

**LINCOLN HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2009-2010**

THIS COPY OF LINCOLN RULES AND EXPECTATIONS BELONGS TO:

NAME _____

Daily Bell Schedule

First Bell	7:27	
1 st period	7:35-8:30	55 min.
2 nd period	8:35-9:30	55 min.
3 rd period	9:35-10:30	55 min.

1 st lunch	10:35-11:05	30 min.
4 th period	11:10-12:05	55 min.
4 th period	10:35-11:30	55 min.
2 nd lunch	11:35-12:05	30 min.

5 th period	12:10-1:05	55 min.
6 th period	1:10-2:05	55 min.

1 st lunch	1 st Floor, 2 nd Floor
2 nd lunch	000 Floor, 100-104, Gym, Auditorium, 3 rd Floor, Shops

**WELCOME TO LINCOLN HIGH SCHOOL,
HOME OF THE MIGHTY ABES!!!**

***This handbook should be kept in student personal binders for the entire school year.**

Using standard educational practice, Washington state law, Tacoma School Board policies, and our experience as a staff, we set forth the expectations outlined in this handbook as the basis of successful learning at our school. Expectations are based on the belief that all students can learn, all students should be responsible for their own behavior and academic performance, and that students, parents, and staff should work together for the success of all.

We have four basic expectations we expect all students to abide by:

- Respect Yourself
- Respect Others
- Respect Personal and Public Property
- Follow Staff Instructions

Lincoln High School
701 S. 37th St.
Tacoma, WA 98418
Phone: 253-571-6700 Fax: 253-571-6789

Administration

571 + ext

Greg Eisnaugle	Co-Principal - Lincoln Center	6716
Patrick Erwin	Co-Principal - 11/12 GO@L	6664
Dr. David Koval	Assistant Principal - GO@L and SOuL	6660
LuAnn Kucklick	Assistant Principal - ABE	6662

Guidance Center

571 + ext.

Truby Pete	Students with last names A-E	6631
Martina Iniguez	Students with last names F-L	6738
Kathy McGatlin	Students with last names M-R	6731
Kevin Seebeck	Students with last names S-Z	6772
Darvina Johnson	Scheduling Secretary	6672
Magda Contreras	Records Secretary	6670
Colleen Philbrook	Career Counselor	6701

School Resources

571 + ext

Office Coordinator	Bennie Collier	6678
Receptionist	Yolanda McLeod	6681
Main Office/Lincoln Center	Rebecca Keough	6680/6712
Athletics Director	Bernadette Ray	6644
Athletics Secretary		6642
Attendance Office		
A – L	Hope Barclay-Hiatt	6676
M – Z	Trisha Zimmerman	6677
Security Office	Jim McCuen	6722
	Curtis Fletcher	6720
TPD Officer	Bryce Clothier	6684
Transportation	Jim McCuen	6722
Library	Janet Muelhans	6702
Library Asst	Laura Taulaga	6792
Lunchroom	Diane Harwood	6736
Head Custodian	Ray Mathias	6632
Indian Education	Martha Sherman	6685
Psychologist	Patrice Sulgrove	6665
	Jon Horwath	6671
School Nurse	Pat Stephens	6682
Health Clerk	Michelle Decker	6683
Speech/Lang Pathologist	Peggy Hurd	6763
	Gail Rothwell	6763
Drug/Alcohol Counselor	Gail Nelson	6685

TRiO	Carrie Staloch	6673
Upward Bound	Delia Orosco	6674
College Bound	Ben Cochran	6773
HERO	Jamila Jones	6734
Achievers	Robert Jones	6609

Lincoln Fall Semester Schedule of Classes

Subject	Teacher Name	Room Number	Phone Ext.	Teacher ID
1.				
2.				
3.				
4.				
5.				
6.				

Lincoln Spring Semester Schedule of Classes

Subject	Teacher Name	Room Number	Phone Ext.	Teacher ID
1.				
2.				
3.				
4.				
5.				
6.				

Teacher Contact Information

Lincoln encourages families to communicate with their student's teachers. To reach a teacher by phone, dial 571 +ext. To reach a teacher through email, type teacher's first name initial and first six letters of last

name@tacoma.k12.wa.us

ex. pbriggs@tacoma.k12.wa.us

LINCOLN HIGH SCHOOL POLICIES AND PROCEDURES

ACCESSING SCHOOL, STAFF, or STUDENTS

During school hours, staff can be contacted by leaving a message through the Main Office. Generally speaking, unless it is identified by the caller as an emergency, teachers are not called to the phone from their work areas. Those wishing to contact staff directly are encouraged to call before or after school or during the teacher's planning period. Access to teacher email addresses are found through the classroom swift sites.

Unless it is identified as an emergency, students are not called from class to take phone calls. Callers are allowed to leave messages that may be delivered to students who can use school phones to return calls during non-class time.

ACTIVITIES

Lincoln has a long tradition of student activities as outlined in this handbook. Students are encouraged to participate in music, drama, student publications, athletics, student government, and the many co-curricular and extra-curricular activities and clubs sanctioned by the school. Non-ASB, student-initiated groups are not permitted at Lincoln, and students interested in forming such groups should contact the ASB Office for information. Excessive absences or failure to meet basic academic requirements for student performance may result in exclusion from these extra-curricular events as a participant and/or spectator. Suspension or expulsion from school negates a student's ability to participate in all school activities.

ASSEMBLIES

Assemblies are considered to be another place for learning. All students are required to attend all assemblies and follow the rules of behavior and participation expected in classrooms. When in attendance at an assembly it is expected that spectators give presenters and performers their undivided, respectful attention and obey attention getting signals. Students who are disruptive, disrespectful, inattentive, or otherwise inappropriate at an assembly will be removed and are subject to disciplinary action.

