

Lincoln Academy  
Student Handbook  
2021 - 2022



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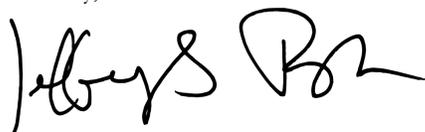
## **Introduction**

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 of our 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,



Jeffrey S Burroughs  
Head of School

## Mission Statement

*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 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, 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.
- **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 extracurricular 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.

## **Accreditation Statement**

Lincoln Academy is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

**NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES, INC.  
209 BURLINGTON ROAD  
BEDFORD, MASSACHUSETTS 01730-1433**

## **Disclaimer**

Please be advised that the rules and regulations contained within this handbook are subject to changes, as necessary. Once approved, any changes in policy shall be considered immediately effective. These changes can be viewed using our electronic media and/or the Lincoln Academy Website. It is recommended that Lincoln Academy students and their families periodically update themselves using these electronic sources. If you have additional questions, please do not hesitate to contact the school.

## **Affirmative Action Policy**

It is the policy of Lincoln Academy to ensure equal employment and education opportunities and affirmative action regardless of race, sex, color, national origin, sexual orientation, marital status, age, handicap, or religion in accordance with all federal and state laws and regulations relative to discrimination.

Sexual harassment is recognized as a form of sex discrimination.

## **Administrative Directory**

**Office Telephone: 563-3596**

**FAX: 563-1067**

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

**WEB SITE: [www.lincolnacademy.org](http://www.lincolnacademy.org)**

The Lincoln Academy faculty, staff and administration are united in providing the best possible education for all LA students, and in providing an engaging and welcoming community for constituencies- students, parents, families, visitors and alumni. We look forward to reconnecting with returning families this fall and to getting to know those families new to LA.

### **Administration**

Head of School	Jeffrey Burroughs	Main Building
Director of Curriculum and Instruction	Kelley Duffy	Main Building
Director of Student Affairs and External Programs	Don MacMillan	Main Building
Dean of Students & Residential Life	Jake Abbott	Main Building/ Kiah Bailey Hall
Director of Career and Academic Counseling Office	Eliza Gleason	Main Building
Chief Financial Officer	Wendy Corlett	Kiah Bailey Hall
Director of Development	Laurie Hurd	Main Building

Director of Admissions	Lu-Shien Tan	Main Building
Athletic Director	K.J. Anastasio	Kiah Bailey Hall
Director of Student Services	Laurie Zimmerli	Hall House/Main Building
Director of Health Center	Eric Duffy	Main Building
Director of Facilities and Transportation	Bill Teele	Main Building
Director of Food Services	Russell Brackett	Dining Commons
Director of Custodial Services	Cathy Alexander	Kiah Bailey Hall
Information Technology	David Brooks	Applied Technology Center (ATEC)

### **Class Deans**

Class of 2022	Laura Phelps	Library
Class of 2023	Kelcey Cheska	Main Building
Class of 2024	Will Fraser	Main Building
Class of 2025	Kristi Curtis	Main Building

### **Career and College Counseling Office**

Director of Career and College Counseling	Eliza Gleason	Guidance Department
Guidance Counselor	Jose Cordero III	Guidance Department
Guidance Counselor	Alicia Lemar	Guidance Department
Guidance Associate	Cindy Blodgett	Guidance Department
Guidance Associate	Alexa Abbott	Guidance Department

### **Department Heads**

Alternative Education	Anna Myers	Hall House 1314
Design, Engineering, and Technology	Ken Stevenson	Applied Technology Center (ATEC)
English	Bryan Manahan	Main Building 1135
Languages	Alison Welch	Hall House 1303
Library Services and Information	Laura Phelps	Library 1109
Mathematics	Susan Levesque	Main Building 1130
Physical Education	Radek Janik	Main Building 1123
Science	Betsy Grannis	Main Building 1140
Special Education	Laurie Zimmerli	Hall House 1309
Social Studies	Brian O'Mahoney	Main Building 1116
Visual and Performing Arts	Elizabeth Matta	Parker B Poe Theater Bsmt. 1202
Residential Life	Jake Abbott	Main Building/Kiah Bailey Hall

