

LINCOLN ACADEMY
Resident Student Handbook
2019 - 2020



[last updated 8/15/19]

Welcome to Lincoln Academy!

This resident student handbook is intended to help you have a great experience as a member of the Lincoln Academy Residential Community.

The people who work here at Lincoln Academy are very kind and thoughtful. We all want you to have a terrific experience here. If you have any questions, please just ask us and we will help you.

There is an important question for you to consider while you are here. That question is, **“What does it mean to be a member of the Lincoln Residential Community?”**

There are as many answers to this question as there are people who live at Lincoln Academy. At the same time, we all have things in common.

For instance, we are involved in the community. For over 200 years Lincoln Academy has prepared students to be citizens. Being a citizen requires you to be involved in the life of the community you are part of. As a resident student at Lincoln you are an important member of an active, involved community.

We communicate a lot. There is always a lot going on in our community, so we need to be in touch with each other to make sure things go well.

We talk about respect and other important ideas. Being respectful to each other and to ourselves makes life in our community better. Aspiration is another important idea we will be talking about this year.

Last but certainly not least, we have fun. The people who live here like living here. We enjoy our time together and look forward to enjoying our time with you.

If you have any questions, please just ask.

Mr. Abbott

Dean of Students and Residential Life

Ms. Anastasio

Residential Life Coordinator

Ms. Kennedy

Vacation Programs Coordinator, Outreach Assistant

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Lincoln Academy Mission

Lincoln Academy, an independent, comprehensive secondary school for day and residential students.

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.
- 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. , enhancing the economic future of mid-coast Maine.

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.
- **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 opinion 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.

Residential Life Program Philosophy

The resident life program at Lincoln is committed to the educational mission of Lincoln Academy. The learning that takes place out of the classroom will form a large component of each resident student's total education. The acquisition of both personal and social skills is an integral part of this education. Residence hall programs, expectations and procedures are designed to carry out and support Lincoln Academy's mission, and to facilitate a student's overall educational experience.

Resident students are expected to be involved with daily life at Lincoln Academy. Numerous opportunities exist on athletic fields, stages, studios, classrooms, student government, in the community, and in the classroom. Please get involved and learn as much as you can about this community while you are here.

Core Principles

In the residential program at Lincoln Academy, we focus on three core principles:

- **Citizenship.**
- **Communication.**
- **Respect.**

Citizenship.

Resident students are required to be involved in the life of their community. Lincoln Academy's mission statement celebrates our two hundred year plus tradition of preparing students to meet the intellectual demands of citizenship. Being a citizen has certain rights and responsibilities. One of these responsibilities is being involved in the life of the community. At Lincoln Academy, we expect resident students to be involved in the life of the residential community, the Lincoln Academy community, and the communities of Mid-Coast Maine. A vast array of activities are offered to students to encourage involvement but ultimately it is the responsibility of each student to be an active member of their community.

Communication.

Communication is vital to the experience of Lincoln Academy resident students. Parents are encouraged to communicate with the school and the school will certainly be in communication with parents of resident students. Similarly, resident students are encouraged to be in communication with the resident faculty and staff, who will be in constant communication with the students.

It is important to recognize that the primary language of this school community is English. English is to be spoken during the academic day and in certain other contexts, such as dorm meetings. Understanding the context for when it is appropriate to speak English is an important aspect of being a member of the Lincoln community.

Respect.

Members of the Lincoln Academy community are expected to respect themselves, all other members of the community, and their physical surroundings. The most successful resident students in our program are those who are able to be respectful of themselves and others.

In Loco Parentis

During the school year, with the exception of vacations or whenever resident students are signed out to stay with families, the residential staff will function as “local” parents. *In Loco Parentis* is a Latin term describing this relationship, meaning “in place of a parent.” The resident staff are charged with ensuring a safe living environment for students, one that allows for personal and academic growth. The staff is therefore responsible for enforcing school policies. There may be situations when the resident staff may have concerns with instructions given by a student’s parents. When necessary, the Dean of Students and Director of Residential Life will confirm those instructions with parents. Students are expected to cooperate with all residential staff at all times. Failure to do so will have disciplinary consequences (please see the Disciplinary Information section for more details).

Communicating with Lincoln Academy

For most communication about resident life issues, Jake Abbott, the Dean of Students and Residential Life, is the person you should contact first with your questions and/or concerns. Mr. Abbott will either answer your question directly, or put you in touch with the right person.

Jake Abbott. Dean of Students and Resident Life

Email: jabbott@lincolnacademy.org

Office phone: (207) 563 - 3596. Ext. 231

Cell phone: (207) 831 - 6879

Jen Anastasio is the Residential Life Program Coordinator. She is also an appropriate person to be in communication with regarding questions and/or concerns. Ms. Anastasio will either answer your question directly, or put you in touch with the right person.

Jen Anastasio. Residential Life Program Coordinator

Email: janastasio@lincolnacademy.org

Office phone: (207) 563 - 3596. Ext. 104

Sarah Kennedy is the Vacation Programs Coordinator & Outreach Assistant. She is also an appropriate person to be in communication with regarding questions and/or concerns regarding residential life. Ms. Kennedy will either answer your question directly, or put you in touch with the right person.

Sarah Kennedy. Vacation Programs Coordinator & Outreach Assistant

Email: kennedy@lincolnacademy.org

Office phone: (207) 563 - 3596. Ext. 295

Other important phone numbers

Lincoln Academy Main Office: (207) 563-3596

Lincoln Academy Fax: (207) 563-1067

Lincoln Academy Admissions: (207) 563-3596, ext. 217

Lincoln Academy key contacts (with extensions)

Head of School, Jeffery Burroughs, extension 100

Associate Head of School, Andrew Mullin, extension 101

Director of Athletics, KJ Anastasio, extension 117

Director of Counseling and Studies, Sarah Wills-Viega, extension 126
Director of Enrollment and Marketing, Lu-Shien Tan, extension 217
Associate Director of Enrollment and Marketing, Hilary Petersen, extension 295
Director of Health Center, Eric Duffy, extension 197
Director of Information Technology, David Brooks, extension xxx
Billing Manager, Lori Wright extension 105

Reaching staff and faculty via e-mail

All faculty and staff at Lincoln Academy have e-mail addresses. The normal email address format is lastname@lincolnacadey.org. For instance, a faculty member named John Smith could be reached by sending an e-mail to smith@lincolnacadey.org.

Occasionally, some email addresses have an additional letter attached to the last name. For instance, Jake Abbott, Dean of Students and Residential Life uses jabbott@lincolnacadey.org. If you are unable to reach someone by email, please just ask for help.

Critical Information for Resident Students

- Whenever a resident student leaves campus, he or she **must sign out face-to-face with a member of the resident faculty who is on duty**. This rule applies whenever a student leaves campus on their own (for instance walking to town), goes to the movies with a day student friend, or leaves campus with a parent. The resident staff must know whenever resident students leave campus. Resident students leaving campus on school sponsored trips (athletics, co-curricular, weekend activities etc) do not need to sign out face-to-face.
- Resident **students may not ride in a vehicle driven by anyone other than a Lincoln Academy staff** or faculty member without expressed permission from the resident student's parents. This permission may be granted by e-mail or phone but must be granted before the resident student gets in a car with anyone other than a Lincoln Academy staff or faculty member.
- If a resident student wants to spend the night anywhere other than in the dorms, we need to have permission from the resident student's parents AND their overnight host. We need to hear from both parties before the resident student is permitted to leave campus. Requiring resident students to sign out face-to-face helps ensure that we have the required permissions and communications in place.
- If you are not sure what to do, ask a resident faculty member or a proctor (resident student leaders).
- If you treat everyone you interact with respectfully, you'll be fine.
- Possession or consumption of any drugs, including tobacco (this includes any vaping product/device), alcohol or unauthorized medication is treated very seriously by Lincoln Academy.

Typical Academic Day

Schedule

School days start at 7:50 and end at 2:35.

There is a six day rotation schedule with three 60 minute classes, one 80 minute class, and 45 minutes for lunch.