ATHLETICS

Lincoln competes in the Narrows League and abides by the rules of the league and the Washington Interscholastic Activities Association (W.I.A.A.) with regard to sportsmanship, eligibility, and competition. Generally speaking, to be eligible for sports at Lincoln, students must be passing five classes, have a grade point average of 2.0, have purchased an A.S.B. Card, have a current physical exam on file (student physicals are good for 13 months), have parent permission to participate, attend classes and be a

student in good standing (defer to coaches specific expectations).
Additional fees may be charged according to individual teams.

ATTENDANCE

Lincoln students are expected to be at school every day and on time.
The following absences will be excused:

1. Illness
2. Family Emergency: a situation that is unavoidable and unplanned
(Please contact the attendance office)
3. Religious Holiday: established special days on a religious calendar
4. Medical/Dental appointments
5. Prearranged school sponsored activities, field trips
6. Absences deemed appropriate by the administration
7. Non-school activities that have been prearranged by completing and submitting the proper form five (5) school days prior to the absence.
Forms are available in the Attendance Office.

The BECCA Bill

Lincoln High school complies with the state truancy law, RCW 28A225 requiring parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. Students may be subject to interventions and progressive discipline upon continued absences. Parents are notified of unexcused absences by automated phone service in the evenings. It is the parents' responsibility to ensure proper contact information is in our student account system by regularly checking and updating complete and accurate information with our registrar.

Absences and Athletics/Activities participation

Students must be present in all classes during the school day in order to **participate** in activities, athletic practices, or competitions. Additionally, students with excessive unexcused absences may be excluded from **attending** such events and activities as well. The only exception is for excused absences.

Attendance procedures

Return to school after an absence: The day upon returning to school from being absent, students are to submit a written note to the attendance office with first and last name, student number, parent contact number, dates and reason for the absence, and a parent signature. Students drop off the note at the attendance office before 7:30 AM and go to class. No re-entry slip is required. The student information system will show unexcused absences for any student not providing a note with authorized absences per district policy, unless otherwise approved through administration. Phone calls are not accepted as documentation. Attendance will not be corrected

without proper written documentation. Students with unexcused absences will be subject to the BECCA Bill, detention and/or Friday School.

Make-up Work: Students have the right to make up work after an excused absence. Suspension is considered an excused absence and students are responsible for making up the work for the time they are absent. Homework assignments may be accessed through the internet and by calling and/or emailing individual teachers. See Make-Up Work section.

Illness: When a student becomes ill at school he/she must be evaluated by the school nurse or designee. It is required that the student is signed in and out of the Health room. He/she may not leave campus without following proper procedure. If the student is too ill to stay at school, usually a temperature of 100 or higher, vomiting, diarrhea, etc. the student will be sent home. Staff must contact a parent or guardian before the student leaves campus, and the student must sign out at the attendance office. Failure to follow proper procedure will result in an unexcused absence. **Students must bring a doctor's note upon returning from an illness requiring five or more days of absence.**

Excessive Tardiness: Arriving to class after the tardy bell without an excused note from a staff member is considered being late to class. Students marked late three or more times to any one class will be given after school detention for each subsequent offense from their classroom teacher. Failure to serve detention will result in Friday School and/or further disciplinary action per progressive discipline. Students arriving late to class are in jeopardy of losing credit for that class period. Students are considered truant if they are not in class on time. It is the student's responsibility to seek attendance correction information when necessary.

AUTOMOBILES AND PARKING

Students driving private vehicles to school and parking on school property must have a parking permit. In order to obtain a permit, students must complete an application form. Students must park in designated areas and display their parking permits in plain view during school hours.

Automobiles and parking lots are off limits to students during school hours, including lunchtime. Exiting and entering the building during lunch time without authorization will result in a safety concern to the school and subject to disciplinary actions. Lincoln – like all Tacoma Public Schools – is a closed campus. Violation of school driving and parking privileges, illegally parked cars, or cars without a visible parking permit may be ticketed and/or towed. Continuous violation of the rules will result in a loss of parking privileges.

Student Parking Areas: Students may park in the parking lot across from the cafeteria on 37th Street.

Vehicles parked on school property are subject to being searched if school officials have reasonable cause to believe that alcohol, drugs, controlled substances, weapons, stolen property or other contraband not permissible on school grounds is present.

Students being dropped off or picked up before and after school and during the school day are to do so in the drop-off area at the flag pole entrance to the school. Parents visiting the school may park in the visitor parking and check in at the main office.

Parking Permit Agreement

1. To be eligible to drive and park on campus, each student must supply the school with a valid vehicle registration and driver's license.
2. Student must operate their vehicles in a safe and courteous way at all times and must observe the 10 mile per hour speed limit on campus.
3. Students must display their parking permits in the rear window of the vehicle. All parking is a first-come, first-served basis.
4. Students must observe all pavement markings, must park only in the student designated parking lot.
5. Students are expected to help keep the traffic and parking area clean. Students who litter, cause rocks and debris to spread around, or deface the property may be subject to disciplinary action.
6. Students who lose or misplace their parking permit must make a lost or stolen report to Campus Security and purchase a new permit.
7. Lincoln High School and Tacoma Public Schools assume no responsibility for damage to vehicles driven and parked on campus. Likewise, the school and district are not responsible for any items stolen from vehicles. All students who drive and park on campus do so at their own risk.
8. No student shall loan, sell, forge, and/or give their parking permit to another student for any reason. Violators may have their driving privileges revoked.
9. Students are not allowed to loiter (i.e. hangout) in the parking lot or in parked vehicles during school hours.
10. Student vehicles are subject to towing at any time.

Corrective action for Parking Violations:

1st Offense Warning Citation

2 nd Offense	Warning Citation. Letter mailed to the registered owner of vehicle giving notice of the violation.
3 rd Offense	Revocation of parking privileges. Student can purchase a new permit after 60 school days.

