request of a staff member, refusal to follow teacher's academic and management requests during class and after school. (This includes roughhousing, 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. (Refer to Student Technology Agreement)

**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 Detention:** Not attending Detention or Friday Detention 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. Students are to remain on campus during scheduled classes unless they have written permission from their parents/guardian or administration. With such permission, students must sign out at the office when they leave and sign in upon returning to school.

**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 disability. Acts of harassment, hostility, or defamation, whether verbal, 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, including knives, 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 (District Clerk) 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 (Superintendent) 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). (5-14 PTS)

**STEP 3** – At the accumulation of 15 points, the student will be moved up a step, to Friday Detention. If the student refuses to cooperate in Friday Detention 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 an automatic 3 days out of school suspension. The student may return to school only after a parent conference with the Principal. (25-34 PTS = 3 Days)

**STEP 5** – At the accumulation of 35 points the student will receive an automatic 5 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 an 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.

**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 the detention doubles. Any change in detention time must be arranged with the teacher that assigned detention.

**Principal In-School Suspension** will only happen in the principal's office or other location selected by the principal. 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 8 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 Detention. The program will run as needed. Assigned Friday Detention automatically makes the student ineligible for any extra-curricular/co-curricular activities scheduled for that Friday.

Failure to serve Friday Detention on the assigned date will result in out-of-school suspension for the following Monday and Tuesday. The student will receive a zero grade for those days. (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 at 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.
- food will only be allowed during the lunch period.

-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- Board Policy 3300P**

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

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.

**Campus and Use of Vehicles** – All 9<sup>th</sup> -12<sup>th</sup> grade students will be required to read, sign and initiate a conversation with their parent/guardian regarding this policy and responsibilities. It is required that all students obtain a parent signature on one of the options before any Open Campus rules are in effect. If no signed form is turned in, the student will stay on campus during the noon hour.

**Open Campus** – Any student with a legal driver's license and a vehicle provided to them has the responsibility to know whether or not their parents have sanctioned driving at the noon hour. If, however, that student drives dangerously, does not obey basic traffic rules, and/or spins gravel on school grounds, they will immediately lose noon hour driving privileges for the remainder of the quarter. The parents of said student will be immediately notified.

No student in 9<sup>th</sup> grade or younger shall ride in a student-driven vehicle.

Students leaving at noon hour are being allowed a privilege and high school students' grades 9-12 will need to meet the requirements set forth, for open campus. Violations of policy rules could result in a disciplinary consequences and loss of the privilege of leaving campus the rest of the quarter or school year.

It is our belief that high school students should be responsible for both their behavior and driving during the course of the day; including parking lot and noon hour. Students are to remain on campus during scheduled classes unless they have written permission from their parents/guardian or administration. With such permission students must sign out at the office when they leave and sign in upon returning to school.

## **Rules**

- a. All student drivers shall drive and park their vehicles appropriately in the parking lot, no reckless driving actions.
- b. Noon hour – Driving is for any licensed driver with parental permission and the restriction is that they cannot have 9<sup>th</sup> graders or younger in their vehicle with them.
- c. Any high school student can go home for lunch if that is the option agreed upon and the principal is informed.
- d. Students driving vehicles to school are to adhere to the following rules:
  - Students are to use the parking lot located on the South and West fence side of the lot. The area in front of the West sidewalk is reserved for Visitor parking and Emergency vehicles.
  - Students are not allowed to sit in vehicles during the school day or lunch.
  - Students may not use cars during the school day, 8:00-4:10, without permission from a parent/guardian or administrator.
  - Students driving in a reckless manner on school grounds will be reported to law officials and parents.
  - Failure to comply with vehicle rules will result in detention, ISS, Friday detention or suspension.
- e. Due to the high number of tardies for students returning to class after lunch the following policy prevails for the 2009-2010 school year.
  - i. During any quarter when a student reaches six tardies at the end of lunch period that student will lose the privilege of Open Campus and will remain on campus the rest of the quarter.
  - ii. Not honoring the on-campus consequences will result in a minimum of two days out-of-school suspension.
- f. When students leave campus they are expected to behave in a respectable manner. It is our hope that no problems arise, thus causing community members to lodge complaints. Examples: speeding, reckless actions, littering, trespassing on private property, underage smoking, fighting, negative verbal, theft and other aspects of legal issues. Each case will be dealt with individually and could result in the loss of open campus privileges.