All classes have one 80 minute period every six days EXCEPT for Period A which is ALWAYS the first period of the day. On Friday, Community Meeting replaces Period A.

Advisor period is in the afternoon on 1, 2, and 3 days and in the morning on 4, 5, and 6 days.

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	8:55-9:10	ADVISORY		ADVISORY
10:00-11:20	(C)	(B)	(D)	9:15-10:15	B	D	C
LUNCH	LUNCH	LUNCH	LUNCH	10:20-11:20	C	B	D
12:05-1:05	E	G	F	LUNCH	LUNCH	LUNCH	LUNCH
1:10-1:25	ADVISORY		ADVISORY	12:05-1:25	(E)	(G)	(F)
1:30-2:30	F	E	G	1:30-2:30	F	E	G

**(parentheses) indicate the longer periods*

Late Start Wednesday Schedule

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 (Note: Period A is removed from the schedule).

1, 2, 3 Day		4, 5, 6 Day	
8:55 - 9:55	Class	8:55 - 9:15	Advisor
9:55 - 10:00	Passing	9:15 - 9:20	Passing
10:00 - 11:20	Class	9:20 - 10:20	Class
11:20 - 12:00	Lunch	10:20 - 10:25	Passing
12:00 - 12:05	Passing	10:25 - 11:25	Class
12:05 - 1:05	Class	11:25 - 12:05	Lunch
1:05 - 1:10	Passing	12:05 - 12:10	Passing
1:10 - 1:30	Advisor	12:10 - 1:30	Class
1:30 - 1:35	Passing	1:30 - 1:35	Passing
1:35 - 2:35	Class	1:35 - 2:35	Class

Delay Day Schedule -

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

Advisor Groups will NOT meet on delay days.

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

Breakfast

Resident students are responsible for getting themselves to breakfast prior to classes. It is not the responsibility of the resident staff to wake students up in the morning. All residential students are expected to report to breakfast by 7:30 AM to avoid being late to their first period class. Being late to class because you overslept and then decided to eat breakfast is NEVER an acceptable excuse! Students are expected to wake-up in time to get everything done. On a daily basis, Mr. Abbott and Ms. Anastasio will walk through the dorm at the start of school. Students who are repeatedly in the dorm after 7:45 may be subject to disciplinary consequences.

Reporting to the health clinic when sick

Resident students **MUST** report to the nurse if they are sick.

During a school day, if a student is sick, they must report to the nurse prior to the first class of the day. If they arrive after the bell has rung, they will be sent back to the office for a tardy slip.

Only the nurse can determine if a student is sick enough to not go to class. If this is determined, then the Nurse can grant a health center dismissal. The Dean of Students and Resident Life, as well as other appropriate staff and dorm parents will be notified.

Resident faculty, in consultation with the nurse, may occasionally work together to determine that a student is too sick for class. For instance, if a student is determined by the nurse to be sick enough on Monday to have a health center dismissal and they have not improved by Tuesday morning, the resident faculty in consultation with the nurse may determine that the student should be on health dismissal for a second day. Otherwise students must report to the nurse if they are sick.

Access to dorms during the academic day

Resident students are **NOT** permitted in their dorm during the academic day. It is only during rare circumstances that a student may access their dorm room and **ONLY** at the determination of the resident staff.

Some resident students may receive privileges which allow them to enter the dorm under clearly specified situations.

Weekday afternoon activities

Resident students at Lincoln Academy are required to be involved in the life of their community. Lincoln offers a wide variety of sports and other programs designed to engage students in the life of the community on weekday afternoons. The Lincoln Academy weekday afternoon activities staff are extremely receptive to suggestions from students for activities.

Dinner

All resident students must sign themselves in at dinner. Students who are not present at dinner due to a school sponsored activity (athletics, theater, clubs) will have a dinner meal saved for them. Students are expected to be off electronic devices while in the dining commons for dinner.

School Night Expectations (Sunday to Thursday) - Study Hall and Late Lights

Study Hall begins promptly at 7:00 pm. and is the cornerstone of the resident student's academic experience. The expectation is that everyone who wants to be productive, can be. Doors are open. Students are quiet. People are productive. Resident staff and Proctors supervise study hall. Students may be in their rooms during study hall or in common areas. Students placed on academic warning, concern or probation lists (see below) may be required to spend study hall in a commons study-area.

All students are required to return from the weekend on Sunday in time for the 7:00 pm Study Hall. Exceptions must be arranged with the Dean of Students and Residential Life prior to departure for the weekend.

Following study hall, from 9:00 pm until lights out, students are to remain in the dormitory unless they

have permission from the dorm parent on duty.

Students may request *late-lights* when they require extra study time. Late lights requests must be made to the Teacher on Duty before the end of study hall at 9:00 pm. Late lights is a privilege that is granted at the discretion of the Teacher on Duty. If a student has wasted his or her time during study hall, the Teacher on Duty may reject that student's request for late lights. Late lights requests are tracked as a student who repeatedly requests late lights may benefit from adjustments to her or his studying strategies or their schedule of classes.

Quiet Hours

At 10:00 Quiet hours start. Students are expected to be in their dormitory wing/pod preparing for bed in time to meet the 10:30 lights out expectations. This means students are:

- Not outside their own dorm wing/pod
- Done with showering
- Wrapping up the brushing of teeth, washing of the face, taking out contact lenses, and using the toilet
- Not playing video games or watching movies
- Not playing music (unless with headphones)
- In general, electronic devices should be turned off to let the brain rest prior to sleeping
- Not doing laundry
- If a student needs any exception to this, they should be in communication with the Teacher on Duty. Violations are considered disrespectful and may result in disciplinary referrals.

Lights Out at 10:30 It is lights out and time to sleep for all students unless they have requested and have been granted late lights. All electronic devices are expected to be turned off and put away. Phones used as alarms should not be used after lights out.

After Lights Out

Occasionally, dorm staff will perform late night dorm/bed checks. Students violating lights out will be subject to disciplinary referrals.

General Rules and Expectations

Leaving campus, campus boundaries and weekends

Leaving campus: Signing Out and Signing In

Whenever a resident student leaves campus, he or she must sign out face-to-face with a member of the resident faculty who is on duty. This applies whether they walk to town or go to the movies with a day student. Resident students may not ride in a vehicle driven by anyone other than a Lincoln Academy staff or faculty member without permission from the resident student's parents. This permission can be by email or phone and will be formally documented through BoardingWare and the Residential Life Duty Notes.

Failure to sign out face-to-face will result in a residential detention. Repeated violations of this rule will lead to increasingly severe consequences including one or multiple Dean's Detention(s), in-school suspension, out of school suspension or separation from the school (please see the Disciplinary

Information section for more details).

Similarly, resident students must sign back in with the teacher on duty when they return. Failure to sign back in upon returning may result in a resident detention and repeated violations will lead to increasingly severe consequences.

The boundaries of campus.

When a resident student, walking down Academy Hill Road towards Newcastle, crosses the railroad tracks* they are leaving campus. The Lincoln Academy campus is bounded on the North by the far end of the Colonel Stanley Waltz Athletic field (upper soccer field) on the South where the railroad tracks cross Academy Hill Road, on the East by the continuation of those railroad tracks and on the West by the baseball field. If a student is going to walk the cross-country trails, this should be done only after notification of an on-duty adult

** Note: It is a violation of the law to walk along (or near-to) the railroad tracks. Please do not use them as a walking path.*

Visiting overnight

If a resident student plans to spend the night anywhere other than in the dorm, the resident student's parents must provide authorization to the resident life office or the teacher on duty prior to the student leaving campus. This permission can be by email or phone and will be formally documented through BoardingWare and the Residential Life Duty Notes.

In addition, the adult responsible for hosting the student must communicate that they accept responsibility for the resident student with the resident life office or the teacher on duty. This permission can be by email or phone and will be formally documented through BoardingWare and the Residential Life Duty Notes.

Permission must be provided by both parties before the resident student is permitted to leave campus. Requiring resident students to sign out face-to-face helps ensure that we have the required permissions and communications in place.