BUILDING HOURS

Lincoln is open each school day for staff and students from 7:05 a.m. until 2:15 p.m. (Lincoln Center runs until 5:00 M-Th). Beyond those hours, custodial and other staff may be in the building, but formal building use must be scheduled through an administrator. Students are not to be in the building after 2:15 unless under the supervision of a staff member. Consistent violators of this rule will receive Friday School.

BULLETIN BOARDS, SIGNS, AND POSTINGS

All signs or other postings displayed at school must be approved through the administrator in the building in charge of school activities. No signs or postings should be affixed to walls, windows, doors, or other non-bulletin board space unless specifically approved for such display.

BUS CONDUCT

School bus transportation is provided to students for their convenience and safety. Students who disrupt or jeopardize the safety of bus transportation are subject to discipline and/or revocation of bus-riding privileges. Additionally, bus loading areas, bus stops, and areas around them are under the jurisdiction of the school, and disruption or misconduct by students may result in intervention by the school.

CAFETERIA AND FOOD

Students seeking free or reduced lunch may do so through the Cafeteria staff. The application for Free or Reduced lunch must be completed each year. Students may have food and beverage items in the Cafeteria, and the courtyard. Otherwise, food and beverages are not allowed in non-eating areas including hallways, classrooms, and parking lots. The only exceptions are special circumstances arranged through the principal.

Additionally, during lunch times students are restricted to the cafeteria, gymnasium, identified hallways and courtyard only. Students are not allowed to wander restricted halls or to any other bathroom other than the one located in the cafeteria or open hallways during their scheduled lunchtime. Students should remain seated at a table in the cafeteria when eating, not standing at window ledges or doors, or sitting in unsupervised areas. Food is not allowed in hallways, or in/near stairwells.

Cafeteria staff members also reserve the right to refuse service to students that are in violation of the dress code policy until the

violation is corrected, including hats, scarves, tank tops, and sagging. Non compliance or disrespectful behavior in the lunch line or cafeteria will result in disciplinary action.

Additionally, it is the individual student's responsibility to clean his/her area by picking up trash from the table and depositing it in the garbage can. Failure to do so may result in lunch room clean up duty, Friday School, and/or suspension. If the cafeteria cleanliness becomes an issue, stricter lunch room policies will be implemented.

CHEATING

Cheating is by definition an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not his/her own other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. In the first instance of cheating, the student will receive an E grade for the work **and** Friday School. Subsequent cheating will result in progressive disciplinary action.

CLOSED CAMPUS

Lincoln's campus is a closed campus whereby **students are not allowed to leave campus at any time during their regularly scheduled school day without written parent permission cleared through the Attendance Office.** Additionally, closed campus means all visitors and non-students are not allowed on campus without approval through an administrator. Parents may bring lunch for their student, but it must be checked in through the main office. Otherwise, students caught with food from local restaurants will be disciplined. Any Lincoln student who properly arranges for a non-student to come onto the campus through administration is still responsible for that person's behavior and will be subject to disciplinary action if the non-student disrupts the school environment, poses a threat to safety, or engages in criminal activity. **Pets, babies, young children, or any student not enrolled in Lincoln High School are not allowed on campus during the school day.**

DANCE POLICY

- ✓ **Adult Chaperones will determine whether students comply with dance policies**
- ✓ **Students who are in violation will not be allowed to enter until they comply.**
- ✓ **No money will be refunded if they choose not to adhere to the dance contract.**

Admission

- Presale only. No tickets bought at the door.
- Form of photo ID (School, State, military). Bringing receipt or ticket ensures entry.
- Guests must be under the age of 21 and not in middle school.
- No beverages/food will be allowed. Bags/purses/coats are subject to search upon entry.
- Tobacco, Drugs, Alcohol, gang related attire/symbols are prohibited.
- **All students must leave dance location within 20 minutes of end of function. No loitering.** *Parents will be called for all students left at the dance location after 20 minutes.*
- Guests are the responsibility of the student who brings them and must follow this contract.
- If a guest is asked to leave the dance, the Lincoln student with them must also leave.

Inappropriate Dancing

All dancing that is found to be sexually suggestive or presents danger or could harm others is forbidden. It is your personal responsibility to keep complete control of your style of dancing

Consequences for Violations and/or Inappropriate Dancing

All dance participants shall wear bracelets.

1st warning: Bracelet is cut off.

2nd warning: Student will be required to leave dance and Parent/Guardian called. No refund will be issued.

This Clothing is NEVER allowed at ANY dance		
Male	Female	
Tank tops	Bare midriff, Exposed back below waistline	This clothing is allowed at semi-formal dances only ↓
Spikes or chains	Exposed underwear or bra	
Large outwear (puffy coats, trench coats)	Low cut tops (below bra line front) Excessive cleavage *** staff members discretion***	
Exposed underwear	Sheer or see through clothing. Slits higher than fingertips, or exposed skin (slits, holes) below bra or in mid section	
	Any clothing shorter than 5 inches above the knee.	Shirts without collars
		Jeans or shorts (appropriate)

		length, no rips or tears)
	<i>Leggings may be worn, but clothing must still comply with 5 inch rule</i>	Hats with admin approval

DISCIPLINE

Students are responsible for their own behavior and actions at school and will be held accountable to the behavioral, procedural, and academic standards outlined in this handbook. Likewise parents are held accountable for knowing and assisting students in abiding by the rules and expectations set forth in this handbook and the *Student Rights and Responsibilities* pamphlet. Violations of school rules at school, at school-sponsored activities, or in areas under school jurisdiction will be dealt with as follows:

Procedural Offenses

In cases such as, but not restricted to, spectator or assembly misconduct, truancy, tardiness, bus misconduct, driving violations, locker problems, disruptive behavior, inappropriate dress, profanity, off-limits areas, non-performance in classes, bringing pets to school, and other violations may result in:

1 st offense per year:	Detention(s) or Friday School(s)
2 nd offense per year:	Friday School or short-term suspension
3 rd offense per year:	Short or long term suspension
4 th offense per year:	Long term suspension

Student Misconduct

In cases such as, but not restricted to, verbal abuse of staff or students, intimidation, defamation, gambling, theft, tobacco possession or use, racial, gender, or other slurs, forgery, cheating, dangerous behavior, defiance of staff, failure to cooperate with staff, failure to identify, minor vandalism, computer misuse, vulgar and lewd conduct, fighting, trespassing, and other violations may result in:

1 st offense per year:	Counseling, police, and/or suspension
2 nd offense per year:	Suspension
3 rd offense per year:	Long term suspension or expulsion
4 th offense per year:	Expulsion

In all cases, Tacoma Police may be involved depending on the severity of the misconduct.