## Who Should I Contact?

Contact:	For:	How:
The Front Office - Lynda Gundlach - Carole Brinkler	Student Attendance (Parents should email or call before 9:00 am to report absences) & student communication and dismissals	<a href="mailto:attendance@lincolnacademy.org">attendance@lincolnacademy.org</a> or Call 563-3596 ext. 2103
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 address are formatted as follows: <a href="mailto:lastname@lincolnacademy.org">lastname@lincolnacademy.org</a> The website has a full list of email addresses.
Career and Academic Counseling Office	Questions about registration, the student's schedule, course choice, requests for changes, information about alternative programs, college and career planning, testing, and student support.	Call 563-3596 ext. 1111 or 2128
Dean of Students and Director of Residential Life	Questions about all non-academic student related items including student support, student discipline, behavioral expectations, school policy, campus access, school safety, residential life policy and all issues related to residential students, travel plans, and weekend programming.	Call 563-3596 ext. 2222 Email: <a href="mailto:jabbott@lincolnacademy.org">jabbott@lincolnacademy.org</a>
Teachers and Department Heads	When a student or parent has a concern about something 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 or the Director of Curriculum and Instruction	Email is the best way to reach a teacher or department head Most LA email address are formatted as follows: <a href="mailto:lastname@lincolnacademy.org">lastname@lincolnacademy.org</a> The website has a full list of email addresses..
Director of Curriculum and Instruction	Questions about curriculum and instruction, overall academic program, school schedule, or if an issue that hasn't been resolved satisfactorily by the teacher or Department Chair is time sensitive.	Call 563-3596 ext 2106 Email: <a href="mailto:duffy@lincolnacademy.org">duffy@lincolnacademy.org</a>
The Student Health Center/Director of Health Services	All health issues, including ways to arrange for physicals, flu shots, appointments with Lincoln Health providers and school social workers.	Call 563-3596 ext. 1119 or 2197 Email: <a href="mailto:eduffy@lincolnacademy.org">eduffy@lincolnacademy.org</a>
Director of Student Services	All questions regarding students with special needs, creating IEP's, & 504's and questions about social work support services.	Call 563-3596 ext 1309 Email: <a href="mailto:zimmerli@lincolnacademy.org">zimmerli@lincolnacademy.org</a>
Coaches or Athletic Director	Questions about athletics, athletic participation or schedules, should be made directly to the team coach. If a question or issue hasn't been resolved satisfactorily or is	Email is the best way to reach a coach Most LA email address are formatted as follows:

	time sensitive, communication with the Athletic Director is appropriate.	<a href="mailto:lastname@lincolnacademy.org">lastname@lincolnacademy.org</a> Athletic Director: <a href="mailto:ki@lincolnacaemy.org">ki@lincolnacaemy.org</a>
Director of Student Affairs and External Programs	General questions, ideas, or concerns of a serious nature or an inability to get answers in other places.	Call 563-3596 ext 2108 Email: <a href="mailto:macmillan@lincolnacademy.org">macmillan@lincolnacademy.org</a>
Director of Development	All proposals for fundraising for LA activities and events.	Call 563-3596 ext 2215 Email: <a href="mailto:hurd@lincolnacademy.org">hurd@lincolnacademy.org</a>
Director of Communications	All external communications and publications including newsletter and press releases as well as yearbook.	Call 563-3596 ext 2112 Email: <a href="mailto:mayher@lincolnacademy.org">mayher@lincolnacademy.org</a>

## The School Day

### **Classes at Lincoln Academy begin at 8:00 and end at 2:40.**

LA has a 2-day, block-rotation schedule. Classes meet for 70 minutes, every other day. Third period is broken into three blocks with lunch occurring in one of the 3 blocks. Focused learning block is a 40-minute period after 3rd period/lunch which is used for community meetings, clubs and extracurriculars, support study, and more. Advisor period meets daily for 20 minutes.

### **Lunch:**

Students and faculty rotate through three lunch periods which exist within the third period of the day. A student will eat and take 3rd period class in one of the following arrangements:

- Lunch #1 with 70 minutes of class to follow.
- Lunch #2 with 35 minutes of class before the lunch break, and 35 minutes of class to follow.
- Lunch #3 with 70 minutes of class followed by lunch at the end.

Students eat in the LA Dining Commons, where hot lunch, salad and sandwiches are served daily. Lunch and breakfast are free to all students. Any questions about lunches should be addressed to Chef Russell Brackett at [brackett@lincolnacademy.org](mailto:brackett@lincolnacademy.org).

### **Breakfast:**

Breakfast is available at no charge between 7:00 am and 8:00 am daily.

## **The Daily Schedule**

Monday, Tuesday, Thursday, Friday

<b>Bell Schedule</b>	<b>A Day</b>	<b>B Day</b>
<b>8:00-9:10</b>	<b>Period A1</b>	<b>Period B1</b>
<b>9:15-9:35</b>	<b>Advisor</b>	<b>Advisor</b>
<b>9:40-10:50</b>	<b>Period A2</b>	<b>Period B2</b>

	<b>Period A3 + 3 lunches</b>	<b>Period B3 + 3 lunches</b>
<b>10:55-11:30 (L#1)</b>	<b>Lunch #1</b>	<b>Lunch #1</b>
<b>11:30-12:05 (L#2)</b>	<b>Lunch #2</b>	<b>Lunch #2</b>
<b>12:05-12:40 (L#3)</b>	<b>Lunch #3</b>	<b>Lunch #3</b>
<b>12:45-1:25</b>	<b>Focused Learning Block**</b>	<b>Focused Learning Block**</b>
<b>1:30-2:40</b>	<b>Period A4</b>	<b>Period B4</b>

### Wednesday (Early Release Day)

<b>Every Wednesday</b>	<b>Early Release Day A / B</b>
<b>8:00-9:10</b>	<b>Period 1</b>
<b>9:15-9:35</b>	<b>Advisor</b>
<b>9:40-10:50</b>	<b>Period 2</b>
<b>10:55-11:30 (L#1)</b> <b>11:30-12:05 (L#2)</b> <b>12:05-12:40 (L#3)</b>	<b>Period 3 with 3 Lunches</b>
<b>12:45-1:55</b>	<b>Period 4</b>

### 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 emergencies 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/guardians 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 10:00am with the second period of the day.