# Open Campus

Lincoln High School  
09/10 school year

Dear Parents: Please sign A or B with your student and have them sign in the same section. This form gives your High School student the ability to drive during the noon hour **with your permission**, or states that your student is **NOT** to drive during the noon hour.

## Section A

### Parent/Guardian

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ agree to Open Campus and driving privileges at noon hour and will support the school in enforcing the attached provisions during the school year.  
Date \_\_\_\_\_

### Student

I, \_\_\_\_\_, a \_\_\_\_\_ grade high school student at Lincoln Public School agree to abide by the attached rules set forth by Open Campus and driving privileges policy and understand the consequences for violations of these rules.  
Date \_\_\_\_\_

## Section B

### Parent/Guardian

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ **DO NOT** agree to Open Campus and want my student to remain on campus during lunch hour. As a parent, I have the option of writing a note making an exception for one day at a time. If this option is chosen the school, parent, and student are a team. The school does not assume sole responsibility for a student violation of the directive. Parents will assume their role and set a home punishment if the student does not honor their wishes.  
Date \_\_\_\_\_

### Student

I, \_\_\_\_\_, a \_\_\_\_\_ grade high school student at Lincoln Public School understand the above agreement between my parents and myself. I realize I fall under Closed Campus Status. Date \_\_\_\_\_

### Sibling Transportation:

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, give permission for my child(ren) \_\_\_\_\_, to ride with their older brother/sister.

**An Office telephone** is available for student use in cases of emergency or at the direction of staff and/or administration. The phone in the hallway is for use after school hours only.

**Admit Slip:** If you have been absent from school, you will need to report to the office for an admit slip before you will be readmitted into class by your teacher. An absence will only be “excused” if you bring a signed note or phone call from home explaining the reason for the absence. Unexcused absences (example: Truancy/skipping) will result in a grade of “0” for the time period involved, and you will not be allowed to make-up any missed assignments or tests.

**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.

**Lockers:** Lockers are assigned during registration and only school locks may be used, they can be obtained from your Principal, Mrs. Maughan. The school does not charge rent on lockers, therefore, it is lawful to inspect lockers when the need arises. Periodic inspection will be made; if any illegal substances or lethal weapons are found, the evidence will be turned over to local law enforcement officials, and violators will be prosecuted.

Do not leave valuables in your locker. **THE SCHOOL DISTRICT WILL NOT BE HELD RESPONSIBLE FOR ITEMS LOST OR STOLEN OUT OF THE LOCKERS OR LOCKER ROOM.** If you have something of value, give it to the teacher or the office for safekeeping.

Any materials taped to the lockers must be appropriate as deemed by the administration and the staff.

The school administration may bring in canine drug dogs and perform a random smell test on all lockers within the building. All procedural aspects will be followed. (See Board Policy 3231)

**Textbooks, classroom equipment and supplies, uniforms and the school building** itself are provided by taxpayers for student use. Students are responsible for the care and maintenance of any books or other school property checked out to them. If lost, stolen, or damaged beyond wear that is incurred through normal everyday use, students will be billed.

**Vandalism** of school and personal property will not be tolerated. Students who commit acts of vandalism will be charged for repairs and will be subject to the appropriate discipline measures.

**Use of Computer Lab** – No pop or food will be allowed in the computer lab. Chat rooms will not be allowed. Computers are to be used for educational purposes only. Students must have adult supervision to be in the computer lab.

**Use of Internet Technology/Email** – (Policy below) Students must have signed Technology Use Agreement sheet on file in the office to use the Internet or email in the school building. Appropriate usage and consequences are listed on the Use Agreement.

**2009-2010**  
**Lincoln Public School, District #38**  
**Student Technology Use Agreement**

Please read this document carefully before signing.

Lincoln Public Schools uses voice, data, and video electronic communication systems that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources must be used to support education or research for **educational purposes**.