Exceptional Misconduct

In cases such as, but not restricted to, possession or use of weapons, explosive devices, computer tampering, false alarms, burglary, assault,

arson, harassment, bomb threats, organized criminal behavior such as cheating or theft ring, possession or sale of drugs or alcohol, major vandalism, gang-related activities*, threats of destruction, extortion, threats to or intimidation of staff, stealing, and other violations will result in:

- 1st offense per year: Police and long term suspension or expulsion
- 2nd offense per year: Police and long term suspension or expulsion

* Any clothing, grooming, or behavior that symbolizes, represents, or exhibits gang-related activity hatred toward another person or group is not permitted. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which by virtue of its color, arrangement, altered symbol and/or other attribute, which may indicate membership or affiliation with a gang. Hand signals or other behavior which may be accompanied by these indicators which present a clear and present danger to students, staff and patrons are prohibited and appropriate disciplinary action will be taken. See School Board Policy Regulations 322R and 3235. Short Term and Emergency Expulsions will be determined based upon principal final decision. Long-term suspension and expulsions will be determined per school board policy and district final decision.

Progressive Discipline

Repeated/Cumulative violation of school policies, rules and/or regulations increase the seriousness of the violation. Disciplinary action on repeated offenses will be progressive. ***Progressive discipline*** describes procedures followed when a student has repeated offenses at school. Each new offense is disciplined more severely. Progressive discipline also means that a student who has committed an offense in one category may be disciplined at the second step if an offense is committed in another category. A relatively minor offense, such as littering or skipping an assembly, may be the “straw that breaks the camel’s back” and causes a student to be long term suspended or expelled - because he or she has had numerous other offenses during that school year or previously over the course of two or three years.

DISCRIMINATION COMPLAINT PROCEDURE

Procedure: Complaints shall be processed as rapidly as possible. The number of days indicated at each step shall be considered as maximum and every effort shall be made to expedite the process. Time limits may be extended by mutual consent. A letter confirming any extension will be sent. If mutual agreement to a timeline extension is not reached, the complainant may immediately appeal to the next level. In addition, in the event the district’s representative fails to provide an answer at any level within the time limits prescribed, the complainant has the right to proceed immediately to the next level. The complaint will be considered abandoned and the matter settled in accordance with the district’s official last answer if the

complainant fails to appeal the decision to the next level within the designated appeal period.

Representation: At any level in the procedure, the complainant and/or responding party may have a representative present.

LEVEL ONE — When an employee, student, parent or volunteer has a complaint as defined in this Regulation, he or she should consult with the building principal, immediate administrative supervisor or the Equity and Diversity Office. A complaint must be filed within 180 calendar days after the occurrence. Every effort shall be made to solve the complaint at this level in an informal manner. If the complaint is not resolved informally, the complainant may present the complaint in writing to one of the aforementioned individuals. In all instances, the building principal or immediate supervisor shall notify the Equity and Diversity Office that a complaint has been filed. Whenever possible the Discrimination Complaint Form should be used. Within thirty (30) working days after the complaint is received, the principal, immediate administrative supervisor or the Equity and Diversity Office shall render a decision in writing and mail it to the complainant. Should the complainant determine the decision is unsatisfactory, he or she has ten (10) business days after receipt of the written response to proceed to level two.

LEVEL TWO — An appeal may be made by filing the complaint and all correspondence from level one with the superintendent. Within fifteen (15) working days after receipt of the grievance, the superintendent or designee shall meet with the complainant in an effort to resolve the matter. Within thirty (30) working days after the meeting, the decision of the superintendent or his/her designee shall be rendered in writing and mailed to the complainant. Should the complainant determine the decision is unsatisfactory, he or she has ten (10) working days after receipt of the written response to proceed to level three.

LEVEL THREE -- An appeal may be made to the president of the school board. The board shall review the complaint and may establish a hearing to review the case. The board has thirty (30) working days to render a decision. The complainant will be notified in writing of the board's decision. If the complaint is not resolved with the district, the complainant may contact any of the following agencies: Office for Civil Rights, Region X, Henry M. Jackson Federal Bldg., 915 Second Ave., #3310, Seattle, WA 98174-1099; Equal Employment Opportunity Commission, Federal Office Bldg., 909 First Ave., #400, Seattle, WA 98104-1061; or Superintendent of Public Instruction, Old Capitol Bldg., Mail Stop FG-11, P.O. Box 47200, Olympia, WA 98504-7200. Any settlement of the complaint shall be applicable to that complaint only and shall not be binding authority for the disposition of any other complaint.

DISPLAYS OF AFFECTION

Public Displays of Affection: Excessive, overt displays of affections anywhere in the building are prohibited and subject to discipline. The general rule of thumb is that behavior at school should mirror that of a professional job site. *Displays of Affection* could also be considered an act of *harassment*. It may be viewed as offensive to others and has no place in a professional academic setting. Students are to comply with adult directions regarding this rule. Continuous violation of this rule will result in parent contact and disciplinary action.

DRESS AND DECORUM/HATS, HEADGEAR AND HOODS

Dress is defined as what students wear, and decorum is defined as how they behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior. Students will be excluded from class/school until proper modifications are met. The following apply: Also see illustrated example of dress code violations on the last page.

