

# LINCOLN ACADEMY

STUDENT HANDBOOK  
2019-20



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# MESSAGE FROM THE HEAD OF SCHOOL

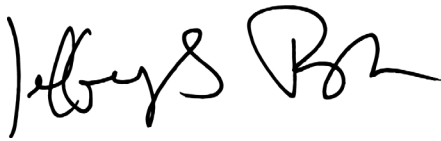
Summer, 2019

Lincoln Academy is one of the oldest town academies in Maine. It has a proud tradition of being an independent school that is comprehensive in nature and responsive to the needs of the communities it serves. At the heart of all great schools is a strong community. Creating and sustaining strong communities requires establishing shared beliefs and in turn developing, implementing and enforcing practices and policies that help to lay the foundation of a learning community. It is my hope that this Student Handbook provides that foundation for its students. It is my intention to have principles guide our policies and to have policies that serve the best interests of all, students, faculty, and staff.

Respect for ourselves and each member of our community is the underpinning of these policies and practices. I encourage all of us to assume best intentions in our interactions with everyone and to answer a reasonable request with an equally reasonable response. I believe that if we, as a community of students, teachers, faculty, staff and parents, can uphold respecting ourselves and our community in this manner we will do a great service to this student body and those that follow.

We have a very strong team in place to lead the school and each member of the administrative team can be approached with questions about policies or their guiding principles. I look forward to the work ahead and helping each student find their place in this wonderful school we call Lincoln Academy.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey S. Burroughs". The signature is fluid and cursive, with a large initial "J" and a stylized "B" at the end.

Jeffrey S. Burroughs  
Head of School

# WELCOME TO LINCOLN ACADEMY

## An independent comprehensive secondary school for day and residential students

### Mission

Grounded in community, global in vision, and rich in opportunity, Lincoln Academy challenges all students to grow in skills and scholarship, serve others, and lead fulfilling lives.

### Vision

#### Lincoln Academy will:

Guide and empower students to develop the skills they need to build lives of meaning and purpose.

Promote global citizenship, problem solving, creativity, and critical thinking to prepare students for an increasingly complex and interconnected world.

Offer opportunities for faculty and staff enrichment that enhance education, model lifelong learning, and foster a culture of personal growth.

Utilize our unique coastal Maine location as an educational laboratory, enriching understanding of environmental stewardship, ecology, culture, history, and economic opportunity.

Ensure a well-resourced and financially sustainable institution.

Position Lincoln Academy as a community hub of learning and excellence that contributes to the economic vitality of our region.

### Core Values

#### Community

Lincoln Academy, with proud ties to the local community since 1801, is more than a school, it serves as a social, educational, and community center. We believe that community is the foundation for student learning and growth, and we encourage students to seek opportunities for community engagement that enriches themselves and our region.

#### Diversity

Students at Lincoln Academy have a rich diversity of strengths, skills, and life experiences. We believe that these differences create a stronger learning environment for all students. We are committed to meeting the needs and supporting the aspirations of all students within their wide range of cultures, learning styles, socioeconomic backgrounds, and national and individual identities.

#### Character

We believe that the character of our students is vital to their success, and to the school as a whole. We model excellence, compassion, honesty, fairness, perseverance, and service to others to inspire students to develop traits that will strengthen future relationships and ability to lead fulfilling lives.

#### Critical Thinking

We believe that the ability to think through complex problems is vitally important in learning and in life. We challenge students to think critically, evaluate large issues from multiple perspectives, and make decisions based on sound reasoning.

#### Exploration

We provide ALL students with opportunities for discovery and growth. We encourage them to study subjects that challenge, engage in extra-curricular activities, consider travel opportunities, collaborate, and follow their passions both in and out of the classroom.

#### Communication

Communication is a foundational skill that we nurture throughout the school. We encourage students to convey their ideas effectively, and listen to and respect the opinions of others.

#### Supporting Students

We believe that students learn best in a safe and respectful environment that provides academic, social and emotional support. We strive to connect those in need with the resources and assistance necessary to fully access their education.