Communication over district networks is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

**TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Lincoln Public Schools. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, Lincoln Public Schools believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Internet Filtering

To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. **The Internet filter may not be unblocked, bypassed or changed.**

Appropriate Use of the Internet, E-Mail, Networks or Technology Equipment:

Students are responsible for appropriate behavior when using the Internet, e-mail or other electronic resources. Students are expected to abide by and be responsible for appropriate behavior when using District technology resources. Students are expected to abide by the following rules:

- Students will be required to log on, log off and state the purpose of their search.
- Students will use only appropriate e-mail accounts that are set up by the Technology Coordinator or Lincoln Public School staff.
- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is- never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.

- Do not download or install any commercial software, shareware, or freeware onto network drives or disks without the approval of the District Technology Coordinator.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, or alter equipment or software without the approval of the District Technology Coordinator or school administration.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to District technology resources or any other technology resources.
- Do not attempt to gain access to the District or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not alter the computers, change the settings or passwords, or change the system configurations in any way.

Consequences for inappropriate use of the Internet, E-Mail, Networks or Technology Equipment

Since Internet and E-mail access is a privilege and not a right, users have responsibility to use the resources in an appropriate manner. Consequences of misuse or abuse of the Internet, E-Mail, Networks or Technology Equipment, depending upon the severity of the situation, may include any combination of the following:

- Friday detention
- ISS/OSS
- Loss of privilege of Internet and E-mail for the remainder of the school year.
- Notification of parents and administrators.
- Referral to proper authorities for disciplinary and/or legal action

**All Wireless Laptops must be approved by the school's Computer Technician prior to connecting to the school's network.**

For students to be able to access the school's network, the following items must be adhered to:

- 1) Outside computers (laptops) cannot gain access to the school's network without first contacting the school's Computer Technician and school administration.
- 2) When connected to the school's network, students must acknowledge that they are not allowed to access sites or content areas on a personal PC that are not allowed at school. These sites and areas are detailed above in the "Student Technology Use Agreement".

- 3) The laptop must have all current operating systems and browser updates.
- 4) The laptop must have a current, updated anti virus software installed with automatic updates. This software must be approved by the Computer Technician.
- 5) Students must obtain permission from the classroom teacher before being allowed to access the network wirelessly in a classroom.
- 6) Only laptops - no gaming consoles like X-box or Personal Play Station will be allowed on the school's network.
- 7) No emailing, instant messaging or online gaming will be allowed.
- 8) No network access during non-school hours which includes lunch time. Access activity will be monitored by the Computer Technician, as all accesses are logged.
- 9) No peer to peer file sharing programs are to be installed on the student's laptop.

Students are expected to abide by the above guidelines. Inappropriate use will result in their wireless access being terminated.

Conclusion:

Lincoln Public School staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

Signature Section: **(Please return only this page to the school office)**

Both the student and parent or legal guardian must sign below. Parental or legal guardian signatures indicate you are granting permission for your child to have access to all District technology resources available for student use.

Student Signature Section:

I have read the Lincoln Public School District Technology Use Agreement, and I agree to follow the rules contained in this policy. I understand the consequences if I choose to violate any of the rules.

Student Name (printed)\_\_\_\_\_Grade\_\_\_\_\_

Student Signature\_\_\_\_\_Date\_\_\_\_\_

Parent / Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this Technology Use Agreement and grant permission for my child to access the Lincoln Public School District's computer systems and technology resources. I understand that my child will be held liable for violations of this agreement. I understand that the District's computer system and technology resources are intended for educational purposes. I also understand that it is difficult for my child's school to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. The parent/legal guardian or child will be responsible for any financial obligations arising from unauthorized use of the system.

Parent / Guardian Name(printed)\_\_\_\_\_Date\_\_\_\_\_

Parent / Guardian Signature\_\_\_\_\_

**Use of Library** – Checkout hours and procedures will be posted in the library. Ask the Librarian if you need assistance. The library will be used for studying and research, not for socializing.

**Immunizations** – Under Montana law all students need the following immunizations – 4DPT, 3 Polio and one MMR (Measles, Mumps, Rubella). Students in grades 7 – 12 must have a second MMR 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 Public Health Department or Beth Cottingham, the public health nurse. Beth’s number is 562-3509 or 562-3694.

**Vaccinations for College Bound Students** – Each college has different vaccination requirements for entrance. Some of the vaccinations most highly recommended are a current Tetanus, Hepatitis A and/or B, and Meningococcal. Your physician, community health department or local public health nurse, Beth Cottingham, can provide these vaccinations for you. Beth has information on each vaccination and its cost. The Hepatitis series takes up to six months, so it is important to start soon. If you have any questions on the above information call Beth Cottingham or the Public Health Department at 562-3509 or 562-3694.