## Early Release Wednesdays

Each Wednesday, to facilitate time for faculty and staff meetings, classes conclude by 1:55. There will be no focused learning block. Consult the schedule posted above.

## STUDENT SUPPORT

### The Career and Academic Counseling Office

The Career and Academic 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 will pursue after high school. More specifically, the career and academic 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.

The Career and Academic Counseling Office provides a strong network of support (individual, small or large group) to help students solve problems, make good decisions, and find success at LA. 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 Lincoln Academy School Based Health Center

The Lincoln Academy School-Based Health Center is a full-service health center located within the school, set up much the same as a doctor's office. The Health Center is a safe, inexpensive, and easily accessible place for students to seek a full range of health services without leaving school. We offer preventive health care, diagnosis and treatment of acute medical conditions, and management of chronic illness, as well as education, counseling, and referral as needed to community providers.

Lincoln Academy partners with Lincoln Health and Maine Behavioral Health, which provide services including professional staff, medical equipment, and other in-kind support.

Parental permission is required for students to receive expanded services beyond what is provided by the school nurse. Over 80% of our students utilize this service, which is dedicated to providing our students with primary care services in the most accessible way possible. We also provide all primary care services for our residential students.

The clinic is coordinated by Eric Duffy, RN, who assesses students and utilizes standing orders to provide a range of treatments. Nurse Duffy also helps determine which students should be referred to the Lincoln Health Nurse Practitioner (NP) who is on site a few days each week. The Nurse Practitioner regularly interacts with students' primary care providers to ensure continuity in their care.

Both the RN and NP work under the supervision of a pediatrician from Lincoln Medical Partners. This physician provides guidance and consultation whenever necessary, reviews and updates standing orders, and helps facilitate the care of the most complicated cases.

### Social Work Support

Lincoln Academy students have access to professional mental health providers on-site at school and remotely via video or phone. Students can refer themselves for counseling services by emailing the social workers directly, their advisor, the Health Center, or asking for a referral by any faculty or staff. A parent can also contact the social workers and request support services for their student. Social workers provide individual and group counseling, participate in special education IEP planning and meetings, and consult with other faculty and staff on behalf of the emotional and social well-being of students.

## **Advisor Program**

Each student has an advisor who continues to serve as the student's advisor through graduation. The primary roles of an advisor are to be a regular point of contact for the student, to be a trusted adult who will check-in and nurture the student's ability to self-advocate, and to monitor grades and attendance. Students meet with their advisors daily, and parents and students should expect that advisors will be well informed on their advisee's progress in all areas of school-life. Parents are therefore encouraged to contact their student's advisor whenever they have questions or concerns regarding the student's progress.

## **Library**

Students may come to the library before school, after school, and during study hall with a pass from their teacher. Students may also come to the library during the lunch period. Students may come in to browse for books, do research, read, work on homework on their own or with a group, use the library computers, printers or photocopier, use the small workroom, etc. Students are expected to work quietly and to be respectful of other students who are working and reading in the library. All computer use in the library must be consistent with the Acceptable Use Policy. Books and most library materials are typically loaned for a period of two weeks and may be renewed as needed. Students are responsible for paying for materials that are lost, missing, or not returned. Overdue notices will be periodically sent out to students. At the end of the school year, students will be billed for library materials that are not renewed or returned. Seniors are expected to return all library materials and/or pay for missing items prior to graduation ceremonies.

## **Athletics**

Athletic teams at LA teach life-long skills of teamwork, competition, and healthy living, and provide opportunities for students to get to know each other and to work together toward a common goal. Our sports teams are also great sources of pride both here at school and in the wider community. It is a goal of LA athletics to be known as much for its sportsmanship among its athletes, coaches and fans as it is for the tenacity and skill exhibited by its athletes. The following teams are available to LA students:

### **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  
Unified Team, boys & girls  
Swimming, boys & girls  
Wrestling, boys and girls, varsity & J.V.

### **SPRING**

Baseball, boys' varsity & J.V.  
Lacrosse, boys' varsity & J.V. & girls' varsity  
Softball, girls' varsity & J.V.  
Unified Team, boys & girls  
Tennis, boys & girls  
Track, boys & girls

## **Academic Eligibility for Extracurricular Participation**

In order to compete in, perform with, or travel with any extra-curricular activities, students must be passing all of their courses at the end of each trimester marking period. However, ineligible participants may travel to activities that take place on weekends, holidays, and school vacations, but only as an observer. Questions regarding this policy shall be directed to the Dean of Students and/or Athletic Director.

Students participating in athletics who fail at least one course in a trimester must sit out a requisite number of regular season athletic contests in the next season. (Winter is the "next season" for those who fail course(s) in the first trimester. Spring is considered the "next season" for those who fail course(s) in the second trimester. The following fall is considered the "next season" for those who fail course(s) in the third trimester.)