- Any article of clothing, style of grooming, or behavior that displays or promotes the use of illicit drugs, profanity, tobacco products, lewd or obscene behavior, sex, alcohol, or the degradation of human character is not permitted.
- Blatant statements of hatred that could lead to disruption of the educational process including references to KKK, Nazi swastikas, confederate flags or gang related clothing or actions (see below) are strictly prohibited and will result in disciplinary action.
- **Tank tops (spaghetti straps)**, bare shoulders or bare midriff clothing (no bellies or backs should show), hats and headgear (**including decorative scarves**), spandex clothing, pajamas (except during designated spirit days), short skirts (must be below the fingertips when hands held to side), sagging, dragging, metal attachments and chains, sunglasses, and revealing clothing are not permitted. Students who don't abide by the rules will have their parents contacted and/or have to wear a shirt or pants provided by the school
- Gang apparel such as **bandanas** (of any color), outfits of predominately all one color, any bodily alteration or clothing consisting of gang related symbols such as tattoos, markings, or shavings into the eyebrows, dots, numbers, crowns, stars, etc. This will include binders and other personal items.
- Any clothing that renders the nature of the classroom or class activity hazardous, unhealthy, unsanitary or unsafe. Including proper footwear; shoes must be worn in school at all times, not house slippers.

The judgment of the staff as to the appropriateness of student dress and/or decorum is final. Administrators are asking first period teachers to report any dress code violations to the office. Failure to comply with a staff directive will be considered defiance of authority and subject to discipline; that includes re-violating the dress code

after correcting the problem, or being told by more than one staff member.

HATS, HEADGEAR AND HOODS

Hats, rags, head bands, scarves (of any kind), combs, doo-rags, hoods, or any other headgear are not allowed during school hours or at school sponsored activities. Like electronics, **all headgear must be “Off and Away” when crossing the threshold of the school building.** Students are expected to remove headgear upon arrival to school and deposit it into their backpacks or lockers for the remainder of the day (including lunchtime), not to be seen. Any student wearing, carrying, or displaying headgear will be asked to hand it over for confiscation until the end of the year. This handbook is the one and only warning students are expected to receive. Students who continue to violate this rule or refuse to abide by adult directions will be subject to disciplinary action. **Hats may be picked after school on the last day of school or the next day after the last day of school.** Unclaimed hats and clothing will be donated to charity beginning two days after the school year has ended.

EARLY DISMISSAL

Part-time students or students with an Early Dismissal schedule should **depart from the premises immediately after their last class or designated lunch.** Students found on campus during non-scheduled times without adult supervision or administrative approval, are subject to disciplinary action including possible suspension. Students in violation of this rule are considered trespassing and noncompliant.

EIGHTEEN-YEAR-OLD STUDENTS

All students who attend Lincoln and live with their parents or guardians are considered to be under their supervision. Students who are eighteen and still at home are expected to follow normal procedures for having notes when absent providing medical and emergency information etc. Eighteen-year-olds who wish to be considered emancipated can obtain the forms to do so in the Attendance Office.

ELECTRONIC EQUIPMENT—“Off and Away”

Beepers, pagers, laser pointers, walkie-talkies, electronic toys/games (e.g., PSPs and similar gaming electronics), portable DVD players, cell phones, and other assorted personal electronic devices are not permitted at school. If such equipment is being used and/or is visible in the classroom, it may be confiscated (including, but not limited to headphones). The first offense will result in the item being confiscated by the teacher and will be returned at the end of the period. The second offense will result in the item being confiscated by an administrator and will be returned at the end of the day. The third offense will result in confiscation with parent pick-up of the item – and disciplinary action. Students who continue to bring such equipment to school are subject to progressive disciplinary action including suspension.

Having electronic devices at school are at the risk of the owner, the school will not be held responsible for lost or stolen items. Investigation time will not be utilized for retrieval of lost or stolen electronics, or other prohibited items. The same rules apply for confiscation and disciplinary action if the items are visible during inappropriate times.

EMERGENCY or LOCK DOWN SITUATIONS

Staff and students are trained on what to do during an emergency situation. In the case of an actual emergency or Lock Down, it is student responsibility follow the directions of the supervising staff. **Parents: Do not call individual classrooms or student cell phones. Students are directed not to use cell phones during emergencies** as they have posed more harm than good due to miscommunication and relaying of inaccurate information to the public, creating unnecessary panic and false reporting. Students will be released to parents possessing proper identification at the appropriate time designated by our Central Administrative Office. Students are only allowed to leave when it is secure to do so and at the direction of administration and/or law enforcement. At that time, parents will be notified of when and where they are to report for proper student check-out and pick-up.

EMERGENCY CLOSURE OF SCHOOL

There may be days when weather is questionable or other reasons arise requiring the closing of school before it opens. Students and parents are expected to listen to local radio and television stations for information about possible closure. If school is closed, there is no staff available in the building. Therefore, activities, including athletic practices and competitions, are cancelled. Students should not come to the campus. School phones are not answered on emergency closure days. This is not the same as Emergency Lock-downs or evacuations.

EVACUATION DRILLS

Fire drills/building evacuations are conducted once a month, as required by regulation. Two times per year, emergency lock-down and earthquake drills are practiced. Exit routes and instructions are posted in each classroom and work area, and all staff and students are required to abide by procedures for such drills. A student that engages in disorderly conduct, refuses to evacuate, fails to follow instructions, or otherwise refuses to cooperate during an evacuation or emergency drill, is subject to disciplinary action and will be reported to authorities.

FIGHTING & VERBAL CONFRONTATION

Fighting is defined as any verbal or physical confrontation, touching, slapping, slap boxing, play fighting, shadow boxing, fisticuffs, or any physical contact done to intimidate, subdue, or injure another person. At

Lincoln, any student engaged in fighting for whatever reason will be suspended for up to ten (10) school days, at a minimum of five days for the first offense. Recurring incidents will lead to expulsion. Also, any horseplay, mock fighting, instigation or promotion of fighting and verbal confrontations may result in suspension or emergency expulsion for gang related behavior.