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*Adopted by the Board of Trustees January, 2018*

# DIRECTORY

Main Office Telephone: 563-3596

FAX: 563-1067

E-MAIL: [lastname@lincolnacadey.org](mailto:lastname@lincolnacadey.org)

WEB SITE: <http://www.lincolnacadey.org>

## Administration

**Head of School: Jeffrey Burroughs**  
Main Building, ext 102  
[burroughs@lincolnacadey.org](mailto:burroughs@lincolnacadey.org)

**Associate Head of School: Andrew T. Mullin**  
Main Building, ext 101  
[mullin@lincolnacadey.org](mailto:mullin@lincolnacadey.org)

**Chief Financial Officer: Wendy Corlett**  
Kiah Bailey Hall, ext 107  
[corlett@lincolnacadey.org](mailto:corlett@lincolnacadey.org)

**Director of Admission: Lu-Shien Tan**  
Kiah Bailey Hall, ext 217  
[tan@lincolnacadey.org](mailto:tan@lincolnacadey.org)

**Director of Curriculum and Instruction: Kelley Duffy**  
Main Building, ext 250  
[duffy@lincolnacadey.org](mailto:duffy@lincolnacadey.org)

**Dean of Students/Director of Residential Life: Jake Abbott**  
Main Building, Kiah Bailey Hall, ext 231  
[jabbott@lincolnacadey.org](mailto:jabbott@lincolnacadey.org)

**Director of Special Education: Laurie Zimmerli**  
Main Building, ext 150  
[zimmerli@lincolnacadey.org](mailto:zimmerli@lincolnacadey.org)

**Athletic Director: K.J. Anastasio**  
Main Building, ext 117  
[kj@lincolnacadey.org](mailto:kj@lincolnacadey.org)

**Director of Health Center: Eric Duffy**  
Health Center, ext 197  
[eduffy@lincolnacadey.org](mailto:eduffy@lincolnacadey.org)

**Director of Development: Laurie Hurd**  
Kiah Bailey Hall, ext 215  
[hurd@lincolnacadey.org](mailto:hurd@lincolnacadey.org)

## Guidance Department

**Director of Counseling and Studies: Sarah Wills-Viega**  
Main Building, ext 126  
[wills-viega@lincolnacadey.org](mailto:wills-viega@lincolnacadey.org)

**Guidance Counselor: Jose Cordero**  
Main Building, ext 170  
[cordero@lincolnacadey.org](mailto:cordero@lincolnacadey.org)

**Guidance Counselor: Eliza Mathews Gleason**  
Main Building, ext 127  
[gleason@lincolnacadey.org](mailto:gleason@lincolnacadey.org)

**Guidance Associate: Cindy Blodgett**  
Main Building, ext 125  
[blodgett@lincolnacadey.org](mailto:blodgett@lincolnacadey.org)

**Guidance Associate: Alexa Abbott**  
Main Building, ext 128  
[abbotta@lincolnacadey.org](mailto:abbotta@lincolnacadey.org)