Students participating in non-athletic academic co-curricular activities who have failed a class will be considered academically ineligible from the day trimester grades are issued for a period of two weeks. Students participating in athletics will be considered academically ineligible for the entire preseason along with at least one regular season contest. Multiple classes failed will necessitate additional forfeiture of regular season athletic contests. (Each additional failed class will result in an additional missed contest.) The Head of School can waive the ineligible status if extenuating circumstances justify the action. For students who fail courses in the spring trimester, the period of ineligibility will take effect during the following fall in either athletics or co-curricular and extra-curricular activities. All students coming off a period of ineligibility must submit and successfully complete the Academic Eligibility Action Plan.

Students are considered ineligible when they have an "Incomplete" at the end of a trimester marking period. A student is ineligible until the incomplete is made up. The Head of School can waive the ineligible status created by the "Incomplete" if extenuating circumstances justify the action.

## Additional Procedures for Students Involved in Extracurricular Activities

In order to participate in MPA sanctioned extracurricular activities all students will sign a form acknowledging their understanding of Lincoln's chemical and substance abuse policy and must sign a form signifying knowledge of and willingness to abide by these rules as they apply to these activities. This consent will apply for the length of a student's career at Lincoln Academy.

Lincoln Academy students involved in athletics and other MPA sanctioned extra-curricular activities may be subject to disciplinary action if a violation of the school's *In the Presence Of* policy is determined. This policy prohibits students involved in extracurricular activities from being present at any function where drugs are present and/or illegal consumption of alcohol is taking place. Students finding themselves in such a situation are required to leave immediately.

## Participation on Athletic Teams

To accommodate as many students as possible on our teams, and to comply with the Maine Principals Association (MPA) guidelines, we have established the following rules:

- A student may only participate in one sport per season.
- A student who quits one sport may not participate in another sport that season without the consent of both coaches involved.
- In the event a student chooses to participate in any sport after the season has begun, his/her participation must be approved by the coach and the Athletic Director.
- To ensure safety, the athlete will need to practice the minimum number of days or practices in accordance with MPA guidelines before he/she is allowed to compete in a contest.
- Students must be enrolled at Lincoln Academy and participating prior to the first countable contest date for that season to be a team member.
- Students must participate in 80% of all team activities to remain a team member.
- A student who has been absent from school on the day of a practice or competition may not participate in either on that day.
- A student who has been absent from school for two weeks or more, for whatever reason, must have a minimum of five (5) days of practice before participating in a game.
- In the event of an injury requiring medical attention, a student will only be cleared to return to athletic competition and/or practice with a note from his/her physician. Additional clearance is required by LA's Athletic Trainer before returning to competition and/or practice.
- To be eligible for interscholastic competition, a student must be in good standing, and less than twenty (20) years of age. The student must not have attended more than eight semesters or twelve trimesters of high school.

In order to compete or travel with the team, a student must be academically eligible.

## Androstenedione and Dietary Supplements

Athletes participating in interscholastic sports are prohibited by Maine law from using performance enhancing drugs, including dietary supplements, stimulants, anabolic agents, diuretics and other masking agents, peptide hormones and analogues, anti-estrogens, beta-2 agonists and other substances to enhance or improve athletic performance. Questions about the specific banned drugs and about this subject generally should be directed to the Athletic Director or Director of Health Services.

## Lincoln Academy Physical Exam Policy for Athletic Participation

All newly enrolled students are required to provide the school nurse with documentation of a complete physical exam and immunization record. The Grade 9 physical must not be dated earlier than January of the previous year. After the initial enrollment, students are required to have a physical exam every two years. All athletes must have had a physical within two years of the beginning of any sports season.

The Lincoln Academy Health Center shall work closely with the individual coaches/advisors of each co-curricular activity to assure physical exam compliance.

## Concussion Management

In compliance with the Maine Department of Education, Lincoln Academy has developed guidelines and other information to educate coaches, student athletes, and parents of students regarding the nature and risks of concussions. These guidelines include a description of the risks of return to play and standards for return to play.

Prior to the beginning of each sports season, students intending to participate in school-sponsored athletic activities and parents/guardians of these students will be provided information including:

- The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- The signs and symptoms associated with concussions and other head injuries; and
- Lincoln Academy's protocols for:
  - 1) Removal of the student from the activity when the student is suspected of having sustained a concussion or other head injury,
  - 2) Evaluation, and
  - 3) Return to full participation in school activities.

The student *participating in sports* and his/her parent(s)/guardian(s) must sign a statement acknowledging that they received and read this information before the student is allowed to participate in any school-sponsored athletic activity.

## **Student Behavioral Expectations**

Lincoln Academy is recognized for our caring and supportive community. This does not happen by chance. Students and staff must be active participants in building and managing this community. The Lincoln Academy community has the expectation that all members will behave according to the spirit of the mission, vision and core values of Lincoln Academy as embodied in the following statements:

- We practice respect, tolerance, and acceptance of all members of our community
- We are kind, welcoming, generous and respectful of all members of our community
- We do our best academically, athletically, and creatively at all times
- We respect and follow all school rules
- We take responsibility for our actions and try to assist others to face and accept responsibility for theirs
- In all manners of communication, we do not use vulgar or degrading language, gestures or actions, or inappropriate public displays of affection
- We model and live healthy and responsible lifestyles
- We respect all personal property and space.
- We represent ourselves and the school appropriately on and off campus at all times

## **Disciplinary Philosophy**

Lincoln Academy believes that all students can develop personal responsibility and gain respect as a member of the community. The disciplinary system clarifies the community expectations through our Core Values while focusing on the guiding principles of honesty, trust, and respect. We believe that students always strive to do their best, however, sometimes they experience difficulties or make mistakes. We assume all students have good intentions and will work to remediate each situation with a positive outcome for all parties involved. Every experience is a teaching and learning opportunity.

