

Lincoln Middle School

Parent Handbook



3180 McBey Avenue
Winnipeg, Manitoba
R3K 0T7
<http://lincoln.sjsd.net>

Our Mission

Our purpose is to provide each student with the opportunity to become a responsible, creative, life-long learner.

Lincoln Middle School - General Information
2016-17

1. Student Agendas and Daily Communication

Parents are expected to have an online Showbie account to view their child's daily agenda and communication entries (a direct parent access code and login instructions will be provided by homeroom teachers). This is extremely important as it provides an ongoing communication network between teachers, students and parents.

2. Attendance Policy and Daily Schedule

A parental note or phone call must explain **all** student absences. Attendance is checked in the morning, afternoon and during each class. The parents/guardians of absent students are contacted by telephone if a note or phone call has not been received.

School attendance is required of school-aged children. Attendance means being present and being on time. Attendance of students is the responsibility of parent(s). The school will communicate with parent(s)/guardian(s) concerning non-attendance or late coming students. The School Division Attendance Officer will be notified concerning extreme cases of non-attendance or excessive tardiness.

- ❖ If a student is ill for a lengthy period of time, (i.e. 3 days or more) parents can call the school secretary and ask that missed work/assignments be collected for pick-up.
- ❖ If a student is going to be absent from school for an extended period of time due to a non-seasonal family vacation or activity, teachers should be informed **at least a week in advance**.

It is not necessary to make the aforementioned arrangements if a student is away for only one or two days. As well, teachers may choose to not send "homework" items home to a student if they would prefer to get the student caught up "one-to-one" where certain concepts need to be explained in person when they return to school.

Students are allowed into their lockers and classrooms at 8:20 AM and are expected to be in their classes by 8:30 AM for homeroom attendance. As well, students are to be at school by 1:01 PM for their afternoon classes. Students must report to their room no later than 8:30 AM and 1:09 PM respectively or they will be recorded as late.

It is the school policy to allow students to enter the building prior to 8:20 AM. This is a privilege that may be revoked at any time if students are not adhering to school rules.

Students who are late without a reasonable excuse will be required to report to the office to obtain a late slip. If a student is consistently late without reasonable justification, the student's parents will be contacted in addition to appropriate consequences from the office.

Permission for early dismissal must be obtained from the office. A parent or guardian must send a note or phone the school. Students must sign out just prior to leaving the building.

Bell Schedule

8:20 Entrance of students
8:30 Opening Exercises
Attendance
8:38 Period 1
9:18 Period 2
9:58 Period 3
10:42 Period 4
11:26 Period 5



12:06 Lunch
12:30 Co-curricular activities
1:01 Entrance of Students
1:09 Attendance,
Announcements
1:12 Period 6
1:52 Period 7
2:32 Period 8
3:12 Agenda Time
3:20 Dismissal

3. Discipline Policy

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Lincoln Middle School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging which encourages them to be responsible citizens in the present and in the future.

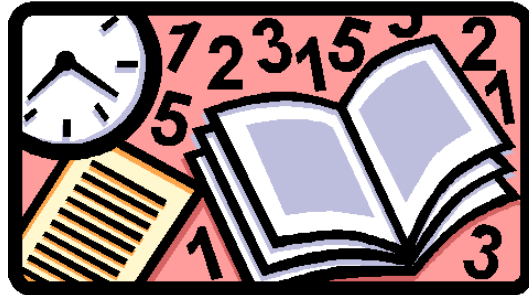


Responsibilities:

Student will be responsible for:

- Attending school regularly and arriving on time
- Being prepared for all classes by bringing required materials and completing homework assignments
- Completing missed work
- Demonstrating academic integrity (i.e. not plagiarizing)
- Engaging in educational opportunities through active classroom participation

- Expressing themselves using socially acceptable language and behavior for the school setting
- Respecting the diversity of all people in the school community
- Demonstrating self-discipline, and showing courtesy for all people in the school community



Staff will be responsible for:

- Adhering to the policies of the St. James-Assiniboia School Division and to the tenets of the Manitoba Teachers' Society Code of Professional Practice regarding responsible professional behavior
- Treating parent/guardian, students and staff with dignity and respect at all times
- Establishing and maintaining a safe and caring learning environment conducive to student progress
- Providing an environment that enhances self-esteem
- Communicating information about student progress, attendance and behavior to students, parent/guardian and administration as appropriate
- Promoting a positive school culture