## Department Heads

**Alternative Education: Luke Suttmeier**  
Hillcrest, ext. 230  
suttmeier@lincolnacademy.org

**Design, Engineering, and Technology: Ken Stevenson**  
ATEC, ext 222  
stevenson@lincolnacademy.org

**English: Bryan Manahan**  
Main Building Room 111  
manahan@lincolnacademy.org

**Library Services and Information**  
Library, ext 122

**Mathematics: Susan Levesque**  
Main Building Room 205  
levesque@lincolnacademy.org

**Science: Betsy Grannis**  
Science Wing Room 123  
grannis@lincolnacademy.org

**Special Education: Laurie Zimmerli**  
Main Building, ext 150  
zimmerli@lincolnacademy.org

**Social Studies: Brian O'Mahoney**  
Main Building Room 101  
omahoney@lincolnacademy.org

**Visual and Performing Arts: Elizabeth Matta**  
Poe Theatre, ext 181  
matta@lincolnacademy.org

**Wellness: Radek Janik**  
Main Building Room 116, ext. 11  
janik@lincolnacademy.org

**World Languages: Lourdes Von Vogt**  
Hall House Room 314  
vonvogtl@lincolnacademy.org

## Advisor Team Leaders

**Class of 2020**  
Matt Buchwalder  
Room 125, buchwalder@lincolnacademy.org

**Class of 2021**  
Shelly Richardson  
Room 204, richardson@lincolnacademy.org

**Class of 2022**  
Alison Welch  
Room 302, welch@lincolnacademy.org

**Class of 2023**  
Kelcey Cheska  
Room 114, cheskak@lincolnacademy.org

## WHO SHOULD I CONTACT?

Contact:	For:	How:
The Front Office	Student Attendance (Parents should email/call before 9:00 am to report absences)	attendance@lincolnacademy.org or Call 563-3596 ext 103
The Advisor	The advisor is the adult who is best informed about a student's progress and continues to serve as the student's advisor through graduation. Parents are encouraged to think of their student's advisor as the first line of contact when they have questions or concerns about any aspect of school life or wish to share important information about their child.	Email is the best way to reach the advisor. Most LA email addresses are formatted as follows:  lastname@lincolnacademy.org
The Guidance Office	Questions about registration, the student's schedule, course choices, requests for schedule changes, information about alternative programs, college and career planning, testing, student support.	Call 563-3596 ext 125 or 128
The Associate Head	All non-academic student concerns, permissions to take students out of school for family or other reasons, questions about behavioral expectations and discipline, student support.	Call 563-3596 ext 101
Teachers and Department Heads	When a student or parent has a concern about something happening in a particular class, the teacher is the first point of contact. If the issue cannot be resolved directly, parents or students should contact the relevant department head	Like advisors, teachers are best reached through email. Department heads can be reached at the extensions listed above.
The Director of Curriculum & Instruction	Questions about curriculum and instruction and overall academic program, or if an issue hasn't been resolved satisfactorily or contact has not been made by teacher or Dept Chair and issue is time sensitive.	For the Director of Curriculum and Instruction call 563-3596 ext 250
The Student Health Center/Director of Health Services	All health issues, including ways to arrange physicals, flu shots, appointments with Lincoln Health providers and social workers.	Call 563-3596 ext 134

<b>Contact:</b>	<b>For:</b>	<b>How:</b>
Dean of Students/ Director of Residential Life	Questions about behavioral expectations, discipline and student support, also can contact Associate Head of school or Director of SPED( if related to IEP or 504. All issues related to residential students, travel plans, weekend programming.	Call 563-3596 ext 231
Director of Special Education	All questions regarding students with special needs, setting up IEPs, 504 status.	Call 563-3596 ext 150
Head of School or Executive Assistant to the Head of School	General questions, concerns or ideas; issues that feel very serious; failure to find answers in other places.	Call 563-3596 ext 102
Director of Development	All proposals for fundraising for LA activities or events.	Call 563-3596 ext 215
Director of Communications	Newsletter items.	Call 563-3596 ext 286

## THE SCHOOL DAY

**Classes at Lincoln Academy begin at 7:50 and end at 2:35.**

LA has a 6-day rotation schedule. Most classes meet for 60 minutes five of the six days, with one 80-minute period every six days. The exception is Period A which is always first period. Community meeting replaces Period A every Friday. Advisor period is in the afternoon on 1, 2, and 3 days and in the morning on 4, 5, and 6 days, to allow vocational students to attend half of the advisory periods. (See daily rotation chart).

### **Lunch:**

Students and faculty share the same lunch period, which is 40 minutes long to accommodate club meetings and time for students to meet with teachers for extra help.

Students may eat in the LA Dining Commons, where hot lunch, salad and sandwiches are served daily. Students may purchase lunch with cash or with their student PIN number in the Student Union or they may bring their own lunches. All students are assigned a PIN number and should know it well, any questions on that should be addressed to Chef Mikael Andersson. In addition to eating in the Dining Commons, students may gather in classrooms to eat or sit on the lawn or at a picnic table in the courtyard in good weather. Juniors and seniors who have earned privileges are allowed to leave campus for lunch.

New students should be advised that at the start of the school year, before clubs and meetings get going, there can be long lines in the Dining Commons at the start of the lunch period. Advisors understand that this can be daunting for new students and can help. Generally, waiting 15 minutes before heading to the Commons allows time for the lines to disperse, and by the second or third week of school this improves.

### **Other Meals:**

Breakfast is available to day-students who arrive early to school. As with lunch, day students having breakfast on campus must use their PIN number or pay with cash. Day students must let the Res Life Office know a day in advance if they wish to have dinner at school.

### **Free and Reduced Lunch Program:**

Lincoln Academy participates in this federal program and all families interested in accessing the FRL program need to fill out the application each year. Students who are eligible for FRL will have a PIN number as all other students do and will use that for lunch and breakfast.

Lincoln Academy is committed to providing high quality affordable meals for its students. We will not deny a student a meal at lunch and may need to work collaboratively with parents and or guardians if their student's access to meals is hindered by financial or other barriers.



# THE DAILY SCHEDULE

Lincoln Academy has a six day schedule that is designed to accommodate students enrolled in half-day vocational programs and to allow each class to meet for three 60 minute and one 80 minute block in each rotation. Because we know that this can be confusing, especially for those new to the school, we encourage students to print a copy of the schedule and keep it in a notebook or class folder for easy access.