Weekends on campus including activities

Weekends are filled with fun activities for all Lincoln Academy students. Residential students are encouraged to invite day student friends to activities.

Weekend schedules and activity sign-ups are made available through Canvas and typically are posted by 9:00 PM on Wednesday of every week.

Students sign up for activities on a first-come, first-served basis. Each weekend is filled with activities which provide both cultural and recreational opportunities for all students. Some of the off-campus activities include: trips to Boston for museum and sporting events; trips to Portland and Freeport (Maine) for shopping and dining; excursions on area lakes, rivers, and waterways; wall climbing at local indoor facilities; and trips to ski resorts in the winter. Weekends also include on-campus activities such as making (and then eating) various foods, pick-up basketball, tennis on Lincoln's courts, time in the fitness center, and impromptu karaoke performances.

Day students are encouraged to participate in almost all activities. There are occasionally circumstances

where an activity might be limited to resident students, but that is rarely the case and will be communicated at the time of student sign-up.

Many activities are free to all students. There are exceptions where the resident life office may require a portion of the cost of the trip to be covered by resident students. This will be communicated at the time of student sign-up.

An important goal of the resident life program at Lincoln is to bring Maine culture to our students. Examples include participation in the Damariscotta Pumpkinfest, and lobster bakes at the lighthouse in Pemaquid, Maine. Life in Maine allows students the opportunity to experience the change in seasons (fall, winter, spring and summer).

Weekends are also a great time to catch up on sleep and get school work completed.

Friday and Saturday nights, all students (with the exception of those on scheduled overnight trips) must be on campus by 10:45 pm.

Friday and Saturday night quiet hours time is 11:00 pm and lights out is 11:30 pm. Very rarely will exceptions to these expectations be granted, but that is at the discretion of the teacher on duty in that specific dorm.

Weekend meals

Resident students must sign in for all weekend meals (Dinner Friday, Saturday and Sunday Brunch). Students are expected to remain off electronic devices during residential meals in the dining commons.

Approved Travel Dates

Students and families are expected to make travel arrangements only on approved travel dates. The purpose for these dates is two-fold. First, it ensures that students don't miss academic class time. When this happens, it impacts the learning of more than just the one student who arrives late, it impacts the whole classroom as well as the teacher. Second, coordinating travel for a large volume of students is a lot of work. Having student arrive when expected helps manage travel logistics much more efficiently.

Students who arrive on non-approved days will be assessed a fee for transportation from Portland as well as a fee for late arrival. These charges are billed directly to the student account. See the approved travel dates for 2019 - 2020 school year outlined below.

The 2020 - 2021 school year approved travel dates will be released by December of the current school year for planning purposes.

2019/2020 Approved Res Life Dates

All air travel must be via Portland International Jetport (Airport code: PWM) or at the Portland Transportation Center via Concord Coach Buslines.



All arriving students **MUST** e-mail their flight itinerary to Jake Abbott, Dean of Students and Residential Life jabbott@lincolnacademy.org, no later than July 15th.

<u>Opening of School</u>	<u>Arrival Dates</u>	<u>Applies to</u>
Proctors ONLY	Thursday August 15, 2019	Proctors must arrive on Thursday August 15th.
Fall Athletes	Saturday, August 17, 2019 & Sunday, August 18 2019	ALL residential students attending fall sports practices before classes begin must arrive on August 17th or 18th, 2019 Athletic practices begin Monday August 19th.
New Resident Students	Sunday, August 18, 2019 & Monday, August 19, 2019 ONLY	<i>All <u>new</u> resident students must move on to the Lincoln Academy campus <u>no later than Monday, August 19th, 2019</u></i> ❖ <i>New resident student orientation begins Monday, August 19 and continues through the week.</i>
Returning Resident Students	Friday, August 23rd, 2019 & Saturday, August 24th, 2019	All returning resident students must arrive <u>to campus no later than Saturday, August 24th, 2019</u> (Note: Late arrival and transportation fees will be accessed for late arrivals)

Vacation	Are dorms open or closed?	Last Day of class	Approved Travel Date for DEPARTING	Approved Travel Date for RETURNING	Date Classes resume
November	Students MAY stay in the dorms	Friday, November 22nd, 2019	Saturday, November 23rd, 2019	Sunday December 1, 2019	Monday December 2, 2019
December	Students MAY NOT stay in dorms	Friday, December 20th, 2019	Saturday, December 21st, 2019	Sunday, January 5th 2020	Monday, January 6, 2020
February	Students MAY NOT stay in dorms	Friday February 14th, 2020	Saturday February 15th, 2020	Sunday February 23rd, 2020	Monday February 24th, 2020
April	Students MAY NOT stay in dorms	Friday April 17th, 2020	Saturday April 18th, 2020	Sunday April 26st, 2020	Monday April 27th, 2020

Please note that the dorms will **only** be open during the November break.

Late arrival and transportation fees will be accessed for late arrivals

If a student wishes to stay with a family during the December vacation, Lincoln Academy Residential Life will make every effort to find a host family but **it is NOT Lincoln Academy’s responsibility to find host families** for students wishing to stay in the area when the dorms are closed.

If a student wishes to stay with a host family during vacation, the student’s family will be charged a daily fee of \$65 per day per student by Lincoln Academy. A vacation homestay stipend will be paid to the vacation host family to defray the cost of food, transportation and entertainment expenses.

Vacation camp and other trips will be offered during the February and April vacations. Host family opportunities will not be offered during these vacations. Resident students wishing to participate will be charged additional fees for these trips. It is important to sign up early for these opportunities.

Traveling on Approved Travel Dates

Lincoln Academy offers a free ride to and from Portland **only** when students travel on the approved travel dates. Lincoln Academy offers transportation to the Portland International Jetport (PWM) or the Concord Coach Bus Station in Portland. Lincoln Academy does **not** provide transportation to or from Boston or other airports.

Lincoln Academy is not responsible for providing rides to students traveling on non-approved travel dates. Options include the Concord Coach Bus line or taxis. These services are likely to be very expensive. Transportation on non-approved travel dates must be approved by the Director of Resident Life at least 24 hours before the student leaves campus. If Lincoln Academy provides transportation on non-approved travel dates, students will be charged \$125 for a one way trip to Portland and \$150 for late night transportation as well as a late arrival/early departure fee.

Families and students are urged to plan well ahead. In an emergency, Lincoln Academy will make every effort to accommodate a student’s needs. Students are to provide copies of their flight itineraries to the Resident Life Office at least two weeks prior to their flight.

Closing of school.

- ❖ **Seniors. Families of graduating seniors will be invited to attend a reception at the Headmaster’s house prior to graduation. Details will be communicated to families of Seniors.**

Graduation	Dorms close	Approved travel day
Friday June 5th, 2020	Seniors are expected to move out of the dorm by 5:00 pm, Saturday June 6th, 2020	June 6th, 2020

- ❖ **Underclassmen**

Last day of classes	Dorms Close	Approved travel day(s)
Friday, June 12th, 2020	5:00 pm Saturday June 13th, 2020	Friday June 12th, 2020 after final academic commitment, or Saturday June 13th, 2020

Rooms, Keys and Visitors

Care of rooms and other school property

Students are expected to keep their rooms, bathrooms, common rooms, and other areas of the dormitory neat and clean as part of their community responsibility. Resident staff inspect rooms on a regular basis. Failure to pass weekly room inspection will result in a student not being allowed to leave campus for activities until the room inspection has been passed.

There are four major areas of emphasis during room inspection: bed is made, room and desk are clear of trash and clutter, clothes picked up (put away in a closet or in laundry hamper), and safety issues. Students who do not adhere to these basic rules will be moved to the end of the roster for weekend activity sign-up as well as may receive a residential detention, and/or have electronic equipment temporarily removed.