**Insurance** – Student accident insurance with additional dental benefits is available to students through the school. Cost of this policy is nominal. Applications are available in the school office. Send checks directly to the insurance company: Northwest Scholastic Insurers 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.

**Fire/Earthquake Drill** – we will conduct a number of drills throughout the year. Teachers will inform you of the proper procedures and exits for their classrooms.

**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 \$.30 per day. Students will be allowed one carton of milk with breakfast. Additional cartons of milk are \$.35 each. Breakfast will be served from 7:40-8:00. Students need to be finished eating breakfast before the beginning of 1<sup>st</sup> hour.

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

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.

**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.

**Dress Code-** Lincoln High School students should be appropriately dressed for the school weather conditions.

- a) Shorts, split skirts and mini skirts may be worn throughout the school year. They must be acceptable in appearance and shorts/skirts finger length as observed by student hand on leg.
- 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.
- 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 are 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) Footwear must be worn at all times during school hours.

**Digital Media Players/ Walkman-** 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. Cell phones may only be used at the front of a bus, under proper supervision.
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).\*\***

**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 an 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/or 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:

1) Expulsion for the remainder of the school year

2) Extracurricular or co-curricular 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.

**Field Trips** will be permitted when they are in line with a specific learning objective. Prior approval for all trips must be granted by the principal. Permission slips must be sent home prior to field trips. They should include: leaving time, where the student will be going, chaperones, time expected back and other pertinent information.

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

**Parent 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 at the front office.

**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 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 will be run on a regular schedule and an assigned teacher will take students to lockers for clean out and checklist completion. Students should not be released by their teachers until the end of the scheduled day.

**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:
  - a. The family physician shall indicate the necessity of said medication being given to the child during school hours.
  - b. Parents shall make arrangements to come to school to give the medication, or;
  - c. 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.
5. 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.
6. 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.
7. 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.

### **Attendance Expectations:**

It is the policy of Lincoln Public Schools that regular school attendance is essential for all students and that the school will work cooperatively with students and parents toward that end. The educational process requires continuity of instruction, classroom participation, learning experiences, and study in order to attain maximum educational benefits for each student. Attendance reflects a student's dependability. School success, scholarship, and job opportunity are greatly affected by a good attendance habits.

### **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.

**Excused absence:** any absence where the parent or guardian has contacted the school and has excused the student.

**Unexcused absence:** any absence where the parent/guardian has not excused the student.

**School-related Activity:** activity sponsored by the school which the student is directly involved in.

**Medical absence:** absence verified by a doctor's statement. Statement must be in the office within 2 days of the absence.

**OSS:** Out of School Suspension

### **Attendance Policy:**

1. A student will be allowed ten (10) absences per class, per semester, including all excused and unexcused absences. When a student is absent beyond the ten (10) allowable days, each additional day will result in a loss of 10 percentage points from that student's semester grade in that class.
2. Absences that WILL NOT be used in calculating the attendance record are:
  - a. School-related
  - b. Bereavement in the immediate family
  - c. Court-ordered absences
  - d. Medical absence
  - e. In-school suspension

### **Unexcused absence:**

If a student has an unexcused absence, leaves school or checks out of school without parent permission (parents have not contacted the school), the penalty will be a day of Out-of-School Suspension.

### **Procedure for an absence:**

If a student will be absent, parents must notify the school by note or telephone. If the school is not notified of the absence by 9:00am, the school will attempt to contact the parent. If school personnel are unable to contact a family member or relative about an absent child within a reasonable length of time, the public authorities must be notified.

Extra-curricular eligibility is tied to attendance. The student must be in attendance for a full day of school to be eligible to participate in activities (games or practice). Exceptions may be granted by the principal for medical appointments or other situational issues.

**Advanced make-up 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.

**Semester Incentive:**

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.

**Attendance Reporting to Parents;**

Computer generated letters will be sent to parents or guardians when a student accumulates 5, 7, and 9 absences in a class.

Parents or guardians will be notified of an Unexcused Absence by a personal phone call. If parents are unavailable a letter will be sent home.