Parent/guardian will be responsible for:

- Honouring their obligations as outlined in the Public Schools Act, the Child and Family Services Act
- Communicating regularly with school personnel regarding the education of their child
- Following established protocols for expressing concerns
- Treating staff and students with dignity and respect at all times
- Treating all coaching staff and co-curricular volunteers with dignity and respect at all times. Apply a "24 hour rule" waiting period to address any concerns with coaching staff.
- Ensuring regular and punctual attendance of their child
- Encouraging and support completion of all school assignments



Lincoln Middle School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Follow the link below for our Lincoln Middle School Code of Conduct:

<http://lincoln.sjsd.net/PDF/LMS%20Code%20of%20Conduct%202016-17.pdf4>

Academic Progress

Report Cards will be issued to parents three times during the year: in December, April and June. Parents of grade 7 and 8 students are able to follow their student's daily progress online using the Power School student information system. On this site you will be able to track attendance, academic achievement, and connect with teachers all with the click of a button. Please contact our school office if you do not have your login information for this service by the end of September.

Student-Led Conferences will be held in November and February. Students are strongly encouraged to attend these conferences with a parent/guardian.



5. Provincial Assessment Policy K-12 : Academic Responsibility and Honesty

Based on the Provincial Assessment Policy K-12 from Manitoba Education, students “are responsible for providing evidence of their learning within established timelines.” These expectations are well communicated by the teachers (course outlines, necessity of assignment, rubrics for judging criteria, verbal outlines, web pages, email etc.) to the students and parents. A copy of this policy is available at

www.edu.gov.mb.ca/k12/assess/publications.html

Based on both the Provincial Policy and the St. James Divisional Policies (JE, JK-E and IKE-E) the following procedures will be in place at Lincoln Middle School:

Academic Honesty:

Students are expected to exhibit self-discipline and be responsible for their behaviour. As well, students must demonstrate integrity, ethical conduct and academic honesty in all assessments, research, class and homework assignments. The Division will not tolerate academic dishonesty, which includes the following:

- Cheating: e.g. copying others work, using cheat sheets, or any methods whereby a student gains an unfair advantage.
- Deception: e.g. misrepresenting contributions to group work, providing false information in order to obtain an extension on deadlines.
- Plagiarizing: e.g. submitting or misrepresenting someone else's work as one's own.

The Principal and Teacher will apply the following consequences if necessary:

First offense – A student will be required to redo the work, parents will be contacted by the teacher, no reduction of marks if the work is completed within one week. If turned in after one week, a reduction in marks will occur.

Second offense - A student will be required to redo the work, parents will be contacted by an administrator, reduction of marks, detention/loss of school privileges.

Third offense or greater - A student will be required to redo the work, parents will be contacted by an administrator or attend a meeting at the school, reduction of marks, suspension.

*All matters related to student's academic honesty would be monitored and documented over a period of 3 years at Lincoln.

Grading Guidelines for Late / Missing Assignments:

In the case of late/missing assignments, the expectations are as follows:

1. Students will work with teachers to complete all assignments and teachers will help students manage their time effectively.
2. Teachers may "choose to extend the time for completing assignments, especially for students who communicate with the teacher in advance of the due date." Student and parents will confer with teachers, regarding the legitimacy of the reason for a late assignment.

3. Students will receive appropriate support to assist in completing the assignment: staff support, peer support or peer tutoring.
4. Teachers will develop an agreement with the student to complete the work, even if after the due date.
5. The student will be required to complete the work during school time or at an appropriate time before or after school or at “extra help” time with the teacher, as determined by the teacher.
6. Teachers may deduct marks for late or missing assignments, if assignments are still outstanding after all the previous efforts.

6. Student Conduct Travelling To and From School:

Under regulation 250/80 of the Education Administration Act, school authorities have disciplinary power over the students in their conduct towards others on their way to and from school, including on school buses.

St. James Assiniboia School Division Policy JFC-R also makes reference to disciplinary powers of school staff over students on their way to and from school (i.e. no trespassing on private property, behaviour on sidewalks and streets, swearing and obscene language, etc.). It is essential that students always exhibit their best behaviour and act as positive ambassadors of our school.