Day Rotation	1	2	3		4	5	6
7:50-8:50	A	A	A	7:50-8:50	A	A	A
8:55-9:55	B	D	C	8:55-9:15	advisory	advisory	advisory
10-11:20	(C)	(B)	(D)	9:20-10:20	B	D	C
11:20-12:00	lunch	lunch	lunch	10:25-11:25	C	B	D
12:05-1:05	E	G	F	11:25-12:05	lunch	lunch	lunch
1:10-1:30	advisory	advisory	advisory	12:10-1:30	(E)	(G)	(F)
1:35-2:35	F	E	G	1:35-2:35	F	E	G

*(Parentheses) indicate longer periods.*

## SCHOOL CANCELLATION & DELAY DAYS

In the event of inclement weather, Lincoln Academy may cancel school or utilize a delay day strategy. Because we share bus routes and many of our families have children in both AOS elementary schools and LA, we coordinate with the Superintendent in making these decisions. All notifications of cancellation or delay will be made by 6:00 am. When a delay is announced, the Head of School will assess the weather and road conditions and if warranted will announce a cancellation by 8:00 a.m.

All notifications for delays, cancellations, and school emer-

gencies are sent out on SwiftK-12. Parents and students will receive these notices by email, text, and robocall. Notices of cancellations and delays will also be broadcast on the following local radio and TV stations: WGME-13; WCSH-6; WMTW-8; WMME 92 Moose.

As always in the event of inclement weather, parents should use their own discretion when sending their students to school, as road conditions can vary quite a bit throughout our area.

## DELAY DAY SCHEDULE

In the event of a delayed schedule due to inclement weather or other reasons, school will begin at 10:00 AM, and follow the daily schedule FOR THAT DAY (1-6), beginning with the third scheduled period for that day.

Day	1,2,3	Day	4,5,6
10:00-11:20	Class	10:00-10:20	Advisory
11:20-12:00	Lunch	10:25-11:25	Class
12:05-1:05	Class	11:25-12:05	Lunch
1:10-1:30	Advisory	12:10-1:30	Class
1:35-2:35	Class	1:35-2:35	Class

## Late Start Wednesdays

Approximately once a month, Lincoln Academy will run a Late Start Wednesday schedule to allow for faculty professional development time. On a Late-Start Wednesday class time for students will begin at 8:55 and follow the daily schedule for that day, omitting period A.

## ATTENDANCE

Lincoln Academy's Attendance Policy recognizes that regular classroom attendance is necessary if students are to gain the maximum benefit from their high school experience. Classroom instruction and discussions are an important part of each course. When a student misses classes, that part of the instruction cannot be reproduced. Attendance and presence in the classroom is therefore an important component of learning. Parents have an interest and legal responsibility to help Lincoln Academy ensure their students' attendance in compliance with State of Maine truancy laws.

### When a Student is Ill

Parents/guardians should email ([attendance@lincolnacademy.org](mailto:attendance@lincolnacademy.org)) or call the school (563-3596 ext. 103) as early as possible but by 9:00 a.m. whenever a student will be absent. Unexcused absences will be verified daily after 10 AM. If no contact is made, the student must present a note from a parent explaining the circumstances of the absence when he or she returns to school.

### Excused Absences

The following absences will be excused:

- Illnesses or extended illnesses that have been verified by a physician or the school nurse.
- A death in the family.
- Appointments with health professionals, appointments for driving licenses, or required court appearances. Students should provide one day's notice OR a verification letter upon their return.
- Observance of a recognized religious holiday. Please provide one day's notice.
- Suspension by school officials.
- College visits, when permission is granted at least one day in advance.
- Certain family vacations with appropriate paperwork and prior administrative approval (Planned Absence form required).
- Approved educational enrichment experiences.
- Prolonged hospitalization and/or medical order to stay home.
- Stormy days when traveling on snow and ice would be too risky.

## Unexcused Absences

All absences not listed above are considered unexcused. See the Appendix to the Student Handbook for information on penalties for unexcused absence.

## Tardiness

School begins at 7:50am and students are expected to be on time (see "Simple Rules"). If a student is late to school or class, s/he must check in at the Main Office. Four or more incidents of being tardy or late to class will trigger grade reductions or disciplinary action (see Appendix to the Student Handbook).

## Permission To Leave School

Students may be dismissed only with their parents'/guardians' permission and the approval of the administration. Juniors and seniors who have the privilege may leave school during lunch. Dismissal notes should be brought to the office before 7:50 a.m.

## Athletics & Co-Curricular Activities & Attendance

A student involved in sports and other co-curricular activities may not participate in those activities on the days the student is absent from school or dismissed early for illness. Additionally, students must be in attendance at school by 10:00 a.m. on a regular day in order to participate in practices, games, or events. If absent for reasons other than illness, permission must be granted by the Associate Head or Dean of Students for the student to participate in athletic or co-curricular events.