Lincoln Academy views discipline as an opportunity to teach and guide students toward growth and proper decision-making. Violation of school rules are dealt with on a case-by-case basis with due regard for both specific circumstances and the welfare of the school community.

Serious or repeated infractions are referred to the administrative team. Administrators have discretion in applying logical consequences in response to serious infractions. When a disciplinary referral occurs, the administrator will investigate and gather information. The administrator will contact the parents and advisor. 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.

Lincoln Academy's disciplinary process is based on restorative practices, positive behavior interventions, and traditional consequences.

**Restorative Practices** involve situations in which a student's behavior 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 make appropriate amends and repair the relationship. In situations involving conflict between students, mediation may be one of the recommended approaches.

**Positive Behavior Intervention** involves clear expectations for appropriate behavior that are communicated and taught, as well as consequences for inappropriate behavior that should be established and equitably administered. Lincoln Academy will recognize and reward students who exemplify positive behavior. Students who are recognized and rewarded publicly become role models for other students who wish to be recognized and rewarded in the same manner.

**Traditional Responses** include loss of privileges, detention, and suspension. The purpose of traditional discipline is to send a clear message to both the student and parents that a serious offense has been committed but is also meant to repair the damage done. Please see the appendix for definitions of Traditional Responses utilized by Lincoln Academy.

## **Major Disciplinary Infractions**

The following are major breaches of good conduct and may result either in office referrals, loss of privilege(s), detentions, suspension, or expulsion on the first or subsequent offense:

- Dishonesty: particularly lying, cheating, plagiarism or stealing.
- Lack of respect for the rights and well-being of others, including fighting, physical or verbal abuse, endangering the safety of others, and all forms of overt racial, sexual, ethnic, or religious prejudice. (Refer to statements on bullying and harassment.)
- Vandalism: causing damage to school property, including property of homeowners near the school or school personnel, and the property of other schools.
- Drugs and Alcohol: Students are prohibited from attending school while under the influence of alcohol or other drugs and are prohibited from drinking alcohol, using drugs, or possessing, giving, buying or selling alcohol or other drugs, including all forms of nicotine (e-cigarette/vape), while in school, on the campus or at school functions. (See Alcohol and Chemical Abuse Policy and Procedures)
- Violation of the Weapons in School Policy which includes the prohibition of possessing a weapon of any kind, including knives and firearms on school grounds and during school activities.
- Any illegal misconduct, actions unbecoming Lincoln Academy students or behavior prejudicial to the best interests and reputation of Lincoln Academy, whether any of the conduct occurs on or off school grounds, in school buildings or on school buses before, during, or after school or at

any school sponsored activity.

## **Academic Integrity**

Lincoln Academy has community expectations which focus on the guiding principles of honesty, trust, and respect. Dishonesty, particularly lying, cheating, or plagiarism are in direct conflict with these guiding principles. Additionally, academic dishonesty is the antithesis of learning and of the mission of this institution. Violations of this type are considered serious and will be referred to the Director of Curriculum and Instruction.

At Lincoln Academy, we recognize that incidents of academic dishonesty are often tied to feeling academically overwhelmed or misunderstanding methods of documentation. The Director of Curriculum & Instruction and the teacher will work with students to teach them how to cope with academic challenges. However, repeated violations will result in escalating consequences, up to and including, removal from the Lincoln Academy community.

## **Academic Policies**

Please see the Course Catalogue for more information regarding the Academic Integrity Policy. The Course Catalogue also contains information on graduation requirements, required course loads, and other policies and procedures pertaining to academics.

## **Harassment, Discrimination, Hazing and Bullying**

Lincoln Academy recognizes each student's and staff member's right to an atmosphere free of intimidation, hostility and offensiveness. Incidents of bullying or harassment (including cyberbullying, sexual harassment, or discrimination) are taken seriously and investigated fully. Additionally, retaliation for the report of this behavior OR the false reporting of such behavior will be taken seriously and investigated fully. 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. 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. The full policy on harassment, discrimination, hazing and bullying is available in the Student Handbook appendix.

## **Alcohol, Tobacco, and Chemical Abuse**

Lincoln Academy recognizes that the use of alcohol, nicotine, drugs, illegal chemicals, and the misuse of prescription or over the counter medications by its students is wrong and harmful. Students are prohibited from attending school while under the influence of these substances and are prohibited from drinking alcohol, using, or misusing drugs and other medications, or possessing, giving, buying or selling alcohol or other drugs or paraphernalia while in school, on the campus, on school buses or vehicles, or at school-sponsored functions on or off campus. Students who are present at any function where alcohol, drugs, and illegal chemicals are being used or consumed, whether or not they are doing so themselves, are expected to remove themselves from the function immediately. Failure to do so may result in the student being disciplined in the same way that they would if they were found to be using, showing the effects of use, or in possession of alcohol, tobacco products, marijuana, or any other substance that is defined by law as a drug.