7. Skateboards / Scooters/ Bicycles

Under revised Section 2.12 of the Streets By law, #1481-77, students are allowed to ride their skateboard or scooter on the sidewalk. Therefore, students will be allowed to ride their skateboard or scooter to school. Upon arrival at school, students are **not** allowed to

use either their skateboard or scooter **on the front school property.** Skateboards/scooters must be kept in a locker while at school.

For students who bike to school, there are bike racks located at the front of the school though it is **highly recommended** that students use the bike cage located at the back of the school for increased protection against theft. The Bike Cage is opened and locked throughout the day by our caretaker. A bike lock is still required within the bike cage.



8. Dress Code

Students are to dress appropriately for school at all times. Students may **not** wear hats or outdoor jackets within the school. Students should avoid wallet chains, short shorts, low cut tops, tube tops, tank tops with spaghetti straps, muscle shirts, half shirts (belly tops), torn clothing, chains and T-shirts with obscene, violent, suggestive, offensive language or drug connotations. Students will be asked to cover up or to return home and dress appropriately. Hats, outdoor clothing and electronic devices other than the school supplied iPad Mini such as iPods, MP3 players, and cell phones are to be placed in student lockers and may **not** be worn/carried during school hours.



9. School and Guidance Programs

Students may require information or assistance on various matters or concerns. If they do, then the school counsellor may be of assistance. The Guidance Counsellor has three functions in the school:

1. **Classroom Instruction:** Students will receive information that will assist him or her with their development to adulthood. Topics such as study programs, AIDS information, drugs and alcohol, careers, high school preparation and family life will be presented.
2. **Individual Counselling:** Students can make an appointment to see a counsellor. Appointments can be arranged by seeing the counsellor before 8:20 AM, at lunch or after school.
3. **Group Counselling:** Throughout the year, small groups of students will meet with the counsellor to discuss important issues. Examples of this might be peer relationships, anger management or career/high school planning.

Protocol for Handling Issues of Confidentiality in Public Schools

Confidentiality is very important to establishing and maintaining strong teacher-student relationships. The Code of Professional Practice from The Manitoba Teachers' Society states, in Article 5, "A teacher respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the student's welfare." This protocol provides guidelines for the legal and ethical behaviour of teachers regarding confidentiality, based on the principal that, "Teachers have a professional responsibility to act in the best interests of students when making decisions to divulge confidential information."

Health Education Program

Lincoln Middle School provides a Health Education program for all students. The topics and outcomes covered within this program have been developed by Manitoba Education, Citizenship and Youth. This program is aimed to help students develop the knowledge, skills and attitudes they need to make informed and healthy decisions now and in the future. Further information about this program can be found at:

<http://www.edu.gov.mb.ca/k12/cur/physlth/curriculum.html>

Resource Program

The resource program aims at facilitating and supporting programming for students with exceptional needs within the mainstream of education. Students and/or their parents are invited to seek assistance from the resource staff as the need arises.

Athletics Program/Activities Calendar

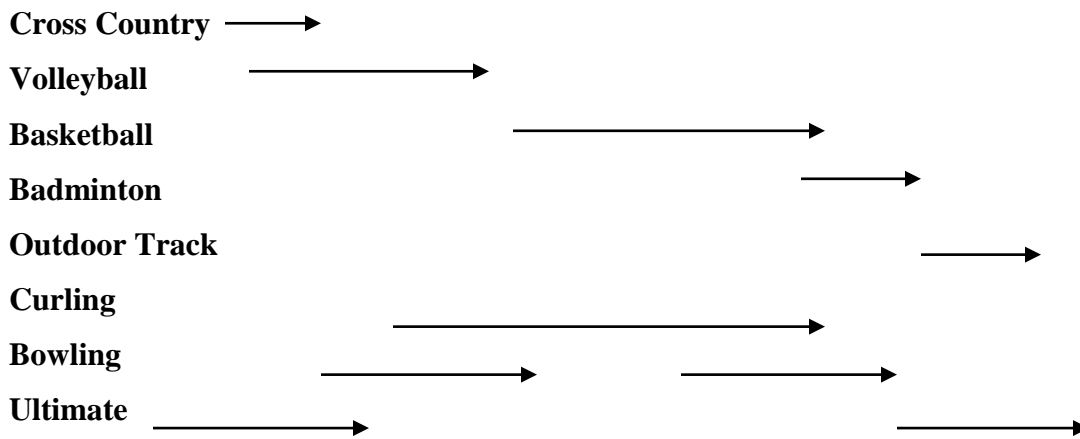
Physical Education is mandatory for all students and therefore all students must come prepared to take part in this program. Proper attire required: running shoes (no black soles) and shorts or sweats.