## THE ACADEMIC PROGRAM

### Setting up Your Schedule

When students enroll at LA, they are asked to fill out a Four-Year Academic Worksheet. While these plans can and do change over time, we encourage students to take as many of their required courses as possible in 9th and 10th grade so that more options are open to them in junior and senior years. Students are also encouraged to take the most challenging courses in which they can be successful. Over the course of their time at LA, each student's program should include the courses required for admission to any post-secondary program in which the student may be interested. A full description of the courses offered at LA is available in the Guidance Office or on our website: [www.lincolnacademy.org](http://www.lincolnacademy.org). Students and parents should feel free to contact the Guidance Office with questions about which program might be best for their student.

## Graduation Requirements

To graduate from Lincoln Academy, students must earn twenty-two (22) total credits through taking a combination of required and elective courses. One (1) credit equals one (1) year-long class. LA is on a trimester schedule and a number of courses run for a single trimester, or 1/3 of the year. Trimester classes earn 1/3 credit.

The following are required for graduation:

- Four (4) English credits
- Two (2) social studies credits, including Geography or World History in the freshman or sophomore year and U.S. History in the junior year.
- Three (3) mathematics credits.
- Two (2) science credits, including one freshman science credit, which can include Integrated Science or Honors Freshman Physics, and one Biology credit.
- One (1) visual and performing arts credit.
- 1/3 DET (Design, Engineering, and Technology) credit.
- One and two thirds (1-2/3) wellness credit (five trimesters), consisting of:
  - 1/3 Wellness 1 in grade 9 or 10
  - 1/3 Wellness 2 in grade 11 or 12
  - 1/3 credit in Fitness and Weight Training
  - 2/3 credit in any Wellness elective OR participation in a minimum of six (6) seasons on an LA athletic team at the JV or Varsity level prior to senior year.
- One (1) job shadow experience.
- Participation through advisor groups in formal activities, including career preparation and community service.

## Minimum Course Load Requirements

All students must be enrolled in a minimum of six (6) credits each year, consisting of a combination of full-year and trimester courses. One of these credits must be English. Juniors and Seniors taking three (3) or more AP classes may take only five credits.

## Alternatives to Regular Programs

Several alternatives to the regular school program are open to students. These include but are not limited to Developmental classes, Life Skills, and IDEAL (Individually Designed Education for All Learners) in our Special Education department; Alternative Education, Work-Based Learning, Vocational programs and Independent Study at LA; as well as international, semester, and other programs outside of LA for students in their junior and senior years. Students and families interested in alternatives to regular programs should work with their Guidance Counselor about these options. Parents and students should refer to the Appendix to the Student Handbook for information and deadlines related to international and other programs outside of LA.

## Grades

LA offers a broad range of courses to serve a broad range of students. Course content is designed to build on students' current knowledge and skills, to offer new problems and material that will challenge students appropriately, and to provide students with opportunities to demonstrate mastery. In addition to assessing knowledge, skills, and mastery of the material, teachers will include factors such as participation in class discussions, the quality of a student's engagement in class projects and activities, effort, behavior, and attendance in their grading.

Teachers use Canvas to track student progress and to record such things as effort and participation throughout the school year, providing assignments, assessments, and feedback on that platform. Parents/guardians are provided with Canvas account information at the start of the school year and can use Canvas as a resource to follow their students' academic progress online. In addition to the individual course information on Canvas, formal grades of record are entered on PowerSchool six times per year, in a Progress Report at the middle of the term and as a Term Grade end of each trimester. These grades are available to parents on PowerSchool. Grades below 60% or incomplete should be explained in the Progress Report.

Marking System:

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

Honor Rolls: Students with all grades above 90% are eligible for High Honors, those whose grades are all above 80% are eligible for Honors.

## STUDENT SUPPORT

### The Guidance & Counseling Office

The Guidance and Counseling Office at Lincoln Academy serves as a resource center for prospective and current parents, staff, and the community, and provides a system of support services for students. In addition to its responsibility for enrolling students in courses, establishing and implementing the school's Master Schedule, tracking student grades, maintaining the formal transcript, and assisting students with all decisions regarding course choices and changes, guidance counselors are there to help students succeed and to assist them in making informed, thoughtful decisions both in high school and about the paths they'll pursue after high school. More specifically, the guidance and counseling office assists students to:

- Select courses and activities that will provide them with a wide variety of experiences in high school and that will meet the requirements for college, vocational school, the military, and the workplace.
- Adjust successfully to the LA community and the demands of their high school programs.
- Access information about unique opportunities and scholarships available to LA students.
- Meet graduation requirements.
- Make informed college and vocational choices and, when the time comes, fulfill all of the requirements for successful matriculation to post-secondary programs.
- Answer questions and solve problems.