Alcohol, tobacco and other drug use, abuse and dependency are among today's major community problems. The school, as a community institution, recognizes that chemical dependency is considered by the American Medical Association as a treatable disease whose progress can be arrested. The school recognizes its role in establishing policies and procedures for chemical dependency education, prevention, and early intervention for its students. In that effort, the school will work closely with other community organizations and individuals who share the task of addressing chemical dependency issues. The school recognizes its responsibility to establish procedures and assist students to address their own use and abuse problems as well as the problems of significant others. Those procedures will ensure the confidential nature of all school records and any referrals to non-school agencies or individuals.

## **Tobacco and Electronic Nicotine Delivery Systems (Vaping)**

Lincoln Academy believes that the use of tobacco products is injurious to the health of both those who use tobacco and, in the case of smoking and vaping, those who must inhale air filled with smoke/aerosol/vapor. Smoking and/or the use, sale, or distribution of tobacco products and paraphernalia by anyone is prohibited at all times on school property. This also includes all functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, Lincoln Academy. No student is allowed to smoke, use smokeless tobacco, or vape on the school grounds at any time. This applies to everyone on school grounds, including students and others under the age of 21, and all school staff, parents, and visitors. The school grounds start at the railroad tracks and extend to the far end of the running track on both sides of Academy Hill Road. The expectation extends to school buses and in all Lincoln Academy owned or leased vehicles. This also includes all days when school is not in session and all functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, Lincoln Academy.

## **Attendance Expectations**

Lincoln Academy recognizes that regular classroom attendance is necessary if a student is to gain the maximum benefit from his/her high school experience. Classroom instruction and discussions are an important part of each course. When a student misses class, 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 and compliance with State of Maine truancy laws.

## **Student Guardian Policies**

Students enrolled at Lincoln Academy shall be living with a parent or legal guardian while attending school. This includes when a student is over the age of 18 years of age.

As nearly all school policies require the permission and input of a parent or legal guardian, and for the purpose of safety and security of the child, Lincoln Academy requires that the parent or legal guardian of all enrolled students provide an up to date physical address and phone number to the school.

## When a student is Absent

Parents/guardians should call the school (563-3596 ext. 2103) or email ([attendance@lincolnacadey.org](mailto:attendance@lincolnacadey.org)) 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, on the day a student returns to school following any absence, the student must present a note from a parent explaining the circumstances of the absence or from the office of the scheduled appointment explaining the circumstances of the absence. This applies to all students, including those that are eighteen years and older. Administration may, at their discretion, refuse to accept an excuse.

School work missed due to an excused absence may be made up in the same number of days missed, not to exceed five (5) days. Teachers are under no obligation to have students make up work missed due to an unexcused absence. Unexcused absences/tardies-to-school unaccompanied by a note and/or explanation will follow the detention progression outlined under our **Tardy to School/Class Policy**.

## 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. Visits by juniors and seniors for the purpose of college admission when permission is granted at least one day in advance.
6. Certain family vacations with appropriate paperwork and prior administrative approval (See Planned Absence Procedure below)
7. Approved educational enrichment experiences.
8. Prolonged hospitalization and/or medical order to stay home.\*\*
9. Stormy days when traveling on snow and ice would be too risky.

\*\*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).

**A student at Lincoln Academy may not miss more than fifteen (15) days of school (excused or unexcused) during one academic year. Although both excused and unexcused absences will count towards a student's fifteen-day limit, extenuating circumstances will be reviewed administratively.** If a student reaches the 15-day limit, he/she may be denied credit for coursework. A meeting will be called by the Director of Curriculum and Instruction or designee to discuss the situation with the student and his/her parent/guardian. If credit is denied, an appeal may be made to the Head of School, who will review the facts and make the final decision.

## Planned Absences

Lincoln Academy discourages students from taking family trips/vacations during the school year. All absences due to vacations shall be counted toward the student's total number of absences. Please fill out a planned absence form (available at the office) and submit it one week prior to the start of the planned absence.

## Athletics and Attendance

A student involved in sports or 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 the beginning of the second period 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 a student is absent for reasons other than illness, permission may be granted by the Dean of Students or Athletic Director 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 begins at 8:00 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 issued. Students accumulating at least four tardy slips (to school or class) will be required to meet with school personnel and may be assigned Academic Recovery Time, detention or both.

## Early Dismissals

Early dismissals should be infrequent and for the following reasons only:

1. Illness in School. The school nurse will make every attempt to contact the parents or other responsible adult before the student is dismissed. The Academy reserves the right to hold a student in school until such contact is made.
2. Doctor/Dentist appointments. The appointment card or note from the parents must be presented to the office before 8:00 a.m. on the day of the appointment. The student must then check out at the office. Phone calls will not be accepted as substitutes for written notification.
3. Family emergencies. Requests must be received from parents prior to dismissal.

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.

## Permission To Leave School

Students may be dismissed only with their parental permission and the approval of the administration. Students who leave campus without permission will be subject to disciplinary action. Dismissal notes must be brought to the office before 8:00 a.m.