Jeopardizing the health and safety of fellow students and/or staff members is a major violation of school rules. Intentionally leaving doors open, or allowing access after curfew/lights out endangers the safety of all residents. Blocking doorways, hallways, and/or stairways pose a significant threat in the event of an actual emergency. Student rooms must be laid out in such a way that the door and window(s) are accessible if an emergency situation arises. If students wish to rearrange the furniture in their room, they must first fill out a form and submit it to the Resident Life Office. **Only the maintenance staff are authorized to move large bedroom furniture.**

Additionally, residents are expected to abide by the following:

- Fire equipment such as extinguishers and sprinklers located in the residence hall must not be obstructed or misused.
- Residents are encouraged to appropriately decorate their rooms in a respectable and comfortable fashion. Sexually exploitative and/or harassing comments, materials, or suggestions toward any persons or groups are not allowed. No material of any kind is to be suspended from the ceilings. Nails or other attachments that will cause damage to school property are not allowed. Vulgar, sexually explicit, drug or alcohol related (including tobacco products), or otherwise offensive decoration will not be permitted.
- Empty alcoholic beverage containers may not be displayed as decoration and will be considered the same as possession of alcohol, with significant disciplinary consequences.
- Residents must assist in maintaining the cleanliness of residence hall common areas.
- Resident staff may enter resident rooms for inspection whenever it is necessary and/or appropriate. Lincoln Academy reserves the right to search rooms at any time, with or without “due cause”.
- Students are responsible for any damages that occur in their dorm room, including damage to school furniture, walls, curtains, etc. Resident staff will complete a Room Condition Form at the start of each school year to assess the condition of the student’s room prior to occupancy. Any damages that occur during the school year will be repaired, and the student will be charged accordingly.
- The cost to repair damage that occurs to common areas within the dormitory (hallways, bathrooms, laundry room, stairwells) will be assessed to the student(s) who are responsible. If, after investigation by resident staff, no one takes responsibility for such

- damages, the cost (s) will be shared among all dorm members.
- Residents may have certain appliances/items of equipment in their rooms; check with appropriate resident staff.
- Residents **may not have any appliance with a heating element**, with the exception of an iron. Microwaves, water heating kettles, coffee pots, rice cookers, curling irons, and other similar items are not allowed.
- **Candles, incense, and/or any open flame (lighters, matches, or other) are NEVER permitted.**
- Appropriate use of televisions, gaming systems, and stereos are allowed in resident rooms. However, excessive volume, use during study hall hours, and use after lights out/bed check will result in residential detention, loss of privilege and/or removal of equipment from the room.
- Residents may not have or use any personal internet or network devices in the dorm to create private networks or non-Lincoln Academy supported internet/network services.
- All travel documents (such as passports and I-20s) **must** be given to the Dean of Students and Residential Life upon arrival. Documents will be kept in a locked safe.
- Lincoln Academy is not responsible for lost personal items. Residents should keep expensive items, large amounts of cash, or other items of value in the Business Office, or with the Dean of Students and Residential Life. Students are encouraged to keep their room locked as to keep personal possessions secure.
- Loss of room key(s) should be reported to the resident staff immediately. Residents will be billed for replacement of equipment as necessary at the cost of \$25 per card.
- When departing the Lincoln Academy dormitory at the end of the year, residents are expected to leave their room in the same condition as it was found. A Residential Student Check Out Form will be completed at the end of the year. Cleaning fees will be charged to occupants whose rooms are left unclean or damaged. Failure to return a room key will result in a \$50 charge.

Spaces--Private, Shared, and Public

Your room, including your desk, wardrobe, dresser, and bed is your *private* space. Our goal is to ensure safety and security in these areas. Please be advised, however, that resident staff are permitted to enter your room or space for the purpose of inspection and/or suggestions for improving neatness or cleanliness, or if probable cause and/or suspicion necessitates a search of the space.

Hallways, common rooms (laundry, kitchen, lounge), bathrooms, and stairwells are considered *public* areas. These are areas where many people will be at the same time. It is important that these areas are kept clean. All residence hall members share this responsibility.

Video gaming equipment is not allowed to be setup and used in commons spaces except with permission of the dorm parent.

Keys

For student safety, each dormitory is locked 24 hours a day, every day. Keys for on campus dormitories are issued to students who live there. Keys will access the exterior door to the dormitory as well as the dorm room. It is a student's responsibility to keep their dorm room locked. Lincoln Academy recommends this to all students.

Dorms are closed to all students during the academic day, 7:45 am until 2:35 pm. Resident students needing access to a dorm need to contact the Main Office or the Residential Life Office for permission.

Resident students are prohibited from making duplicate keys. Violation of this rule is considered a Category One violation (please see the Disciplinary Information section for more details).

Rooms and visitors

Members of the opposite sex are not permitted in a resident student's room. Violation of this rule is considered a Category One violation (please see the Disciplinary Information section for more details).

Members of the opposite sex are allowed in designated common space(s). Generally, this is the KB Hall Lounge and Hall House Lounge ONLY. Other areas may be designated by dorm parents on duty and permission must be obtained in advance.

Day and other resident students of the same sex may visit in rooms as long as they are respectful and not disruptive. If a visitor is disrespectful of others then the teacher on duty will ask them to leave the room. Being in a room without the resident student who lives in the room is disrespectful to that resident student and is therefore not permitted.

Swapping Dorm Rooms

Room changes are not permitted during the first six weeks of school. After that time, several steps need to be taken in order for a resident student to change rooms.

1. A resident student requesting a room change must meet with the Dean of Students and Residential Life to discuss the student's reasons for wanting to change rooms.
2. After that conversation, the Dean of Students and Residential Life will determine if residential faculty is "OK" with the proposed changes.
3. After that conversation, the Dean of Students and Residential Life will determine if all students involved in the change are "OK" with the proposed changes.
4. If the Dean of Students and Residential Life is satisfied that the proposed change is acceptable, the Dean of Students and Residential Life will notify the students involved.

Moving Furniture and Raising Beds

In the interest of safety and to protect dormitory walls, floors, and furniture, students are not allowed to move large furniture items (wardrobe and lofted beds). The work of raising and lofting a bed is only to be done by custodial staff. Requests for moving furniture or raising a bed need to be made in writing to the custodial team and please know that it may take one to two business days to complete the task.

Any unauthorized move will result in disciplinary action including requiring the student to move back to their previous room.

Academics

Academic privileges

Resident students with an average of 90% or higher at the mid-point of a trimester or at the end of the trimester will receive academic privileges. Resident students with Academic Privileges may shower during study hall, use the KB Lounge for study purposes, and may have other privileges as granted by the resident staff or the Dean of Students and Residential Life.

Academic restrictions

There are three levels of academic restrictions; **Academic Concern**, **Academic Warning** and **Academic Probation**

Academic Concern.

A resident student, at the mid-point or end of a trimester, with any course grade below a 70%, an incomplete, or if a teacher requests it, will be placed on the academic concern list.

Students on the academic concern list may be required to attend weeknight study hall in a common area designated by the Dean of Students and Residential Life (as opposed to in the student's room).

Academic Warning

A resident student, at the mid-point or end of a trimester, with any course grade below a 60%, will be placed on the academic warning list.

Students on the academic warning list:

- during regular weeknight study hall may be required to work in a common area designated by the Dean of Students and Residential Life (as opposed to in the student's room) and
- May be asked to hand their computer to the teacher on duty at lights out on all nights that have a study hall

Academic Probation.

A resident student, at the mid-point or end of a trimester, with more than one course grade below a 60%, will be placed on academic probation list.

Students on academic probation list:

- during regular weeknight study hall will work in a common area designated by the Dean of Students and Residential Life (as opposed to in the student's room) and
- May be required to hand their computer to the teacher on duty at lights out on all nights that have a study hall and
- is placed on an academic contract and is subject to the Student Review Committee

Faculty Advisor

Each student is assigned an advisor. You will have the opportunity to meet with your advisor every day during the school day. Your advisor is an advocate for you, and is also available to answer any number of questions, ranging from course selection to extra-curricular opportunities to non-academic concerns. Please take advantage of this individual in his or her role as another significant adult in your life at Lincoln Academy.