The Guidance and Counseling Office provides a strong network of support (individual, large or small group) to help students solve problems, make good decisions, and find success at LA. If and when conversations with counselors involve personal matters, students and parents should know that counselors are bound by professional ethics to respect privacy and provide assistance within the extent of the school's legal obligations. Parents and students are encouraged to make appointments with counselors whenever a concern or question arises about the student's experience or progress at Lincoln Academy or his or her post-secondary plans.

The student's guidance counselor also serves as his or her college counselor and a resource for applying for financial aid and for the many scholarships available to LA students. College admission requirements vary considerably from one school to another and from one course of study to another within the same institution, and counselors work closely with students to help them understand those differences and to make informed choices. Students are encouraged to do research in schools' catalogs and on websites, to visit the schools they are interested in, and in general to take as much responsibility as they can for these important decisions.

## The Student Support Team

The Student Support Team is a group of professionals chosen from teaching, administrative, and consultative staff to ensure that to the extent possible, students at LA do not "fall through the cracks." Students can be referred to the group by the Guidance Office, teachers, advisors, Student Health Center staff, administrators, a parent or guardian, or any other concerned faculty or staff. The Team takes a holistic view of the student's life, including academic performance, discipline, social or behavioral issues, physical and mental health, and circumstances outside of school, in an effort to provide the most effective support for students having difficulty in one or more areas of their lives at LA. Tailoring their recommendations to each individual student's needs, the Team may suggest a family conference, changes to a student's schedule, an academic or social contract, mental health services, the initiation

of an IEP (Individualized Education Plan) or 504, Progress Reports, or just continued monitoring.

## OPPORTUNITIES OUTSIDE THE CLASSROOM

Students at LA are offered a wide variety of co- and extra-curricular opportunities, and we encourage all students to take advantage of as many as possible.

### Athletics:

For 2019-20, the following sports are offered:

#### Fall

- Cross Country, boys & girls
- Field Hockey, girls' varsity & J.V.
- Golf, boys & girls
- Soccer, boys' varsity & J.V.; girls' varsity & J.V.

#### Winter

- Basketball, boys' varsity, J.V. & Freshmen & girls' varsity & J.V.
- Cheering, girls and boys, varsity
- Indoor Track, boys and girls
- Special Olympics, boys & girls
- Swimming, boys & girls
- Wrestling, varsity & J.V. (coed)

#### Spring

- Baseball, boys' varsity & J.V.
- Lacrosse, boys' varsity & J.V.; girls' varsity
- Softball, girls' varsity & J.V.
- Tennis, boys & girls
- Track, boys & girls
- 

### Clubs and Activities:

The following is a list of clubs and activities that have been offered at LA over the past five years. Particular offerings change from year to year depending on student interest and availability of adult advisors. There is a Club Fair at the start of the school year to introduce students to offerings in that particular academic year.

- Alpha Sigma Gamma, Sigma Sigma Chi, Interact Club (Service Clubs)
- Band and Jazz Ensembles
- Big Brothers/Big Sisters
- Civil Rights Team
- Climate Action Club
- Coding Club
- Debate Team
- First Responders Club
- Freshmen Mentors
- Gay Straight Transgender Alliance (GSTA)
- International Club
- Kieve Wavus & LA Leadership Program

- LA Ambassadors Club
- LACFO (Lincoln Area Community Fundraising Organization)
- Library Team
- Math Team
- Model United Nations
- National Art Honor Society
- National Honor Society
- Outing Club
- Peer Tutors
- Philosophy Club
- Photography Club
- Players With a Purpose Club
- Public Speaking: Lions' Speak Out, Prize Speaking Competition,
- Theater Productions, One-Act Plays Festival
- Science Club
- Student Council
- Ultimate Frisbee
- Special Olympics/Team UNIFY

## BEHAVIORAL EXPECTATIONS AT LINCOLN ACADEMY

At Lincoln Academy, the social and emotional growth of our students is as important to us as their academic and extracurricular growth. Adolescence is a time of significant brain development and maturation in areas such as decision-making, personal responsibility, and social relationships. At LA, we want students to take responsibility for their actions, to make healthy decisions, to be good citizens of their school and community, and always to treat others with respect. To those ends, we try to be simple and clear about our basic expectations and approach teaching about such expectations in the same way we would approach teaching subject matter in a class.

### Three Simple “Rules to Live By” for Members of the LA Community:

- Be where you are supposed to be, when you are supposed to be there, doing what you are expected to do.
- Answer a reasonable request with a reasonable response.
- Be respectful, accepting and tolerant of others in our community.

#### Some Specifics:

These three simple expectations should be sufficient guides for most members of our community, but to avoid confusion, we do want to be clear about the following specific areas:

Students are expected to be present in school unless they are ill or otherwise excused, to be on time and prepared for class, and remain on campus in appropriate locations during the academic day unless they have permission to leave campus or

have earned privileges.