## 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. The rules apply to all computers and 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.

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.

## Student Computer and Internet Use Rules

Each student is responsible for his/her actions and activities involving the Academy's computers, networks, and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of the Academy's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact an Academy administrator or the Director of Computing Services and Information Technology Services.

### 1. Responsible Use

Lincoln Academy's computers, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. All policies, rules, and expectations concerning student conduct and communications apply when students are using computers and communications systems. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school's computers and communications systems.

### 2. Prohibited Uses

Examples of expressly prohibited uses of Lincoln Academy's computers, networks, or Internet services include, but are not limited to, the following:

**Accessing or posting Inappropriate comments or content** – Accessing, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal comments or content.

**Illegal Activities** – Using the school's computers, networks, and Internet services for any illegal activity or in violation of the Academy's policy or rules. The school assumes no responsibility for illegal activities of students while using school computers.

**Violating Copyrights** – Copying, downloading, sharing any type of copyrighted materials (including music, films, or software) without the owner's permission. Copyright violations expose the violator to substantial civil and criminal penalties. The Academy assumes no responsibility for copyright violations by students.

**Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.) When the Internet sources are used in student work, the author, publisher, and web site must be identified.

**Non-School-Related Uses** – Using the Academy's computers, networks, and Internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes is prohibited. Highest priority of the Academy's computers, networks, and Internet services is reserved for educational use.

**Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

**Malicious Use/Vandalism** – Any malicious use, disruption, or harm to the Academy's computers, networks, or Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

**Unauthorized Access to Sites and Avoiding School Filters** - Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.

### 3. No Expectation of Privacy

Lincoln Academy's computers remain under the control, custody, and supervision of the school at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files, and Internet access logs. This rule also applies to students' personal computing devices (including cellular phones) that access the school's networks and Internet services.

### 4. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating Lincoln Academy for any losses, costs, or damages incurred by the school for violations of Academy's policies and rules while the student is using the school's computers, networks, Internet services, or the student's personal

computing devices.

#### 5. **Student Security**

A student should not reveal his/her full name, address, telephone number, Social Security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

#### 6. **System Security**

The security of Lincoln Academy's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

#### 7. **Bring Your Own Device (BYOD) Program**

We expect that every Lincoln Academy student will bring his or her own laptop or tablet device capable of functional academic use. Lincoln Academy strongly recommends a Chromebook as the best device for students. A limited amount of Chromebooks will be available in classrooms for class use, and in the library for short term loans.

## **General Rules and Regulations**

### **Cell Phone, Device Use, and Headphones/Earbuds During the School Day**

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. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Lincoln Academy policies and/or school rules.

Because one of LA's core values is community, the use of cell phones, headphones, earbuds, and other devices is not appropriate in classes, study halls, bathrooms, locker rooms, Community Meeting, or in the hallway while class is in session, including school field trips. 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. For these reasons, we ask that these devices remain turned off and put away unless the teacher asks for/agrees to the devices being used for educational purposes.

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. Cell phones are not permitted in the hallways, bathrooms, or locker rooms during instructional time.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms. Students may not use cameras in classrooms without the permission of the class instructor or school administrator.

Any use of cellular telephones and other electronic devices that violate any Lincoln Academy policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

### **Decorum and Respect for School Property**

Students are asked to be quiet in corridors while classes are in progress. The care and maintenance of school property is the responsibility of all members of the school community. Marking on walls and desks and the willful damage of school property will be considered vandalism. Any damage must be reported to the school office. Students will be held responsible for damage to lockers, books, and athletic equipment and required to pay for damages.

### **Drone/Unmanned Aircraft (UAS) Use:**

The use of drones (UAS) on campus by students must be approved by the Dean of Students or their designee.

### **Public Display of Affection**

Couples are expected to observe proper social behavior, both on campus and off campus, at all school functions.

### **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. 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 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 Dean of

Students, Director of Special Education, or other administrators designated by the Head of School reserve the right to require a student to change to more appropriate clothing.

## **General Information**

### **Fire and Lockdown Drills**

Soon after school starts, students should learn the fire exit procedure for every room. The signal for a fire drill or fire is the alarm horns in the corridors. Quiet and orderly conduct is essential during fire drills. The school will also periodically conduct **Lockdown Drills**. During a Lockdown Drill, students will stay in place in whatever classroom space they happen to be in at the time of the announcement. A Lockdown Drill will not be preceded by an alarm, but instead will be announced via the intercom system. Once in a Lockdown situation, students should remain in place, and await further instructions. Lockdown Drills will be used to prepare for various emergency situations, including but not limited to missing students, Active Shooter Events, local emergencies, etc.

### **Lockers**

**\*\*Lockers will not be used for the 2021 - 2022 School Year\*\***

Each student will be assigned a locker. Lockers must be kept clean and should be left closed. Students should not leave money and other valuables in lockers. Students should not use or open lockers not assigned to them. Only school issued locks are allowed on lockers and can be obtained from the Dean of Students. **Lockers are the property of Lincoln Academy and are subject to search and/or inspection.**

### **Study Hall**

All students with any free period (having no scheduled class) will be assigned to a study hall. Study Hall students will report to the assigned classroom as designated on their class schedules. Classroom rules apply regardless of where a study hall is located. At various points students may access the library or earn study hall privileges. The administration reserves the right to revoke study hall privileges.