Grades and Grading Procedures

Periodically, as indicated on the school calendar, grades will be posted on PowerSchool. Students and parents/guardians are encouraged to periodically review grades on a regular basis. Grades at Lincoln Academy are issued as letter-grades, A-F. An A is assigned to a numerical average of 90-100%; a B to an average of 80-89%; a C to a numerical average of 70-79%; a D to an average of 60-69%; an F to anything below a 60. Grade point equivalents are assigned depending on the range of a student's numerical average.

Homework

Homework is the responsibility of every student. Students should have a planner or other way to record assignments and events. Lincoln Academy students must bring their own computer/laptop to complete assignments. If a student cannot provide their own computer, there are a limited number of used Chromebooks available for reduced cost. Please see the Dean of Students and Residential Life or the Resident Life Coordinator to inquire about purchasing a refurbished computer. It is the student's responsibility to complete assignments on time.

Communicating Grades to Parents

At each marking period (mid-trimester and end of trimester) grade reports will be sent to parents along with other notes and residential life reports as necessary. If parents request to have additional grade information, they are asked to be in communication with the Residential Life Office.

Health and Safety

Medicines and prescription drugs

Maine Department of Education requires a physician's written order and authorization from a parent or guardian to administer medications in the school setting. Medications must be in pharmacy-prepared containers and labeled with the name of the student, name of the drug, strength, dosage, frequency, physician's name and date of original prescription. The school nurse will evaluate the situation and develop a plan for storage and administration of the medication (s). School policy allows only inhalers, epi-pens, diabetic medications and some topical medications to be kept in a student's possession for self-administration. All other prescriptions and over-the-counter medications, vitamins, herbs, and supplements will be dispensed by the school nurse or school staff who have been trained in medication administration (20-A M.R.S.A.254(5)(A-C). The parent is responsible for notifying the school of any changes and/or discontinuation of a prescribed medication that is being administered to the student at school. Medication not used or no longer required will be disposed of at the end of a school year.

The nurse must have on file the Guidelines for Residential Medication Administration Permission Form

which clearly states whether or not the school may administer any over-the-counter medications. This form also grants school personnel, designated by the school nurse, to administer over-the-counter medications per standing orders of a physician. Students are **not** permitted to transport, carry on their person or store any prescription or over-the-counter medications in their dorm room without the permission of the school nurse and/or resident staff. These medications include but are not restricted to **any** prescription or **any** over-the-counter medications, including pain relievers, cold medications, vitamins, herbal remedies, or supplements.

Resident students must follow doctor's instructions. Failure to do so may result in disciplinary action (please see the Disciplinary Information section for more details).

Tobacco

Use of, possession of, or being knowingly in the presence of tobacco or tobacco paraphernalia, or vaping devices and/or products is a Category One violation which may result in a suspension. Please see the Disciplinary Information section for more details.

Fire Drills

The safety of our students is a high priority. Fire drills can be expected on a regular basis. Each dormitory has a fire drill procedure and a location to convene outside the building. Failure to comply with resident staff instructions during a fire drill will result in disciplinary consequences.

- Hall House students are to gather in the gym
- Kiah Bayley Hall resident students are to gather in the ATEC building

When a fire alarm sounds, you are expected to leave the building immediately, report to your designated area, report to the adult on duty taking attendance, remain calm and quiet, and follow the instructions as given. It is NEVER okay to re-enter a building that has a fire alarm sounding.

Life in a dorm

Laundry

Laundry is the student's responsibility. Laundry facilities are provided for your use. Full loads work best and are recommended. Please be prompt in your removal of clothing from the machines as other residents will need to use them.

Recycling

While a student at Lincoln Academy, and in the state of Maine, you are strongly encouraged to recycle whatever you can. Receptacles for disposal of recyclable goods are provided in the dormitory.

Pets

Pets of any kind are **NOT** allowed to be kept by students. This includes both warm-blooded and cold-blooded animals/pets (including fish).

Community Meetings

During the course of the school year, the resident community will meet on a regular basis. Dormitory

meetings will focus on specific resident life concerns, important discussion topics, upcoming celebrations, or any other matter in focus.. The Dean of Students and Residential Life or resident staff will oversee dormitory meetings. Resident students are required to attend.

Dining Commons Expectations

As members of a larger community, resident students and staff are expected to contribute to the care and maintenance of the dining facility. Duties include cleaning up your table when you are done eating, properly disposing of waste, and returning used dishes to the dishwashing area. If necessary, the Dean of Students and Residential Life will assign these duties to the resident students on a rotating basis.

From time to time, the residential community will engage in more formal dinners, with a cultural or celebratory emphasis. Such meals may require semi-formal dress.

CELL PHONES ARE NOT TO BE USED IN THE DINING COMMONS DURING RESIDENTIAL DINNER, EVENING MEETINGS, OR RESIDENTIAL BRUNCH. When we come together to eat or have a meeting, be present. Don't use your phone.

Guests at Dinner

Resident students are encouraged to invite day-students to dinner. Day students are required to sign in on a specified list using their school-provided meal code. A charge for dinner will be applied to the meal account for the guest student for the cost of eating dinner.

Sleepovers in the Dorm

If a student asks to sleep in another dorm room or wants a guest to stay in their room, they must ask and obtain permissions from the adults on duty prior to 9:00 pm. This is only allowed on non-school nights and is always at their comfort and discretion of the adults on duty. All plans must be completed by 9:00 p.m.

If a day-student wants to sleep over, the host must ask a dorm parent in person or the guest must ask in the presence of the host. Permission to spend the night must also be obtained from the parent/guardian of the person spending the night on campus. This is only allowed on non-school nights and is always at their comfort and discretion. All plans must be completed by 9:00 p.m.

Students are not allowed to have a non-Lincoln Academy student spend an overnight in a dorm room or in a dorm wing. Only student friends who are of high school age and who are currently enrolled at Lincoln Academy are allowed to spend the night in a student dorm room or in a dorm wing. This includes siblings, former students, and alumni. It is permissible to ask an on-campus adult to host a Non-Lincoln Student for you in their apartment, but the adult is ultimately responsible for them while they are staying on campus and is under NO obligation to do this. It is almost always easier to direct friends to stay in local accommodations.

Shipping and Storing Personal Belongings

At the conclusion of the school year, a student's personal belongings will need to be removed from the dorm rooms, kitchen, and common area. Returning students should speak with the Dean of Students and Residential Life about the possibility of storing items for the summer. There is limited space available for such items, and items are subject to the director's approval. Stored items must be securely packaged and clearly labeled with the owner's name. Arrangements can be made to have items shipped home. Students are responsible for packing and shipping costs. The Residential Life director and/or resident staff will **not**

be responsible for student personal items. Items left in the dormitory at the end of the school year will be donated locally.

Students who do not plan to return the following school year will need to arrange with Mail-it-4-U, the local shipping center, if they wish to store their belongings for the summer and have them shipped to another school. Students are responsible for packing and shipping costs. These student's belongings can not be stored at Lincoln Academy for any length of time. Any items remaining in the dorm will be donated locally.

Automobile/Driving Policy

Resident students are not permitted to own or operate an automobile, including vehicles of day students and/or any other members of the community.

Resident students may not ride in a vehicle driven by anyone other than a Lincoln Academy staff or faculty member without expressed permission from the resident student's parents. This permission may be granted by e-mail or phone but must be granted before the resident student gets in a car (or a vehicle in general) with anyone other than a Lincoln Academy staff or faculty member

5-day boarding students may be allowed to keep a vehicle on campus during the school week. For this to be considered, the student, and parents must request permission in advance from the Dean of Students and Director of Residential Life. A working agreement between the parents, the student, and Dean will include the requirement that the student is on campus by the start of evening study hall on the night before classes resume for the week. The student will be expected to immediately turn in car keys to the Residential Life Office. The student is not allowed to have any other vehicle keys on campus. The car is to be locked and is off-limits to the student until an approved departure from campus after classes on the last day, prior to the start of the weekend. **At no time are other Lincoln Academy students to be in the vehicle.** Once a vehicle is approved to be on campus by the Dean of Students and Director of Residential Life, this is to be considered a privilege and it may be revoked at any time due to non-compliance with the agreed terms.