Students are expected not to be disruptive or to use offensive language at school, on school buses, or at school events on or off campus.

While at school, LA expects students to wear clothing that is neat and appropriate to the mission of our school and to the activities in which they are engaged. As a guide, clothing that would be appropriate to wear for a retail job in town would be considered appropriate during the academic day. It is important to note that clothing with slogans that promote drugs, alcohol, tobacco products, violence, or slogans that are overtly sexual or discriminatory, is considered inappropriate at any time at Lincoln Academy. Because one of LA's core values is community, we also prohibit the wearing of earphones in hallways, at lunch in the Dining Commons, at Community Meeting, and of course in classes and study halls.

Students are expected to follow all school policies related to: The appropriate use of computers, cell phones, and other devices, which requires that in the classroom, phones and other devices remain turned off and put away unless the teacher asks for them to be taken out to be used for educational purposes. In study halls, computers and other devices should only be used for legitimate course work. In the library, students are expected to follow all rules related to technology use posted for that space. Use of cell phones and other devices is never appropriate in Community Meeting, or in the hallways while classes are in session.

Bullying/Harassment, which recognizes each student's and staff member's right to an atmosphere free of intimidation, hostility, and offensiveness, and prohibits fighting, physical or verbal abuse, endangering the safety of others, the use of electronic devices and social media to bully or harass others, and all forms of overt racial, sexual, ethnic, or religious prejudice. Vandalism, which acknowledges that the care and maintenance of school property is the responsibility of all members of the school community and states that students will be held responsible for damage to lockers, books, and athletic equipment and required to pay for damages.

The Use, Possession, or Sale of Drugs, Alcohol, Tobacco and Vaping, consistent with Federal, State, and local laws and LA's position as a Smoke Free/Vape Free Campus.

*Further information on the above policies can be found in the online Appendix to the Student Handbook.*

## Discipline

If a student fails to meet our behavioral expectations, the infraction is first and foremost an opportunity to reinforce the reasons for these expectations and to help students understand that their actions have consequences.

Because we have a range of students of different ages, and because infractions can range from mild to very serious, our responses also range. Some infractions will be dealt with directly by whatever adult happens to see or hear something, and as long as students respond to adult intervention in a reasonable way and correct their behaviors, more often than not being reminded of the expectation is sufficient.

Very serious or repeated infractions are referred to one of three administrators (the Associate Head, the Dean of Students/Director of Residential Life, or the Director of Special Education). These administrators will address infractions in a variety of ways, ranging from more traditional institutional responses (loss of privileges, required detentions, or suspensions) to educational interventions, to restorative practices, to a combination of these approaches, all the way to a recommendation of expulsion. Students and parents should know that the LA Administration has the sole right to determine, administer, and enforce all rules and regulations pertaining to student behavior, discipline, and use of the buildings and grounds of the Academy. In the case of our Drug, Alcohol, Chemical Abuse, Tobacco and Vaping Policy, even a first offense is considered “more serious” and will be referred to an administrator. In all situations in which an administrator is involved, parents and the advisor will be informed.

### Disciplinary Procedures

Disciplinary actions are based on the infraction and the administrator’s sense of the best way to help students understand the reason for the school’s rules, the seriousness of their actions, and how best to correct their behavior. Responses tend to fall into the following Categories:

Traditional Responses include loss of privileges (when a student has earned privileges), detention (used when the inconvenience of having to stay after school in a proctored study hall is sufficient motivation for improvement) and suspension (used when separating the student from the community s/he has offended is appropriate). Students and parents/guardians should be aware that LA suspends students found using alcohol and other drugs on the first offense. Those found using tobacco products or vaping may be suspended on the first offense and will always be suspended on the second violation. Students who have been suspended from school for any disciplinary reasons, as well as students violating the tobacco and vaping policy, are suspended from participation in athletic and co-curricular activities for two weeks and required to complete an Action Plan with the appropriate Administrator.

Restorative Practices involve situations in which a student’s behavior clearly harms others or the community. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right. In situations involving conflict between students, mediation may be one of the recommended approaches. In situations involving drugs and alcohol, actions that harm others or the community might include hosting a party where alcohol is served, offering or encouraging others to smoke or drink.

Action Plans and Probationary Contracts. A student who is suspended is asked to meet with the appropriate administrator to develop an Action Plan that outlines how the student plans to address the behavior going forward. The goal of the Action Plan is to help students take responsibility for their actions by creating a plan and making a commitment to fulfill it with the administrator, their parents, and their advisor. A student who is suspended twice or for whom other interventions are clearly not working, is placed on a Probationary Contract, which is similar to the Action Plan but carries with it the assumption that failure to meet probationary expectations will result in dismissal or expulsion.