**Tardies:**

Three unexcused tardies in any one class in a semester will be counted as 1 absence in that class. Parents will be notified by mail or phone call if their student receives an absence due to tardies. When a student has accumulated 6 tardies in any one class, it will result in the appropriate number of absences (2) and a Friday Detention.

**Lincoln School District**

**INSTRUCTION**      Policy 2410

**High School Graduation Requirements**

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements which, as a minimum, satisfy those established by the Board of Public Education (10.55.904 & 905, ARM). Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter ninth grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades nine through twelve (9-12). The Board shall approve graduation requirements as recommended by the Superintendent.

To graduate from Lincoln High School, a student must have satisfactorily completed all graduation requirements. Highly unusual exceptions may be considered by the principal, such as a student exchange program in a recognized school, or correspondence to obtain such credits.

A student who possesses a disabling condition shall satisfy those competency requirements which are incorporated into the individualized education program (“IEP”). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
	10.55.904, ARM	Basic education program offerings - high school
	10.55.905, ARM	Graduation requirements
	10.55.906, ARM	Credit

**Policy History:**

Adopted on:2000/01

Revised on:

## Lincoln School District

### **INSTRUCTION**

2410P  
page 1 of 2

#### High School Graduation Requirements

##### Publication of Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

##### Credits

Students shall be expected to earn a total of 22 units (23 beginning with the class of 2011) in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

##### Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend and the Superintendent approve minor deviation from the graduation requirements.

##### Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, and correspondence courses. Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at Lincoln High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

##### **Class Rank (Grade Point Average)**

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with a "S" or "U" on the report card.

##### **Early Graduation**

In accordance with provisions of § 20-9-313, MCA, the Board hereby authorizes the high school principal to grant permission to students who have completed the minimum requirements for graduation to apply for early graduation. Any student seeking to graduate early must follow the following procedure:

- a. All applications must be submitted to the principal at least one (1) semester prior to the proposed graduation date. Applications must be in writing and countersigned by parents or legal guardians if the student is a minor.
- b. Applicants must have at least a cumulative grade point of 3.50 as a requirement of early graduation application.

- c. All applications must be accompanied by a recommendation from the high school principal.

If the application is denied by the principal, the student may appeal the decision to the Board. The student may choose to have the appeal heard in a closed session of the Board. The decision of the Board shall be final.

Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.

Procedure History:

Promulgated on: 2001/02

**ACADEMICS**

**1. Graduation Requirements**

a) Total of 22 credits/23 credits		
b) Course of credit requirements		<b>Class of 2011</b>
English.....	4 credits	4 credits
History.....	3 credits	4 credits
(1/2 - MT, 1 – US, ½ Government)		
Mathematics.....	2 ½ credits	3 credits
(2 years plus ½ Junior Year)		
Science.....	2 credits	2 credits
Health Enhancement.....	2 credits	2 credits
Computers.....	1 ½ credits	
(1 – Keyboarding, ½ Computer Literacy)		
Practical Arts.....	1 ½ credits	2 credits
Fine Arts.....	1 credit	2 credits
	17 ½ credits	19 credits
Electives.....	4 ½ credits	4 credits
	22 credits	23 credits

**2. Alternative Credit—**

Students may earn either required or elective credits through correspondence schools or private schools. Acceptance of these credits as being applicable to graduation requirements may be granted by the Superintendent after review of the course content.

Required credit in Senior English and Government classes need to be successfully passed on the first attempt. Seniors and/or Early Graduates needing makeup credit in these areas will need to earn such credit through an approved correspondence course.

Enrollment in the special class entitled “Replacement English” is limited to 9th, 10th, and 11<sup>th</sup> grade students.

**3. Grading and reporting**

a) Awarding credits – High School credits will be awarded on a semester basis. In other words, a student will earn one-half (1/2) credit for each class successfully passed during a semester. Quarterly percentages will be averaged to yield a semester grade. No more than one (1) can be earned per class regardless of the number of semesters spent in that class except by administrative approval. Students may not earn additional credit by repeating a semester of class work except by administrative approval.

b) Retakes – We govern retakes of required classes as follows: the year has two semesters. If you fail any semester, you have to retake that semester. If you fail one quarter and pass one quarter in any one semester, your grade for the semester is determined by averaging each quarter’s percentage grade. If you receive a passing grade for that semester, you will receive one-half (1/2) credit.