Transportation

The Dean of Students and Residential Life will schedule all transportation for school functions and sign-up sheets will be posted prior to the scheduled event.

At the beginning and end of any academic year, on authorized travel days, Lincoln Academy will provide transportation to the Portland International Jetport (PWM) and the Damariscotta and Portland bus stations, free of charge. Prices for non-local services during the school year, with the exception of certain holidays, will vary, depending on location. The plans must be arranged as soon as possible prior to the trips.

For additional details please see Travel Dates previously in this Resident Student Handbook.

Swimming

Swimming by residential students is only to be done under the supervision of a responsible adult.

Cell Phone Use on Campus

Cell phone use during the academic day is regulated by the following policy:

Lincoln Academy recognizes that technology is a necessary part of living and working in the 21st Century. At the same time, research indicates that device use can be addictive, that the use of technology can impair the transfer of information from short to long-term memory, and that technology use is a factor in the rise of depression and anxiety in young people.

For these reasons, we ask that these devices remain turned off and put away unless the teacher asks for/agrees to their being 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, headphones, earbuds, and other devices is never appropriate in Community Meeting, or in the hallway while classes are in session. Use of cell phones and other devices is also never appropriate in bathrooms or locker rooms.

If a student is found to be using a cell phone, headphones, earbuds, or other device at inappropriate times or for other than course-related purposes in classes, Advisor Group or study halls, as directed or granted permission by a LA faculty or staff member, the student will be asked to put it away. If this happens repeatedly, the teacher will confiscate the device and the student will need to retrieve it from the Main Office at the end of the school day. Repeated misuse will result in a disciplinary response.

Outside of the academic day, cell phone, generally should not be used during after-school activities such as clubs or athletics; residential student activity times; and during study halls. Cell phone use is permitted during designated dormitory free times. Cell phone use is also prohibited during evening meal times, meetings and at brunch on the weekends.

Student Photographs and IDs

Student photographs are professionally done at the start of a school year. Package options are available for purchase. Student IDs are also generated through this process, and are issued to students free of charge. Student ID's are used for a variety of purposes in the community. Please keep yours in your wallet.

Sending mail to resident students

Please address mail and packages for resident students this way:

Student Name
% Lincoln Academy
89 Academy Hill Road
Newcastle, ME 04553
USA

Athletic and other extracurricular activities

Students at Lincoln Academy have opportunities to participate in a sport during each of our three sports seasons (Fall, Winter, Spring). Students also have the opportunity to participate in any number of clubs or activities. These clubs or activities will either meet during the school day, or after the school day. While we do not require students to participate in athletics, it is believed that when students are involved in activities, there are many positive benefits to be gained. Involvement helps foster relationships with students and teachers, and can help in learning good time management skills. Some activities may be seasonal or associated with a specific event, for example Homecoming or Winter Carnival. Intramural activities, when available, are also excellent opportunities. All students are encouraged to join a club or athletic team. Lincoln Academy offers the following clubs, subject to change:

International Club	Math Team	Science Club	Climate Action Club	Outing Club
Philosophy Club	Alpha Sigma Gamma	Student Council	GSTA	Sigma Sigma Chi
LA Players	Civil Rights Team	Chess Club	Tech Team	Media Club
Library Aides	Interact Club	Peer Tutors	Jazz Bands	Yoga Club
National Art Honor Society	Big Brothers, Big Sisters	Debate	Model United Nations	National Honor Society
Freshmen Mentors	LA Ambassadors	First Responders	Sailing Club	Players with a Purpose

Athletic Eligibility and Academic Eligibility for Co-Curricular Participation

Please consult the [Lincoln Academy Student Handbook](#) for the policies on athletic eligibility and academic eligibility for co-curricular and extra-curricular participation.

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. This policy and the accompanying rules apply to all computers and peripheral devices that students use on the school's networks or that access its Internet services or that are issued to students, whether in use at school or off school premises. This policy and the accompanying rules likewise apply to the students' personal computing devices when they are used at school or to access the school's networks or its Internet services.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Academy's policies and rules concerning computer use is mandatory. Students who violate these

policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

Lincoln Academy's computers and peripherals remain under the control, custody, and supervision of the school at all times. The Academy monitors all student computer and Internet activity. Students have no expectation of privacy in their use of school computers and technology resources.

Lincoln Academy utilizes filtering technology designed to block materials that are obscene or harmful to minors, and pornography. Lincoln Academy takes precautions to supervise student use of the Internet, but parents should be aware that the Academy cannot reasonably prevent all instances of inappropriate computer use by students in violation of Academy policies and rules, including access to objectionable materials and communication with persons outside of the school. The Academy is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school website, and/or other means selected by the Academy's administration.

The Academy's administration is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the school's computer system may be implemented, consistent with the Academy's policies and rules. The Head of School may delegate specific responsibilities to the Director of Computing Services and Information Technology and others as he/she deems appropriate.

Internet access is disabled at 12am and reactivated at 5am every night of the school year.

Bullying/Harassment

Lincoln Academy recognizes each student's and staff member's right to an atmosphere free of intimidation, hostility and offensiveness. In order to ensure such an atmosphere, any act of bullying or harassment is a serious violation of school rules. Additionally, retaliation for OR the false reporting of such behavior will likewise be as seriously considered a violation of school rules. School staff members (including coaches and advisors) are required to report incidences of bullying and/or harassment to the appropriate designee. Parents and/or guardians will be contacted regarding instances of bullying and/or harassment. Acts of harassment based upon race, color, sex, religion, sexual orientation, gender expression, gender identity, age, national origin or handicap also constitute illegal discrimination under State and Federal laws, including but not limited to Title IX of the Educational Amendments of 1972. Any Title IX inquiries should be referred to the Associate Head and/or Dean of Students and/or Director of Special Education. Additionally, for the purpose of compliance with CIPA (the Children's Internet Protection Act), instances of cyberbullying will also be considered as acts of harassment and/or bullying, and will be handled accordingly. For the purpose of clarification, it is important to note that acts of bullying motivated by socioeconomic status, physical appearance, weight, family status and other distinguishing characteristics not protected under the Human Rights Act can be considered as violations of Maine law. (For a more complete description of Lincoln Academy's full policy regarding bullying, please see Policy: Bullying, available [here](#).) Any disciplinary action or inaction relative to incidences of bullying and/or harassment is subject to appropriate appeal, consistent with Lincoln Academy procedure.

Disciplinary Information

Student Behavioral Expectations at Lincoln Academy

For detailed information on Lincoln Academy's student behavioral expectations, please consult the [Lincoln Academy Student Handbook](#).

Residential Life Specific Disciplinary Information

All Lincoln Academy students will be held accountable for their behavior. In the event that a student does not meet up to established expectations, he or she will meet directly with the Dean of Students and Residential Life, and/or the Dorm Parents. Lincoln Academy will deal with misbehaviors quickly, fairly and consistently, and consequences will be appropriately assigned.

Students and/or guardians should be aware that school rules apply to both on- and off-campus situations, unless a student is under the direct supervision of a parent or guardian. Even in those situations, however, a student athlete or performer is subject to school policies. Following investigation of any incident, parents will be notified of infractions for which students have been placed on disciplinary probation, suspended either in or out of school, or dismissed from school.

The Dean of Students and Residential Life, with support from the faculty and administration, has the authority and responsibility to maintain the disciplinary system as it applies to residential students. Dorm Parents are responsible for administering in-dorm discipline and for explaining and enforcing dormitory rules and expectations.