Referral to the Student Support Team. When it is clear that students are unable, for whatever reason, to monitor and control their own behavior, they may be referred to the Student Support Team, which will put in place an individualized plan (this can be a combination of traditional and restorative practices, an Action Plan or Probationary Contract, or another solution created by the team) to help them address the problem. In the case of violations of the Alcohol, Tobacco, and Chemical Abuse Policy, referral might be warranted for a student who exhibits signs of addiction or dependency.

Dismissal/Expulsion. When a student fails to respond to other disciplinary interventions or has committed a particularly serious disciplinary offense Lincoln Academy reserves the right to permanently remove the student from the community and/or involve local law enforcement. Selling drugs or alcohol on school grounds, weapons in school, and instances of terrorizing, including bomb threats or other, are examples of an offense in this category that may warrant immediate dismissal or expulsion.

*Detailed information about what the school deems “very serious” infractions and situations where expulsion might be considered can be found in the online Appendix to the Student Handbook.*

## TECHNOLOGY

Lincoln Academy's computers, networks, and Internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. Student use of school computers, networks, and Internet services is considered a privilege, and compliance with the Academy's policies concerning computer use is mandatory. *For more information on Lincoln Academy's computer use policy please refer to the online Appendix to the Student Handbook.*

Lincoln Academy utilizes filtering technology designed to block materials that are obscene or harmful to minors or constitute child pornography. Nevertheless, while we take precautions to monitor and supervise student use of the Internet, parents should be aware that the school cannot reasonably prevent all instances of inappropriate computer use by students.

### Bring Your Own Device (BYOD) Program

Lincoln Academy expects that every student will bring his or her own laptop or tablet device capable of functional academic use. We strongly recommend a Chromebook as the best device for students.

A Chromebook for a student costs not much more than an average computer insurance deposit, will provide lasting use with care, and can be tailored to a family's needs. Lincoln Academy has created a buying guide for Chromebooks. If you are interested in learning more about this technology, email Stephanie Cheney at [cheney@lincolnacademy.org](mailto:cheney@lincolnacademy.org) or come see the student tech team, LA IT, located in the ATEC building. A limited number of Chromebooks are available in classrooms for class use, and in the library and ATEC building for short term loans.

## TRANSPORTATION

### Expectations of Students on School Buses & Vans

Students who ride school buses and vans are expected to treat all other passengers and drivers with respect and to respond reasonably to drivers' requests. If a school vehicle is equipped with seat belts, students are expected to use them. For safety reasons students should remain seated, even if the bus is not equipped with seat belts. Students should understand that whenever they participate in a school trip or ride in school buses or vans, all school rules are in effect.

## Expectations for Students

### Driving To & From School

Students are asked to drive slowly and carefully on or near school grounds. We expect all drivers to obey the 15 mph School Zone speed limit on public roads in the vicinity of the school, and the 5 mph speed limit on school property. Students driving to Lincoln Academy must park cars in the designated student parking areas immediately upon arriving each morning and must not access their vehicles until the end of the school day unless they have earned privileges or otherwise have obtained permission to leave campus.

### Parking Permits

Each vehicle parked on campus is required to have a Lincoln Academy Parking Permit, one permit per vehicle (permits may not be switched from one vehicle to another, so students who may drive different vehicles to school should ask for permits for each). Applications for permits can be obtained in the front office. Students requesting permits should bring their license, a current vehicle registration, and documentation of insurance with them when applying.

### Designated Student Parking Areas

The area across from the N.W. Bailey Gymnasium and the lower overflow parking lot are designated for student parking. Students are not permitted to use the teacher parking areas at ATEC and KB Hall, to park at the Alternative Education building on Hillcrest or in the limited space around the Poe Theatre and Studio B, or to park in any designated Visitor parking areas.

## HOW (AND WHY) TO ACCESS THE ONLINE APPENDIX TO THE STUDENT HANDBOOK

We have tried in this printed Student Handbook to provide the most important information for parents and students, in a form that is easily accessible and not so detailed that it can't be remembered easily. More detailed information that can be important when specific questions or situations arise is housed in an online Appendix. This resource also provides a place where changes that need to be made during the school year can be documented. We encourage all students and parents to familiarize themselves with the content of the Appendix and to visit the site from time to time.

*To access the Appendix, go to [www.lincolnacademy.org](http://www.lincolnacademy.org), scroll down under the Campus Life heading, and choose either Student Home or Parents/Guardians.*

# LINCOLN ACADEMY

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