GRADES AND REPORT CARDS

Grades in each class are recorded as letter grades A, B, C, D, E or Pass or Fail. There is no A+, D-, or F grade. Students are expected to meet the standards outlined by the teacher and included in the course syllabus. Grades are determined by the teacher based on student demonstration of knowledge and ability to perform specified skills and follow through with course requirements. Participation in activities related to course requirements is expected. Teachers may opt to provide alternative assignments to students with proof of extenuating circumstances that allow students to demonstrate their skill and understanding of key concepts and skills required by the course. *Report cards* are mailed at the 6, 12 and 18 week marks each semester. Incomplete grades may be given on quarter report cards and progress reports; but no incomplete grades are given on report cards at the end of the semester except when there are extenuating circumstances approved by the principal.

GRADUATION

To be eligible to receive a diploma from Lincoln, all students must have earned 23 credits and must have passed the various required courses and must have paid all fines. For the class of 2010-2013, students must also pass all parts of the state mandated assessments, complete a culminating project, participate in monthly advisories and present a portfolio. Courses required for graduation are waived only through the principal and only in the senior year according to district protocol. The school reserves the right to restrict a student's participation in the graduation ceremony if he/she is not in good standing, is not cleared of all fines or is deemed by the staff to be a possible danger or disruption to the ceremony.

HALL PASSES

Teachers are encouraged to limit hall pass requests to emergencies only. Therefore, it is expected that students take care of their personal needs during passing time and arrive to class on time; limiting socializing and planning ahead. Any student out of class is required to have a pass with an authorization signature on a pass indicating the time and place of destination. Students without a pass will be returned to their assigned classrooms and/or disciplined for truancy. Important: Students will not be granted hall passes during the first fifteen or last ten minutes of any period.

HARASSMENT, INTIMIDATION, BULLYING AND COERCION

The Tacoma School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons; free from harassment, intimidation or bullying. "Harassment intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW A.00, race color, religion ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, symbols (such as the Confederate flag, swastikas, KKK, etc.) threats or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Depending upon the frequency and severity of the conduct, intervention, verbal and/or written warnings, counseling, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator.

HONOR ROLL

Eligible students are included on the Honor Roll. *High Honor Roll* includes those students with a 3.75 and above grade point average for the semester. *Honor Roll* includes those with 3.25 and above grade point average.

I.D. CARDS/A.S.B. CARDS

All students are photographed and receive a student I.D. Card that is also used as a school Library Card. Additionally, the I.D. Card is required to ride district transportation, receive school lunch, and use school computers. To receive eligibility for ASB activities/athletics and various discounts or free admission for certain events, students must purchase an ASB card. When asked by staff, all students are required to show their I.D. Card/ A.S.B. Card and give their correct name. It is the student's responsibility to report to Ms. Hamilton in the ASB office to have their photo taken for an ID if they have missed picture day or have lost their card. Replacement cards cost \$5.00 and it is the responsibility of the student and parent to pay the fee.

IMMUNIZATIONS

All students must have an updated certificate of immunization form. Students who fail to comply with the State Immunization Law will be excluded from school. Students who have an exemption from immunization requirements may be excluded from school if exposed to a communicable disease.

INFECTIOUS DISEASES

An infectious disease is caused by the presence of certain microorganisms in the body. Infectious diseases may or may not be communicable or in a contagious state. Diseases in a contagious state may be controlled by the exclusion from the classroom or by referral for medical attention of the infected student. Staff members of a school must advise the principal when a student possesses symptoms of an infectious disease. The principal must be provided with as much health information as is known about the case in a timely manner so that appropriate action can be initiated.

In addition to rash illnesses, any unusual cluster of diseases must be reported. In order to prevent outbreaks of measles and spread of the disease in a school, any rash illness suspected of being measles must be reported immediately. Likewise, any symptoms that might be connected with the swine flu (H1N1) need to be reported immediately. The occurrence of any generalized rash with or without fever, cough, runny nose, and reddened eyes in a school **MUST** be reported **IMMEDIATELY** by individual case (by telephone) to the local health department. Localized rash cases such as diaper rash, poison oak, etc. need not be reported.

On the disclosure that a student has been identified as having acquired immunodeficiency syndrome (AIDS) being infected with HIV the superintendent, principal, parent, local health officer, school nurse and the private physician shall confer as necessary and determine the appropriate placement of the student. The student will be accommodated in a least restrictive manner, free of discrimination, without endangering the other students or staff. The student may only be excluded from school on the written concurrence of the public health officer and the student's personal physician, that remaining or returning to school would constitute a risk either to the student or to employees or other students. All discussions and records will be treated as confidential, consistent with RCW 70.24.105.

LATE ARRIVAL

Part time students or students with a Late Arrival schedule should not arrive on the premises until **ten minutes before their first class or designated lunch**. Students found on campus during non-scheduled times without adult supervision or administrative approval, are subject to disciplinary action;

including possible suspension. Students in violation of this rule are considered trespassing and noncompliant.

LETTERS

Students are able to earn both athletic, and activity letters at Lincoln. Letters are earned based on criteria developed by each coach, activity advisor, and ASB. In order to be eligible to earn a letter, students must have purchased an A.S.B. Card.

LIBRARY

The Lincoln Library is open from 7:05 AM to 3:00 PM. Students are welcome to use the library on a drop-in basis before and after school and during lunches. Otherwise, students must have a written pass signed by the teacher to use the library during class time. The Lincoln ID Card/ASB Card is required to check out books or use computers. The circulation period for books is two weeks. Books may be renewed once. Overdue/ unreturned books result in fines.

LOCKERS

Hallway lockers are available to any interested student. P.E. lockers are assigned for use as per guidelines established by the P.E. Department. Students are responsible for their own lockers and contents, and may be charged for any damage. Students are not allowed to use their own locks. Lockers are the property of the Tacoma School District and are subject to search by school officials at any time without prior notice. Problems with lockers should be reported to the Campus Safety Officer.

