



**LINCOLN MIDDLE SCHOOL**  
**Home of the**  
**“LAZERS”**

**Mission**

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



3180 McBey Avenue  
Winnipeg, Manitoba  
R3K 0T7

Tel: (204) 837-8397

Fax: (204) 885-3368

email: [lincoln@sjsd.net](mailto:lincoln@sjsd.net)

Website: <http://lincoln.sjsd.net>

**Principal: Mr. Mike Wake**

**Vice Principal: Mrs. Stacy Kent**



**This agenda belongs to: \_\_\_\_\_**

**Lincoln Middle School**  
**General Information**  
**2009-10**

**1. Student Agenda**

Lincoln Middle School has provided an agenda book for every student in an effort to help students organize themselves and facilitate frequent communication between home and school.

Students must have their agenda book with them in **every** class. They are expected to write all homework, assignments, projects, etc. in their agendas each day. Should parents or guardians need to communicate with the school, they may use the agenda for this purpose. Having the student use the agenda book on a daily basis will help parents monitor and assist their child(ren) with their schoolwork. Teachers may assist students in completing the agenda and write in the agenda when the need arises. **Parents are expected to sign the agenda book at the end of the week** This is extremely important as it provides an ongoing communication network between teachers and parents. Students who lose their agenda will be required to purchase another one at a replacement cost of **\$6.00**.

**2. Attendance Policy**

A parental note or a 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.

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	12:26	Co-curricular activities
8:30	Opening Exercises	1:01	Entrance of Students
	Attendance	1:09	Attendance, Announcements
8:38	Period 1	1:12	Period 7
9:18	Period 2	1:52	Period 8
9:58	Period 3	2:32	Period 9
10:42	Period 4	3:12	Agenda Time
11:26	Period 5	3:20	Dismissal
12:06	Lunch ( Period 6)		



### **3. Discipline Policy**

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 therefore essential that students always exhibit their best behaviour and act as positive ambassadors of our school.

#### **Code of Behaviour**

**All students and staff at Lincoln Middle School must comply with the Code of Conduct.**

**Purpose:** To provide a safe and respectful environment in which to foster academic and personal development in each individual.

#### **School-wide rules:**

- **BE RESPECTFUL**
- **BE RESPONSIBLE**

A. **Respect** – To show regard or worth to someone or something.

- Respect yourself
- Respect others
- Respect your environment



Respect means:

- Take care of your body and treat yourself as having real value
- Speak to others in a polite courteous manner and use appropriate language at all times.
- Develop an understanding and tolerance of all individuals within the school.
- Treat property of school and others with care.

B. **Responsible** – An extension of respect; a positive obligation to care for one another.

Responsibility means:

- Being dependable not letting others down
- Keeping our commitments
- Carrying out any job or duty to the best of our ability

At Lincoln Middle School we expect students to:

- interact with each other in a positive, respectful and cooperative manner.
- take responsibility and ownership for our learning and actions.
- deal with conflict in a non-violent manner and seek out solutions to problems or concerns related to the school environment.
- Strive for continuous improvement in all areas of the school culture (all school programs and activities).
- Set goals and develop action plans to achieve them.
- Participate in school activities and develop pride in school through individual and/or group effort.

Failure to comply with the above-mentioned expectations will result in consequences from the school (teacher, administration) that match the situation or circumstance. The spectrum of consequences ranges from a conference with the student, parental contact, detentions, to suspensions or expulsions as per St. James Assiniboia School Board policy. Decisions of suspension may be appealed to the administrator. Appeals of expulsion may be made to the Board.

### **Harassment Policy (Policy Code GBEA)**

The St. James-Assiniboia School Division No.2 affirms its commitment to maintain a learning and working environment that is free from harassment and at all times supports the dignity and self-esteem of individuals. Harassment of any individual will not be tolerated. Consequences include: a) Warning b) Disciplinary Directive c) Suspension d) Withdrawal

### **Other Discipline Related Issues**

#### **Smoking**

There is a no smoking policy on school property in the St. James Assiniboia School Division. Any student caught smoking on school property will be given a two-day suspension.

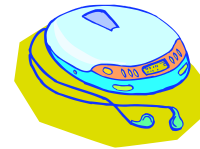


## **Drugs and Alcohol**

Drugs and alcohol are prohibited on school property at all times. Students will be suspended for any infraction in this regard and will be dealt with according to school board policy.

## **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. I-Pods, MP3 players, cell phones, pagers, outdoor clothing, leather/jean jackets, hats, etc. are to be placed in student lockers and may **not** be worn/carried during school hours.



## **Care of School Property**

Defacing of the school, littering or damaging property **will not be tolerated** at Lincoln Middle School. Students found responsible will, depending on the circumstance, have to clean up appropriately, may be assigned additional work or community service, may have to pay for repairs or replacement, be suspended or may have the Winnipeg Police Service attend to the matter(s).

## **Skateboards / Scooters**

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 **on the front school property**. Skateboards/scooters must be kept in a locker while at school.