4. **Grade level placement** – The total number of credits you have earned to date determines your grade level placement:

Freshman.....0 to 5 ¾ credits  
Sophomore.....6 to 10 ¾ credits  
Junior.....11 to 15 ¾ credits  
Senior.....16 or more credits

5. **Grading Scale-**

90-100%     A  
80-89%      B  
70-79%      C  
60-69%      D  
Below 60%    F

6. **Honor Roll** - 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. 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.

7. **Student Honor Plaques** – Four academic plaques will be on permanent display in the main entryway of the school in the area of Math, History, English and Science. High School students who have maintained a high GPA, show initiative and knowledge will have their names inscribed on the appropriate plaques. Students must be enrolled in the class to be considered for the award.

8. **Parents/Teacher conferences** are scheduled at the end of the first and second quarters. All parents/guardians are encouraged to attend these conferences.

9. **Early out graduating seniors** – Seniors may be released from school one week early, in accordance with the Office of Public Instruction guidelines.

10. **Pupil personnel services** are available to all students through the guidance counselor, Services include: testing – vocational and educational; health information; placement: assisting present and future academic and career plans.

11. Students will have **TWO** days at the beginning of each semester to change their schedules. All changes must be made through the principal’s office by getting a drop/add slip and having it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add. Schedule changes must be made for educational purposes and not mere convenience.

**Lincoln School District**

**INSTRUCTION**

2413  
page 1 of 2

Credit Transfer/Assessment for Placement

Grades 9-12

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the District. This shall be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of the counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

- (1) document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the District;
- (2) document that the student followed a curriculum which is essentially similar to that in the course for which they are requesting credit;
- (3) document that in the event of a credit request in a lab, industrial arts or music course, the equipment and facilities were sufficient to meet the required learning activities of the course;
- (4) require that the student has satisfactorily passed in all courses where a final exam is normally given, a final exam which was prepared and administered by a staff member in the District.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will only be accepted when a like course is offered in the District.

The school transcript will record courses taken in home schools or non-accredited schools by indicating the title of the course, the school where the course was taken, and the grade.

For purposes of calculation of class rank, only those courses taken in an accredited school will be used.

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:

Adopted on: 2001/02

Revised on: 06/06/02

**Lincoln School District**

**INSTRUCTION**

Policy 2151

Interscholastic Activities

The District recognizes the value of a program of interscholastic activities as an integral part of the total school experience. The program of interscholastic activities shall include all activities relating to competitive sport or intellectual contests, games or events, or exhibitions involving individual students or teams of students of this District when such events occur between schools outside this District.

All district facilities and equipment utilized in the interscholastic activity program, shall be inspected on a regular basis. Participants will be issued equipment that has been properly maintained and fitted.

A syllabus which outlines the skills, techniques and safety measures associated with a coaching assignment will be distributed to each coach. All coaches, assistant coaches and cheerleading advisors will hold a current Red Cross First Aid Certificate. All sports and cheer coaches are required to complete and pass all eight units of MHSAs Coach Education Program. Eighty percent is considered passing. The district is required to report that all coaches have completed the program. Once certified, such certification is good for three years. Each coach must maintain their coaching certification for continued employment.

The Board recognizes that certain risks are associated with participation in interscholastic activities. While the District will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "assumption of risk" statement which indicates that the parents assume all risks for injuries resulting from such participation. Each participant shall be required to furnish evidence of physical fitness prior to becoming a member of an interscholastic team.

Coaches and/or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items.

Cross Reference: 3416 Administering Medication to Students  
Legal Reference: 10.55.707, ARM Certificates

Policy History:  
Adopted on:2001/02

## **EXTRACURRICULAR ACTIVITIES**

1. **Extracurricular activities are a privilege, not a requirement.** Students wishing to participate in an extracurricular activity should recognize this and agree to abide by the rules.
2. **Physical Exam** – Anyone in grades 7-12 wishing to participate in a school sponsored athletic program must pass an annual physical examination and have the exam documented on an official MHSAs confidential athletic physical examination pre-participation form (available at the office). The physical examination must be completed before the student may participate in practices. Cost for such exam will be paid by the student, parents or guardians. The Montana High School Association (MHSAs), the governing body for athletics in the state of Montana, will not allow any student to participate in an association practice without having passed an annual physical.
3. **Insurance** – The MHSAs provides the students of its member schools with a "catastrophic insurance plan". This insurance comes into effect only after your medical bills exceed

\$10,000.00 You will not be insured for medical expenses under \$10,000 unless you or your parents take out some type of supplementary medical insurance that covers you.