LOST AND FOUND

The school is not responsible for any items brought to school by students; however, the school will make an effort to help when permitted items are lost or stolen. Stolen items should be reported to the Campus Security Officer. A lost and found area is located in the Main Office. Personal items left at school on the last day of the school year will be donated to the Goodwill.

LUNCH DUTY/CAMPUS CLEAN UP

Lunch duty/Campus Clean up is a discipline designed to provide students with an opportunity to receive a sanction for poor behavior in lieu of after school detention or other discipline for minor infractions, when appropriate, as designated by administration or school security. The purpose of lunch duty is to provide students with a way to demonstrate productive citizenship, contributing to the overall cleanliness of the school, to rectify their poor choice of behavior. Lunch duty/Campus Clean up is **completed during the student's free time only**—lunch time, before or after school, **not during class time**. Failure to comply with proper Lunch Duty/Campus

Clean Up expectations will lead to a stricter consequence, per progressive discipline. Proper Lunch Duty/Campus Clean Up rules are as follows:

1. Student shows his/her Lunch Duty pass to the cafeteria cashier so he/she may go to the front of the lunch line to get lunch (must have student ID, If not, student waits until the last 15 minutes of lunch to eat.
2. Student eats lunch the first 10-15 minutes of their scheduled lunch time.
3. Student reports to their appropriate administrator or security personnel and the custodian to obtain gloves and get signed off as reporting in for documentation purposes.
4. Student cleans tables by picking up trash, sweeping floors and wiping down tables--without prompting. **If a student is witnessed slacking off on his/her duties (at the discretion of the adult in charge of the cafeteria) he/she will move to the next level of consequence.** Students should follow-through with expectations as listed without constant monitoring.

MAKE-UP WORK

Excused Absences:

- Students have the right to make up work for excused absences.
- Student should approach their teacher for missed assignments upon the day of return or at designated times designed by the teacher.
- For extended absences (more than 3 days), requests are made for homework by calling the individual teacher and/or accessing the information online through the Tacoma School District Online Grading website. Additional information regarding classroom activities can be accessed through teachers' individual school district websites—Classroom Swift sites.
- Teachers may assign after school tutorials to make up missing work/loss of class time.
- Teachers determine the amount of time allowed to make up missing assignments.

Unexcused Absences: Make up work for unexcused absences are offered per teacher discretion and not required.

MEDICATION

Students are not permitted to possess or take medication of ANY kind. Students required to take medications must follow district procedures and have all appropriate forms on file. All prescriptions must be stored in the health room to insure supervised distribution. **Any student in possession of over the counter or prescription medications will be disciplined according to the drug and alcohol policy.**

NON-PERFORMANCE IN CLASSES

Students who do little or no work in classes, do not complete assigned homework, fail to bring materials and books to classes, or otherwise fail to make an effort to achieve academically, will ultimately fail the class and are subject to suspensions.

OFF-LIMITS AREAS

During school hours students are not permitted in staff work areas, the staff lounge, parking lots, private property adjacent to the campus, unsupervised classrooms, offices other than reception areas (unless approved by a staff member), local streets, and/or surrounding areas. Students in off-limits areas without permission are subject to questioning, search, and disciplinary action.

PROFANITY/INAPPROPRIATE LANGUAGE

Profanity is never acceptable at Lincoln. Racist, insulting, inflammatory, and derogatory language including any form of such words may be considered offensive and is also not tolerated. Students who use such language will be subject to discipline.

RESTRICTED RELEASE OF INFORMATION

Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and be used only for the purpose that its access was granted. However, law enforcement, Child Protective Services, and certain other agencies may have access to student records when there is a reasonable likelihood that a crime has or will be committed.

Additionally, parents must have a court order or other official document on file if there is an issue with release of student information to the other parent.

RIGHTS AND RESPONSIBILITIES

The rights, responsibilities and regulations of students of Tacoma School District No. 10 shall be prepared as adopted by the board of directors in a separate document entitled *A Student Rights, Responsibilities and Regulations*. All students who attend Lincoln are expected to comply with the written policies, rules and regulations of the school and District. According to District Board Policy and Washington Administrative Codes, students shall pursue the required course of studies, and shall submit to the authority of staff, and subject to such corrective action or punishment as the school officials shall determine.

Legal References: RCW 28A.600.010 Government of schools, pupils, employees, rules and regulations

28A.600.040 Pupils to comply with rules & regulations
28A.400.110 Principal to assure appropriate discipline
28A.405.060 Course of study and regulations Enforcement
WAC 392-400-225 School rules defining misconduct—Distribution of rules

SAFETY AND CIVILITY

Students and staff at Lincoln Tahoma should learn and teach free from violence, intimidation, threats, harassment and fear. Each school community is unique to the adults and students who work and study in it. However, each school shall promote safety and civility for all. **Students and/or adults who pose a threat to the safety and civility of the school are not welcome on campus and appropriate authorities will be notified.**

Cross Reference: Board Policy 3124 Release of Student During School Hours

3240 Student Conduct

3241 Classroom Management, Corrective Actions or Punishment

6510 Safety

6511 Staff Safety

SEARCH AND SEIZURE

Searches are conducted to ensure the safety of all students and staff. If there is reasonable cause to believe a student poses a potential threat to other students, staff, and/or school property, or if he/she possesses illegal contraband, the student and his/her personal belongings will be searched. In the event that potentially dangerous or illegal substance is found, it will be seized and not returned. Official charges will be made with the Tacoma Police Department and school and district discipline will be delivered.

SKATEBOARDS, SCOOTERS, BICYCLES AND TOYS

Skateboards, scooters, toys that move, etc. are not permitted at school at any time night or day. Bicycles are allowed but must be walked once on campus and parked in designated bike racks. Other vehicles and/or toys are also not permitted.