Suspension

Suspension is the removal of a student from school for a specified time period. Suspension is implemented based on the seriousness of the infraction and will occur immediately for certain infractions. Often, suspension will be conducted on campus with the removal of the student from the academic process, but supervised by an adult. **Lincoln Academy charges \$150 per day of suspension.** This cost will be automatically deducted from the student emergency account. When necessary, applicable, and/or feasible, Lincoln Academy may employ the services of an outside (third-party) organization for the purposes of suspension. A student's relatives may also be expected to assist in a suspension. If a student is sent to a third-party suspension house, the student's family is responsible for any charges incurred separate from what the school charges. Lincoln Academy's administration reserves the right to determine if the host for a suspended student is acceptable to the school.

A suspended student is responsible for any academic work assigned and/or missed during a suspension period. Students on suspension are not eligible for participation in extracurricular activities during their suspension. In the event of an on-campus, or "in-school suspension" the student is grounded to campus (possible to their room) during this time and often for much more time.

****Please note that if a student is suspended twice during a school year they will automatically be placed on a probationary contract which will specifically outline expectations for the eligibility of continuing enrollment of the student. Once this happens, if a violation of the contract occurs, the student is expelled (dismissed) from the school.**

Expulsion

Lincoln Academy reserves the right to determine whether any particular action or attitude is so injurious to the health of the overall community as to warrant a student's immediate removal from school, regardless of previous disciplinary history. If a student is expelled, their student visa is terminated by Lincoln Academy. Any student wishing to re-enroll may be required to submit to a medical examination, or psychological and/or psychiatric evaluation as a condition of readmission.

Residential Life Disciplinary Issues--Categories

Category I--Major Offenses

All drug and alcohol-related offenses shall be treated as a Major Offense. Due to the potential threat of safety to the community, certain drug and alcohol-related offenses may result in immediate expulsion from Lincoln Academy. A Category I drug and alcohol-related offense includes, but is not limited to, possession or being under the influence or being in the presence of alcohol, illegal drugs or prescription medications (without the authorization of the school nurse), and/or possession of empty alcoholic beverage containers or drug paraphernalia. Any student taking prescription medications must store medications with the school nurse who will dispense them as needed. A student must have special permission from the school nurse to carry medication on their person. Failure to secure such dispensation will cause the offense to be treated as transportation without authorization.

Consequences for illegal drug or alcohol use may include any or all of the following:

- Maximum ten day off-campus suspension.
- Mandatory counseling sessions at the school.
- Scheduled sessions with outside counseling organizations.
- Restricted to campus for two weeks following suspension.
- Community service and/or Deans Detention, at the discretion of the Dean of Students and Residential Life.
- Disciplinary probation.
- Possible removal from Lincoln Academy.

Other Category I Offenses

The following list contains other examples of Category I-Major Offenses. Please be advised that this list is subject to change, depending on nature and severity of offense.

- Theft.
- Curfew violation.
- Illegal possession of keys.
- Violation of parietals (policies regarding the visitation of members of the opposite sex).
- Sexual harassment.
- Inappropriate sexual activity of any kind involving Lincoln Academy boarding students.
- Cheating, lying, plagiarism, or other deceitful behavior.
- Fighting, bullying (including cyberbullying).
- Creation of a fire hazard: use of an open flame, smoking inside a school building, discharging a fire extinguisher, or setting off a false alarm.

- Failure to follow the directions of school staff during an emergency/evacuation drill
- Possession of unauthorized weaponry, including but not limited to, knives, BB guns, pellet guns, or paintball guns.
- Endangering the safety of others.
- Overt racial, sexual, ethnic, or religious prejudice.
- Vandalism or trespassing.
- Unauthorized use of a motor vehicle.
- Gambling.
- Lack of respect for the rights and feelings of others.
- Unauthorized absence from campus.
- Fighting, physical, or verbal abuse.
- Excessive and/or extreme violations of the school's Acceptable Use Policy.
- Use of, possession of, or knowingly being in the presence of tobacco or tobacco paraphernalia.

Consequences for violations of Category I Offenses, excluding drugs and alcohol, may include any or all of the following (First Offense):

- Minimum 3-day suspension from school.
- Disciplinary probation for one calendar year from date of offense.
- Campus restriction.
- Dormitory work/Community service.
- May be removed from school.

Second Offense:

- Recommended removal/expulsion from school.

Note: Harassment, sexual assault, premeditated theft and/or actions with malicious intent may result in dismissal or expulsion after the first offense.

Category II -- Infractions

Unexcused absences from class or non-academic activities/functions are considered Category II infractions. All Lincoln Academy students are expected to attend classes regularly, unless an absence is excused through the Health Center and/or a parent/guardian, or as the result of a pre-arranged visit and/or appointment.

Academic Absence Consequence

(Based on single-class absences; additional class absences will result in additional detention time being assigned. The range includes either a 1-hour detention; a 2-hour detention; or a 3-hour Saturday detention.)

First Offense:

- One-hour detention assigned by the Dean of Students and Residential Life.
- Notation referencing the offense/consequence entered into student's school record.

Second Offense:

- Two one-hour detentions assigned by the Dean of Students and Residential Life.
- Notation referencing the offense/consequence entered into student's school record.

Third Offense:

- One three-hour Deans Detention assigned by the Dean of Students and Residential Life.
- Notation referencing the offense/consequence entered into student's school record.

Non-Academic Absences/Violations

Include, but are not limited to, extracurricular activities, school meetings/assemblies, advisor period, meals, dress code violations. The consequences for Non-Academic violations will follow the outline above.

Campus Restriction

When necessary, a student may be placed on "Campus Restriction." Campus Restriction prohibits a student from leaving campus for any part of a weekend, unless for a scheduled varsity athletic event. Students may not participate in scheduled weekend activities if placed on restriction. The Dean of Students and Residential Life may also impose Dormitory Restrictions as a penalty for infractions.

Attendance

A student at Lincoln Academy may not miss not more than fifteen (15) days of school (excused or unexcused) during one academic year. When a student has reached the fifteen-day limit in a year-long class, or six in a trimester class, he/she may be required to meet with the Associate Head and/or the Dean of Students and Residential Life to discuss the situation and may be placed on probation (attendance contract). A signed copy of the contract will be mailed home. If a student violates the conditions of the contract, he/she may become ineligible for credit and/or could be dismissed from the Academy for the remainder of that academic year.

Excused Absences

The following absences will be Excused:

1. Illnesses or extended illnesses that have been verified by a physician or the school nurse.
2. A death in the family.
3. Appointments with health professionals or appointments for driving licenses or required court appearances provided the school officials are notified at least one day in advance or that are verified when the student returns from such appointments.
4. Observance of a recognized religious holiday provided that school officials are notified at least one day in advance.
5. Suspension by school officials.
6. Visits by juniors and seniors for the purpose of college admission when permission is granted at least one day in advance.
7. Certain family vacations with appropriate paperwork and prior administrative approval (See Planned Absence Procedure below)
8. Approved educational enrichment experiences.
9. Prolonged hospitalization and/or medical order to stay home.**

**Extended hospital stays and/or medical orders to stay home will not automatically count against a student's limit on absences, nor will planned college visits, or educational enrichment experiences (approved).

Although both excused and unexcused absences will count towards a student's fifteen day limit, extenuating circumstances will be reviewed administratively.

Athletics and 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, and 8:45 a.m. on an Early Release Day (ERD) in order to participate in practices, games, or events. In the event of a delayed start, athletes must be in attendance no later than one-half hour after the start of school to be considered athletically eligible. Attendance at school the day following an evening event is always expected. Habitual school absences following an evening event will not be tolerated. If absent for reason other than illness, permission may be granted by the Head or Associate Head or Dean of Students for the student to participate in co-curricular events. For athletic or academic purposes, early dismissals for reasons other than those of a medical and/or educational nature will not be permitted, and will be scrutinized for their legitimacy. Once again, exceptions may be made only by prior consultation with and approval by the Head.