Students, who are unable to take part in physical education for medical reasons, must have a parent's note or a Medical Certificate from a doctor (more than 2 days) stating the reasons for non-participation. The teacher will have alternative assignments for students who are unable to take part in physical education class for an extended period of time or refuse to bring appropriate attire for class.



LINCOLN
ATHLETIC ACTIVITY CALENDAR
2016-17

Proposed Activities SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE



Co-Curricular

There are many co-curricular activities in which students can participate. Activities may include the following: intramurals, cross country, volleyball, indoor track, outdoor track, basketball, floor hockey, bowling, choral, vocal jazz, improv, dance and jazz band. Other activities students may get involved in at Lincoln are: yearbook, student voice, canteen, Project Fair, musicals, plays, Spirit Week, activity days, Lazer Challenge Competitions, woods club, technology club, spring camp, and Destination Imagination challenges. This is not an exhaustive list as many activities are dependent on the staff involvement.

GET !
INVOLVED!

Technology

Our students will have access to technology throughout the day. Each student will have access to pods of iPad Minis and a technology lab with access to our school's filtered wireless network throughout the building. Our technology lab is well equipped with individual stations and multimedia editing capabilities. Every computer in the lab is fully networked allowing rapid access to the Internet. Students may have access to the computer lab at designated noon hours and after school times.

Arts Education Program/Band Program



The Arts Education program at Lincoln Middle School is designed to provide students with experiences in all forms of the arts: music education, choral, vocal jazz, band, jazz band, visual art, sound and set production, computer art, drama and dance.

The band program at Lincoln is offered at Grade 6, 7 and 8. Students in band are expected to take their instruments home regularly to develop good practice habits. In addition to regular band classes, there are two jazz bands that practice regularly.

Student Voice Program

The Lincoln Middle School Student Voice Committee is a group of students from all grade levels that have shown a keen interest in understanding and promoting the fundamentals of sustainable development and positive life style choices. Throughout the year these students take a lead role within a variety of co-curricular activities, school event planning and leadership roles within numerous student led initiatives. All students are encouraged to apply for this committee at various points throughout the year and must put forth a strong sense of commitment and leadership to participate and organize the majority of our school wide events.



10. Lunch Program

All students at Lincoln Middle School are allowed to stay at school for lunch provided they follow the lunchroom rules. The students eat in their homerooms from 12:06-12:30. At 12:30, students are then required to go to a supervised lunchroom activity or they must go outside (behind the school) until the afternoon bell goes at 1:01 PM. Students will be allowed back into the school only in the case of an emergency or with permission from a lunchroom supervisor. Students who do not follow the rules of our lunchroom program will lose the privilege of eating lunch at school. Parental contact is not always necessary for minor problems, but parents will be contacted when repeat offenses occur. Students must fill out and return the lunch program information sheet to the office. All students staying for lunch **must stay on school property during lunchtime**. “**Full Time Lunch Students**” must bring **written permission** to the school from their parents indicating that they are allowed to leave the school grounds.

11. Additional Information

Visitors

Visitors to the building must report to the office immediately upon entry to the school.

Student Accident Insurance

The school board has authorized distribution of accident insurance applications as supplied by Reliable Life Insurance Company. It is strongly recommended that all students take advantage of this insurance or the equivalent. Students who decide to take part in any of the school teams and/or are involved in extended field trips are required to obtain student accident insurance.

AM Break

An eight-minute nutrition break will be given to students in-between periods 3 and 4 in the morning. A student may lose this privilege if they demonstrate inappropriate behaviour during this time.

Telephone Use

The student phone in the hallway outside the office may be used:

- If the student is given permission by school staff during school hours.
- To communicate important information to parents/guardians before 8:30 am, between 12:06 and 1:01 pm and after 3:20 pm each day. A student needs permission from a staff member prior to using the phone at these times. Failure to comply with the above rules will result in the loss of the telephone use privilege.



- If a student is making a call or text on their own personal cell phone we ask that they do so in the office so we are apprised of any parental pickups or family needs.
- Cell phone use is permitted but phones **must** be stored in lockers during class time. Students may use their personal devices during the lunch period outside after 12:30 PM once their lunch has been completed.