### **Textbooks**

Most textbooks are loaned to the students. Each student is responsible for the care of these books and for returning them in good condition at the end of the year. Graduating seniors will not receive their diploma and school records until all books and materials have been turned in or payment made. Underclassmen will not be allowed to take their final exams if books and materials are not turned in to the teacher or payment made for lost or damaged books. Grade reports will not be sent home until all materials are turned in or payment made.

### **Animals in School**

Only service animals are allowed in school buildings; pets are not permitted.

### **Dances/Prom**

Lincoln Academy organizations occasionally sponsor student dances and a prom. These dances, and the prom, are open to Lincoln Academy students and their pre-registered dates only. Student ID's, or other appropriate identification, must be presented at the door for admission. For dances, pre-registered dates must be high school students (no middle school students or graduates).

For the prom, pre-registered dates may be as old as 20 years, inclusive, and must provide some identification (driver's license, college ID, etc.) at the door for admission.

The following regulations apply to Lincoln Academy students and their guests:

1. Backpacks and other bags, coats, etc. must be checked at the door. Students may not bring in their own beverages.
2. Students will not be readmitted to the dance/prom after they have left. If chaperones are outside, students may stand in the very front area of the gymnasium/location and still return to the dance.

### **Access to School Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Lincoln Academy receives a request for access. Parents or eligible students should submit to the Head of the School a written request that identifies the record(s) they wish to inspect. The Head of the School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Lincoln Academy to amend a record that they believe is inaccurate or misleading. They should write to the Head of the School, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Lincoln Academy decides not to amend the record as requested by the parent or eligible student, Lincoln Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Lincoln Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom Lincoln Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill

his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lincoln Academy to comply with the requirements of FERPA. The name and signature address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-460

## **Insurance and Accidents**

It is recommended that all students carry the student insurance or have a comparable policy. Students who participate in interscholastic sports must be insured. The school assumes no responsibility for accidents or injury. The accident insurance, while not complete in coverage, gives substantial aid in case of injury. All accidents and injuries should be reported immediately to the teachers in charge and then to the office, where proper forms for accident claims may be obtained.

## **Transportation and Parking**

### **Buses and Vans**

Students who ride buses and vans will be subject to all Lincoln Academy rules and regulations. Students are expected to treat all drivers with respect and respond reasonably to their requests.

### **Student Drivers, Cars, and Parking**

1. Parking on campus requires a parking permit issued by Lincoln Academy. Permits are issued by the school administration.
2. Students driving to Lincoln Academy shall park cars in the school parking areas immediately upon arriving at school. All students are to use the area across from the N.W. Bailey Gymnasium or the lower overflow parking lot.
3. Students are not permitted to use the parking areas around ATEC, POE Theater, KB Hall, or the Bus Loop area during the school day.
4. Students are asked to drive slowly and carefully while on school property, observing posted signs and speed limits. Failure to do this may result in the loss of parking privileges on campus.
5. School Administration and/or the School Resource Officer will inspect the parking lots on a random basis.

### **Transportation for Boarding Students**

The Academy will provide transportation to and from Portland on approved travel dates as published by the Residential Life Office. On weekends or other non-approved travel dates, the school will only provide transportation when a driver is available and for a fee. If a driver is not available, the school will arrange for a taxi to take the student to the Portland Transportation Center, or PWM airport at their own expense.

**\*\*Students are not permitted to use UBER or Lyft or other third-party services without prior approval.**

### **Travel by Plane**

Students are expected to arrive at the Jetport in Portland Maine (PWM) on approved travel dates. All arrival information must be coordinated through the Residential Life Office and during summer months, the Director of Residential Life. Students arriving at Boston Logan (BOS) are able to take a bus to Portland, Maine that departs on a regular basis.

### **Vacation Travel**

It is the Academy's expectation that students will depart for long weekends and vacations only after their last academic commitment prior to the end of the regular school calendar. Travel arrangements should not interfere with the academic day. Missed classes will be considered unexcused.

The school will provide transportation to and from Portland Jetport at the beginning and end of vacations as approved travel dates as posted through the Residential Life Office. Students will be charged for transportation that falls outside of the approved travel dates.

If a student's needs do not coincide with the departure and arrival times provided, the school can help arrange taxi transportation to and from the airport. To make special arrangements for transportation contact the Residential Life Office.

## **Media Publishing Permission**

Lincoln Academy maintains websites and other media outlets, and provides information about school events, student achievement, and extracurricular activities on these outlets. We endeavor to maintain personal privacy where possible, and we do not identify students unless we have parent permission to use

the student's entire name, such as when an award is presented. (Photos and rosters of school groups or teams may include full names and/or uniform numbers.) Lincoln Academy may publish the following:

- Groups and/or individual photographs of students
- Individual student or class work that may include creative writing, presentations, artwork, or performances.

(If you would like to restrict information and/or published media, please let us know at [help@lincolnacadey.org](mailto:help@lincolnacadey.org).)