Tardy to School/Class: School-Wide Policy

School begins at 7:50 a.m. Students are expected to be on time. If a student is late to school, (s)he must check in at the Main Office and a tardy slip will be rendered. Students who arrive to class late will receive the following:

- **First Offense (4 or more tardies):** Academic Recovery time (if needed and/or scheduled with a teacher), and after-school detention.
- **Second Offense (5 or more tardies):** Academic Recovery time (if needed and/or scheduled with a teacher) **and** after school detention, and communication with the family.
- **Third and Subsequent Offense (s):** Academic Recovery time (if needed and/or scheduled with a teacher) **and** Office Referral (one to three-hour detention(s)), and communication with the family, if necessary.
- **In the event that a single course suffers more than 8 tardies in a trimester, and if there is evidence that a student's academic success is negatively affected,** the student and parent/guardian could be required to meet with the Associate Head, the Dean of Students and/or Director of Special Education to discuss the situation.

This policy resets at the end of each trimester.

Planned Absences

Lincoln Academy discourages students from taking family trips/vacations during the school year. Be advised that negative academic consequences will possibly occur due to extended absences. Participation in classroom discussions and activities will be missed and the burden will be placed on the student to complete make-up work. All absences due to vacations shall be counted toward the student's total number of absences. Please access the [Planned Absence Request Form here](#) and at the end of this handbook in order to fill out the required and appropriate form.

Dress Code

Lincoln Academy is a diverse community of learners who are engaged in a variety of activities during the day, after school, and on weekends. For this reason we do not attempt a strict "dress code." Rather, we expect our students, like the adults who work with them, to wear clothing that is neat and appropriate to the mission of our school and to the activities in which they are engaged. It is important to note that clothing with slogans that promote drugs, alcohol, tobacco products, violence, or are overtly sexual or discriminatory, is considered inappropriate at any time. Lincoln Academy trusts that individual students and parents/guardians will take responsibility for using sound judgment and will reflect respect for themselves and others in dress and grooming. The Associate Head, Dean of Students, Director of Special Education or administrators designated by the Head of School reserve the right to require a student to change to more appropriate clothing.

Dorm Maps

(last updated 8/8/19)

[Click Here to view the current dorm maps and housing assignments.](#)

A Brief History of Lincoln Academy

Lincoln Academy was chartered in 1801 by the General Court of Massachusetts 'for the purpose of promoting Piety, Religion and Morality.' 178 citizens from Boothbay, Bristol, Edgecomb, Georgetown, Newcastle, New Milford (Alna), Thomaston, Wiscasset, and Nobleboro signed the original petition and then contributed over \$3,000 to found the school. At that time, public education was not mandated past the primary level, and Maine was still a part of Massachusetts. Lincoln Academy is the fourth oldest secondary school in Maine that is still in existence today.

The charter stated that the school would be governed by an independent Board of Trustees selected for their knowledge, skills and dedication to the mission of the school. This governmental structure has endured to the present day.

The Academy opened in October 1805 in a wooden building on the River Road. 74 students attended that year. The tuition of \$257.60 per year was paid by students' families. In 1828, after the first building on the River Road burned, a new structure was built on Academy Hill. This building, with the bell tower, still serves as the central building of the school. In 1898, a three story 'annex' was constructed to provide classrooms and a large meeting room. Successive additions to buildings in 1953, 1961, 1966, 1978, 1982, 1996, 2004, and 2006, reflected the growing population and the changes in curriculum required to provide a comprehensive education for all students.

From 1805 until 1903 LA served as a 'fitting school for Bowdoin College.' In 1903, the Maine Legislature passed a law requiring towns to fund education through the secondary level. Many adults enrolled at LA to receive their 'free high school education,' resulting in a dramatic increase in enrollment and a dramatic

change in the nature of the student body. By 1906, the school required an entrance exam for admission. These entrance exams were discontinued in the 1930's, and LA became the local comprehensive high school, serving students in the area who have school choice for their secondary education. With further State-mandated consolidation in 2008, LA became the high school of choice for the majority of students in the Alternative Organizational Structure (AOS) 93 comprised of the seven towns of Bremen, Bristol, Damariscotta, Jefferson, Newcastle, Nobleboro, and South Bristol.

Following a series of school leaders, headed by the Reverend Kiah Bayley, one of the Academy's founders, Robert Clunie, Jr., became principal in 1919. His 27-year tenure dramatically changed LA from a school that offered specific academic courses in the areas of college preparatory, commercial, and general to a school that offered sports, performing arts, clubs, and other activities beyond the academic curriculum. Succeeding school leaders continued this emphasis on educating the whole student, and LA now offers a comprehensive academic curriculum and a wide range of opportunities to gain knowledge and skills outside the traditional academic program.

After a relatively stable population for more than a century, enrollment doubled during the 1950's and 60's, and increased again when Bristol High School closed in 1969. In the 1970's, differentiated diplomas were eliminated and the minimum course load and requirements for graduation were increased. The academic program remained comprehensive, continuing to reflect the needs of the students in the local sending district. In 2009, the Board of Trustees began exploring the creation of a residential program, and began accepting international students in 2011. In 2013, a campus building was renovated to create a dormitory to house 24 residential students starting with the 2013-14 school year.

Lincoln Academy is one of only ten independent schools in Maine that still serve as the high school of choice for the majority of students from surrounding local towns with school choice. Due to a series of legislative actions which increased requirements for public secondary schools, the Sinclair Act of 1957, which consolidated many school systems, and financial decisions by individual towns and districts, most of the 250 original independent schools serving as public high schools either became fully private, became public high schools or closed their doors.

As independent, chartered schools became fewer and there were further moves toward consolidation, the State passed legislation controlling the amount of tuition that schools with more than 60% of their population coming from local school districts may charge the sending towns.

The State's tuition formula is based on average costs for secondary education in the State. This formula included an Insured Value factor of 10% of tuition for facilities maintenance, but made no financial provision for major renovations or new construction. However, the formula did give independent schools serving the public the ability to ask their sending towns to increase tuition by up to 15% above the State formula. Lincoln Academy exercised this right during the Third Century Capital Campaign in 2001-2006 and received \$723,000 to improve facilities that was voted at town meetings by the residents of five sending towns. This further strengthened the relationship between LA and its sending communities. During this campaign, the local school district (School Union 74, now known as AOS #93) commissioned a study to determine whether the towns would be better served by a public school. The district concluded that Lincoln Academy was well serving the local communities as their high school, and there was no need to explore creating a public high school to serve the district.

Lincoln Academy is still an independent, not-for-profit school which serves as the secondary school of choice for young people in surrounding towns and is accredited by the New England Association of Schools and Colleges, Inc. Enrollment reached 609 in 2006, and is currently at approximately 500. Local students come from 17 Midcoast towns. The Academy also accepts private tuition students. International students participate in home stays and will live on campus in the residential program starting with the

2013-14 school year. (*International students have been participating in home stays and living on campus in the residential program since the 2013-2014 school year.*)

From its very beginnings and throughout its history, LA has served as the high school of choice for residents in surrounding towns, and it has expanded its program and its campus to serve the growing populations and changing needs in these towns. The support of local communities, the generosity of donors, and net revenues from residential and auxiliary programming have enabled the school to augment the operations budget, finance capital projects, and build an endowment. These collaborations and funding opportunities have enabled Lincoln Academy to remain competitive and excel in many areas, providing a quality comprehensive education at a cost well below the costs of most elementary and secondary schools in midcoast Maine.

The residential program began with a homestay program for a small number of international students in the 2011-2012 school year. In 2013, Hall House became Lincoln's first official on-campus dormitory. In the next year, a variety of makeshift dorms (Hillcrest House, Publick House, River Road, and Flying Cloud) were used to house an increasing boarding population while plans were made for the construction of Kiah Bailey (KB) Hall. KB Hall was opened during the winter vacation of the 2014-2015 school year. Over the years, these buildings have been staffed by a variety of different adults tasked with helping the diverse group of students form a coherent residential community all the while caring for them as individuals. In the 2017 - 2018 school year, Lincoln had 91 students living on campus, representing 19 different countries, including two from the United States (Maine and New Hampshire). In 2018 - 2019 the program housed three 5-day boarding students, spending the school week on campus, while returning home to family on the weekends. During this school year we also began a trimester boarding program where local families in need of temporary housing for their student(s) could apply to stay in the dorm for a short period of time.