Co-curricular Days

From time to time, the Lincoln Middle School Student Voice Committee or staff will organize various co-curricular activities such as afternoon dances, assemblies, activity days, field Trips, etc. Students are required to attend school as usual for these activities. Students wishing not to participate will be offered alternate activities at the school. The school may restrict or exclude student participation in the above activities if a student’s academic performance and/or behaviour expectations do not meet acceptable standards.

12. Student Fees

The student fee structure at Lincoln Middle School has been set for the 2014-2015 school year as follows:

Item	Item Cost	Grade 6 and New Students	Returning Grade 7/8 Students
Student Fee	\$10.00/child	\$10.00	\$10.00
Yearbook (optional)	\$14.50/child	\$14.50	\$14.50
Band/Art fee (Band Book/Art Supplies)	\$10.00/child	\$10.00	\$10.00
Blue LMS Polo Shirt (used in performances)	\$10.00/child	\$10.00	\$15.00 only if lost
Fund Drive *	\$20.00/family	\$20.00	\$20.00
	Total	Total	
Total with yearbook		\$64.50	\$54.50
Total without year book		\$50.00	\$40.00

*** Agendas/Day Timers will not be available for purchase as our school utilizes Showbie, an online agenda tool accessible from any device. We insist that all families subscribe to this resource at the start of the school year and check on a nightly basis. An app for Showbie is available for smartphones and other devices. If you feel that a paper agenda will better support the needs of your child, then a daybook or calendar planner can be purchased at most school supply retailers.**

For families with 2 or more children at Lincoln Middle School the fee structure is as follows:

Student Fee \$10.00/child
Yearbook \$ 8.00/child (optional)
Band/Art Fee \$10.00/child
***Fund Drive \$20.00/Family**

* The community, parents and staff in the Lincoln Middle School catchment area have requested that there be no school-wide door to door fund drive and that in its place, the school collect the above fundraising money during the collection of student fees. The Parent Council is separate from this as it does fundraise to support student activities.

13. Locks and Lockers

Homeroom teachers will assign students a locker. Students will be assessed a repair fee if excessive damage is done to a locker during the school year. A combination lock will be loaned to the student for the year. Students may **not** use their own lock. If a lock is misplaced, stolen, lost or willfully damaged the student will be assessed a replacement fee of \$6.00. The school cannot assume responsibility for loss of student property from the locker. Lockers must be locked at all times and combinations should not be shared with others in the school.

Lockers must also be kept tidy. Students will be held responsible for the care of their assigned lockers. Stickers should never be put on the inside of lockers. Student access to lockers is restricted to the following times: before 8:30 AM; during the 8 minute AM Nutrition Break, between 12:06 PM and 1:09 PM; and at dismissal time. During these times, students must assemble the materials that they will need until the next permitted time. Students may go to their lockers if they have been give permission by a staff member.

Students are reminded that the lockers are the property of the school. By providing a lock and locker for student use, the school does not relinquish any ownership rights. School Administration reserves the right to open and inspect any locker at any time.

Backpacks

Students will be allowed to bring their supplies to school in their backpacks but **they will not be allowed to use them to carry their books from classroom to classroom during the school day.** Backpacks will be kept in the lockers until dismissal. The reasons are numerous ranging from health and safety concerns to organizational issues.

Field Trips

Throughout the school year, field trips may be planned for students. Permission slips are required from parents or guardians in order for students to take part in these field trips. Telephone permission for field trips will not be accepted. Informed Consent / Permission Forms for Education Trips must be completed and signed by the parent/guardian prior to

the date of the trip. The School Board provides the Universal Student Accident Insurance program which ensures coverage for all students while at school, involved in school activities on or away from the school premises and while traveling to or from school or a school activity (in province only). This insurance does not, however, replace voluntary student accident insurance. Parents may want to consider additional student accident insurance. e.g. Voluntary Reliable Life Student Accident Insurance which would complement and not replace the Universal Student Accident Insurance.

Canteen

Our canteen is open at the beginning of lunch hour unless otherwise posted. A variety of refreshments and snacks are available to the students at this time. Healthy sandwiches, wraps and snacks are prepared fresh by the culinary arts students at Westwood Collegiate. Prices are posted outside of the canteen.