4. **School District Liability** – School District #38 will not assume any cost of medical or other services due to athletic injury.
5. **Bus** – On activity or athletic trips, students must ride the bus both ways unless the student’s own parents/guardian takes them home from the activity, or the student’s parents/guardians have made prior arrangements with the chaperon/coach and/or administration.
6. **Activities:**
  - a. Class meetings will be scheduled throughout the school year during the regular school day.
  - b. No meeting can be held without a sponsor present.
  - c. All activities must be held under the sponsorship of the faculty advisor.
  - d. Classes wishing to hold any kind of an after school activity are required to submit a written request to the Student Council at least one week prior to the event. The request should address the following: who, what, when, why, cost, chaperones, etc. After approval by the Student Council, the request must be approved by the administration **BEFORE** the activity may be scheduled. Approval forms will be returned to the group sponsor.
  - e. 7-12 classes will have one reserved fundraiser and may have one additional fundraiser per year with appropriate approval.
  - f. All extracurricular activities may have one fundraiser per year with appropriate approval.
  - g. ALL money received by an organization representing the school **MUST** be deposited in the office, immediately, for proper receipt.
  - h. School dances are restricted to Lincoln students only, other High School students will be admitted only with prior approval by administration. Three chaperones are needed with at least one being an employee of the District. Students are admitted only once to the dance. If a student leaves the dance, they will not be readmitted.
7. **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 or co-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 or co-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 either 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 parents responsibility and decision-making.

## Extra-Curricular/Co-curricular Activities Agreement

Extracurricular/Co-curricular 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), Jr. High and High School Band and Choir, Media Communications*

### Rules-Extracurricular/Co-Curricular Activities

Extracurricular/Co-curricular activities are a privilege. 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 or co-curricular activities will adhere to the guidelines below.

Participation in school extracurricular or co-curricular 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/teaching 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 /co-curricular 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**

**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

**Policy History:**

Reviewed and Amended on: 7/27/06

Reviewed and Amended on: 8/13/07

Reviewed and Amended on: 5/15/09

## **HANDLING OF ISSUES AND COMPLAINTS**

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

- a. 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.
- b. If the problem is not resolved by discussion with the teacher a meeting must be scheduled with the administration.
- c. 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/she should contact each Board member and brief them on the issue and let them know why he/she 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.

## **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.

Below, you will find major problem areas the school district feels interferes with the education of students. If you choose to involve yourself in these areas, one of the listed disciplinary actions will be a consequence of your behavior. You should be aware that this is a guideline and does not describe all behaviors, nor does it describe the many positive activities used to help students change their behaviors.

When a teacher fills out a report it is assumed that they have tried interventions to stop similar behaviors and they did address this issue with the students and parents. The staff is responsible for their own classroom management. When a referral is turned into the principal the ownership changes from the teacher to the administration. This is an important issue to acknowledge. Based on previous problems, and the new offense, the student will be dealt with appropriately.

## **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 any questions.

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

**Nondiscrimination Policy**

Lincoln Public Schools does 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.

**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.

**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.

Parents will be informed in the school newsletter/community newspaper.

**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. The test shall account for no more than 20% of the quarter grade in each class.

<u>First day</u>	<u>Second day</u>	<u>Third Day</u>
Science (all & 1 Adv.)	Math	Science (Adv.)
English	Computer	PE/Health
Music	Art	Spanish
Voc. Arts (IA & Bus)	History	

**FIRST QUARTER-**

-Tues. Oct. 27; -Wed. Oct. 28; -Thurs. Oct. 29  
- End of quarter- Oct.29

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

-Tues. Jan. 12; -Wed. Jan. 13; -Thurs. Jan 14  
- End of quarter- Jan. 14

**THIRD QUARTER-**

-Tues. Mar. 23; -Wed. Mar. 24; -Thurs. Mar. 25  
- End of quarter- March 25

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

Srs.- Tues. May 25; -Wed. May 26; Thurs. May 27  
- SENIORS last day- May 27  
7-11-Tues. June 1; Wed. June 2; Thurs. June 3  
- End of quarter- June 3