## **4. Homework Policy**

Homework is a very important requirement at Lincoln Middle School. Four types of homework a student may engage in are:

1. Preparation homework helps students prepare for the next day's lessons.
2. Practice homework helps students retain and improve their skills and knowledge.
3. Extension homework involves going beyond the lesson in order to transfer skills or concepts to a different situation. These may include book reports, math problems and letter writing.
4. Creativity homework is the most difficult to define. It involves putting concepts and skills together in new and different ways. Research reports and projects are examples.



Research has proven that regular homework increases student achievement. Lincoln Middle School staff, therefore, will require that all students complete homework regularly.

**Students must have their homework/assignments done on time.**

### **\*Illness or Family Vacations\***

- ❖ 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, and in detail, when they return to school.

### **5. Academic Progress**

Report Cards will be issued to parents three times during the year, in November, March and June.

Parents may request interim reports if there is a concern at any time throughout the year. Parent-Teacher-Student Conferences will be held twice a year. It is highly recommended that students attend these conferences.

Students in Grade 6, 7 and 8 can earn honour certificates by achieving an overall average of the year’s work of 80% or more. An award is also given to a member of each homeroom who has displayed good citizenship and high academic achievement.

### **6. School Programs**

#### **Guidance Program**

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 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."

### **Family Life Program**

Lincoln Middle School provides a Family Life Education program for all students. This program was developed by the Junior High School Family Life Education Review Committee and approved by the St. James Assiniboia School Board. The majority of the content is contained in the Manitoba Education Family Life Education curriculum.

### **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.

See Proposed Athletic Activity Calendar (next page)

**LINCOLN**  
**ATHLETIC ACTIVITY CALENDAR**  
**2009-10**

<b>Proposed Activities</b>	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Cross Country</b>	→									
<b>Volleyball</b>	→	→	→							
<b>Basketball</b>				→	→	→	→			
<b>Badminton</b>							→	→		
<b>Outdoor Track</b>								→	→	
<b>Curling</b>					→	→	→			
<b>Bowling</b>		→	→	→		→	→			
<b>Ultimate</b>	→	→						→	→	

**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 council, canteen, Project Fair, musicals, plays, Spirit Week, activity days, House Colour Competitions, woods club, computer club, spring camp, and mathematics contests. This is not an exhaustive list as many activities are dependent on the staff involvement.

**Technology**

Our computer lab is well equipped with individual stations, a colour scanner, several laser printers, digital cameras, and video editing stations. Every computer in the lab is fully networked allowing rapid access to the Internet. As well, each station is equipped with a smart filter that denies students access to inappropriate information. Each classroom is also networked for Internet access with at least one machine in each room. To enrich learning in the classroom, students will also have access to 2 sets of 28 lap-top computers. 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.

## 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 12:06-12:26. At 12:26, 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”** who normally stay for lunch, must bring **written permission** to the school from their parents indicating that they are allowed to leave the school grounds.

## Student Council

The Lincoln Middle School Student Council has, as its general aim, the mandate to promote the involvement of all members of the student body in the academic and co-curricular affairs of the school and to enhance the school program to the benefit of its members. The student council serves as a link between the student body, the school administration and staff. Each homeroom is represented on the student council.



## **7. Additional Information**

### **Visitors**

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



### **Bicycles**

Students are permitted to ride bicycles to and from school. Students are encouraged to stay off the front lawns. Bicycles must be locked and parked in the bike compounds at the back of the building. The school is not responsible for any damage to or theft of bicycles.

### **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 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:



1. If the student is given permission by school staff during school hours and/or
2. 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.

### **Co-curricular**

From time to time, the Lincoln Middle School Student Council or staff will organize various co-curricular activities such as Soc Hops, 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

### **Student Fees**

The student fee structure at Lincoln Middle School has been set for the 2009-10 school year as follows:

Student Fee	\$10.00
Yearbook	\$ 8.00 (optional)
Agenda book	\$ 6.00
Fund Drive	<u>\$ 20.00</u>
=	<b>\$ 44.00 (\$ 36.00 without yearbook)</b>

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)
Agenda book	\$ 6.00/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.

### **Locks and Lockers**

Homeroom teacher ( Lazer Advisor) 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 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 from health and safety issues 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. For extended field trips (outside the perimeter or overnight), students are required to have student accident insurance through the school or extended benefits through their own insurance company. This coverage must include extended ambulance and dental.

**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.

**Parent/Student Agreement**

After you have read the above handbook, the student and parent are to sign the tear off slip below and return it to the homeroom teacher by **Friday, September 18th.**

My child \_\_\_\_\_ and I, \_\_\_\_\_ have read the Student Handbook and understand the expectations of the students while they attend Lincoln Middle School. I intend to work closely with the school in order that my child has a positive learning experience while at Lincoln.

I also give permission to have my son's/daughter's schoolwork displayed at school.

\_\_\_\_\_  
Student Signature



\_\_\_\_\_  
Parent Signature



## Goal Setting



When writing your goals, please use the SMART goal format.

- S** Specific -stated / written clearly
- M** Measurable -allows student achievement to be described, assessed and evaluated
- A** Achievable -realistic for the student
- R** Relevant -meaningful for the student
- T** Time-Related -can be accomplished within a specified time period, typically one school year or less

### Task

**Write one academic goal for each of the following subject areas:**

**Math**

**Science**

**Language Arts**

**Social Studies**

**French**



# Notes

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