STAIRWAYS AND DOOR ENTRANCES

Except for normal traffic, stairways and door entrances are off-limits to students. Students are not allowed to sit or stand in those areas, hang over the edge of stairways, have food or beverages on stairways or in door entrances, or otherwise impede the smooth flow of movement up and down stairways and through doorways. During lunch, students are restricted to the cafeteria, open hallways, gymnasium and courtyard.

STUDENT RIGHTS AND RESPONSIBILITIES

All students at Lincoln, including those who are eighteen years old, are expected to know and abide by the rules and expectations of the school

and the school district as outlined in this handbook and in the district's *Student Rights and Responsibilities* pamphlet. Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

TELEPHONES

The main office phone may be used in case of emergencies. Phones are only available for use before and after school, during lunches, and with staff permission and supervision during class time. Students should limit phone calls to five minutes or less. Students are never excused from a class to make a phone call except by the teacher of the class. As previously stated, **cell phones are not to be used on campus.**

TEXTBOOKS

Students are issued textbooks through the Book Depository. When issued a book, students are to inspect it, report any damage, and sign off on the form provided to indicate they accept the book in good condition and are responsible to return it without damage. Students are responsible for returning the exact same text they checked out in the exact same condition issued. **Students with outstanding textbook and/or library book fees may be prohibited from attending dances.**

TECHNOLOGY

Lincoln allows students access to computers throughout the building. On-line access to the Internet requires that students sign off that they understand their responsibility to work in cyberspace, following rules and expectations laid down by the Tacoma School District in the *Internet Code of Conduct Contract*. The computers should be used strictly for academic purposes, supervised by staff only. The computers **should not** be used for checking personal email or downloading unauthorized programs, music, or photos, and no student is allowed to access my space or any other unauthorized website, blogs, or chat room from a district computer. Misuse of school computers will result in disciplinary actions.

If a parent/guardian does not wish their student to participate in the use of Internet access, the parent must sign a "Student Internet Restriction" form. Copies of the "Student Internet Restriction" form shall be retained in appropriate locations as well as in the student's cumulative folder. This form is only valid for the student's stay at a particular school. A new "Student Internet Restriction" form must be signed when moving from one school to another or upon reentry to a school previously attended.

TRANSLATION

Lincoln values its diversity. As a district policy (2110) we will make every effort to ensure an equal educational opportunity for every student. Lincoln will do its best to provide translation for students and parents from different

cultural backgrounds whose primary language is not English or may be hearing impaired.

TRANSPORTATION

Eligibility for transportation to/from school is based on the student's residence, which must meet criteria established by the superintendent. The district has developed emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. Information regarding these routes is available online. At the beginning of the school year, copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain emergency information. If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses. **If transportation is an issue during extreme weather, and school transportation is not running, but school is still in session, we prefer for you to proceed with caution. Please provide written documentation to the Attendance office with proper information regarding your student's absence or lateness due to hazardous road conditions.**

FRIDAY SCHOOL

Friday School is assigned to students for a variety of disciplinary reasons, particularly non-attendance, excessive tardiness, or truancy. It is required that students assigned Friday School bring work to complete on their scheduled assigned day. Failure to serve Friday School, arriving late to Friday School, not completing work during Friday School, or engaging in disruptive behavior will result in a Friday School re-assignment or Suspension (at least two days) for *Failure to Comply with Directions/Defiance of Authority* per progressive discipline. Friday School is held from 2:15-4:00 PM. This is the one and only warning expected for failure to comply with Friday School guidelines. Pre-arranged changes to serving Friday School must happen with parent documentation prior to the day the Friday School is assigned. Transportation is student/parent responsibility.

VISITORS

Visitors are not allowed during the school day, including lunches and before and after school, unless approved through the Main Office. Guests at dances and other identified school functions are allowed with permission of the administrator in charge of activities and must be approved seven days prior to the event. Students with babies or small children are not allowed to bring them to school or to dances.

VOLUNTEERS

Lincoln recognizes the valuable contribution made to the total school program through the volunteer assistance of students, parents and other

citizens. Individuals interested in volunteering must complete the appropriate application and receive Washington State Patrol background clearance.

WEAPONS

Regulation 4210 Regulation of Dangerous Weapons on School Premises states that it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. If a student acts with malice and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of other facilities while being used exclusively by a school, the student may be suspended or expelled for up to one year. The district shall also comply with federal protections for disabled students in the application of this policy. School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. See ***Exceptional Misconduct*** section regarding discipline for possession of a weapon

WITHDRAWAL FROM SCHOOL/ CLASSES

Other than when graduating, students withdrawing from Lincoln are required to turn in all books and school-owned items, pay all fines owed, and withdraw through the Attendance Office. No student is allowed to drop from a class except through the Counseling Office. Any student who attempts to drop a class by simply not attending is subject to the BECCA BILL and disciplinary action for truancy.

**Lincoln High School
Student/Parent Handbook & Classroom Expectations Verification
Form**

All students receive a copy of the Lincoln High School Student/Parent Handbook from their teacher when school begins or in their enrollment packet which gives includes information about activities, and outlines the rules and expectations of our school regarding behavior and attendance. Students also receive information about grading and attendance expectations in each class syllabus. Students are required to sign the document below as verification of receipt.

I hereby acknowledge that I have received a copy of the Lincoln HS Student/Parent Handbook. I understand I am expected to follow the rules of the school outlined therein and meet the expectations for grading, attendance, and behavior in each of my classes as outlined in each teacher's syllabus. I have read and understand the Dance Policy and the Parking Permit Agreement and will review the contents of this handbook with my parents and refer back to the handbook periodically throughout the school year for increased clarification and guidelines for my follow through. If I have questions about the contents of this handbook I will speak to my designated administrator.

Date: _____ Student ID #: _____

Student Signature: _____

Print First and Last Name: _____

A copy of this document will be kept on file in the main office.