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

Friday & Monday, August 21 &24 all day  
Thursday & Friday, October 15 &16 all day (MEA Days)  
Friday, November 13 9:00-12:00  
Friday, March 12 9:00-12:00

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\*Measured Progress Assessment (grades 3- 8 & 10) week of March 1

**LINCOLN K-12 SCHOOLS**

**2009-2010 SCHOOL CALENDAR**

|                                                                    |                                        |                       |
|--------------------------------------------------------------------|----------------------------------------|-----------------------|
| Aug. 21- Friday                                                    | Teacher Orientation & Prof Development | 1.0 PIR               |
| Aug. 24- Monday                                                    | Teacher Orientation & Prof Development | 1.0 PIR               |
| Aug. 25- Tuesday                                                   | First Day of School                    |                       |
| <b>****First week of school will be Tuesday through Friday****</b> |                                        |                       |
| Sept. 7- Monday                                                    | Labor Day- No School                   |                       |
| Sept. 17- Thursday                                                 | Open House- 4:30-7:30                  | .5 PIR                |
| Sept. 24- Thursday                                                 | Mid-Term Reports                       |                       |
| Oct. 15- Thursday                                                  | MEA Conference- No School              | 1.0 PIR               |
| Oct. 16- Friday                                                    | MEA Conference- No School              | 1.0 PIR               |
| Oct. 29- Thursday                                                  | End of 1 <sup>st</sup> Quarter         |                       |
| *****                                                              |                                        |                       |
|                                                                    |                                        | 4.5 PIR               |
|                                                                    |                                        | 38 PI Days            |
|                                                                    |                                        |                       |
| Nov. 5- Thursday                                                   | Parent-Teacher Confs- 4:30-7:30        | .5 PIR                |
| Nov. 13- Friday                                                    | Teacher PIR Day- 9:00-12:00            | .5 PIR                |
| Nov. 25- Wednesday                                                 | Thanksgiving break- No School          |                       |
| Nov. 26- Thursday                                                  | Thanksgiving- No School                |                       |
| Nov. 27- Friday                                                    | Thanksgiving- No School                |                       |
| Dec. 3- Thursday                                                   | Mid-Term Reports                       |                       |
| Dec. 23- Wednesday                                                 | Start of Christmas Vacation            |                       |
| Jan. 4- Monday                                                     | Back to School                         |                       |
| Jan. 14- Thursday                                                  | End of 2 <sup>nd</sup> Quarter         |                       |
| *****                                                              |                                        |                       |
|                                                                    |                                        | 1.0 PIR               |
|                                                                    |                                        | 36 PI Days            |
|                                                                    |                                        |                       |
| Jan. 20- Wednesday                                                 | Parent-Teacher Confs- 4:30-7:30        | .5 PIR                |
| Feb. 15- Monday                                                    | President's Day- No School             |                       |
| Feb. 18- Thursday                                                  | Mid-Term Reports                       |                       |
| Mar. 12- Friday                                                    | Teacher PIR Day- 9:00-12:00            | .5 PIR                |
| Mar. 25- Thursday                                                  | End of 3 <sup>rd</sup> Quarter         |                       |
| *****                                                              |                                        |                       |
|                                                                    |                                        | 1.0 PIR               |
|                                                                    |                                        | 39 PI Days            |
|                                                                    |                                        |                       |
| Apr. 2- 5 (Fri-Mon)                                                | Easter/Spring Break- No School         |                       |
| Apr. 29- Thursday                                                  | Mid-Term Reports                       |                       |
| May 31- Monday                                                     | Memorial Day- No School                |                       |
| June 3- Thursday                                                   | End of 4 <sup>th</sup> Quarter         |                       |
| June 4- Friday                                                     | Records Day for Staff- 9:00-12:00      | .5 PIR                |
| *****                                                              |                                        |                       |
|                                                                    |                                        | .5 PIR                |
|                                                                    |                                        | 38 PI Days            |
|                                                                    |                                        |                       |
|                                                                    |                                        | <b>7 PIR Total</b>    |
|                                                                    |                                        | <b>1,092 PI Total</b> |

**Hours**