

# *Lincoln Middle School*

## *Parent/Student Handbook*



*Home of the Lions*



### **Our Mission:**

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

## Lincoln Middle School - General Information 2023 - 2024

### **1. Student Agendas and Daily Communication**

Students and parents have access to their dedicated **Microsoft Teams** accounts to view their child's weekly agenda and ongoing assignments. Regular and ongoing communication with your child's classroom teachers will occur on this platform with procedures shared at our opening day conferences.

### **2. Attendance Policy and Daily Schedule**

Parents use school messenger via the app, <https://go.schoolmessenger.ca> or via toll-free phone: 1-844-434-8116 to inform the school of any student absences. Attendance is checked in the morning, afternoon, and during each class. The parents/guardians of absent students are contacted by telephone.

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)/guardian(s). The school will communicate with parent(s)/guardian(s) concerning non-attendance or late coming students. Appropriate steps will be considered and implemented to support attendance concerns. The School Division Family Access Coordinator 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 office 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 and the school office should be informed at least one week in advance.

It is not necessary to make these 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.

Each morning, students are welcome to enter the school building anytime after 7:45 AM. During this time students are to be in our common area located outside the office and library until 8:20 AM. At that time, students may access their lockers to prepare for the start of the day. Students must be in their homerooms by 8:30 AM for attendance and morning announcements. During lunch, students need to return to the school by 1:00 PM for their afternoon classes. Students must report to their homeroom no later than 8:30 AM and 1:05 PM respectively or they will be recorded as late.

Should your child need to leave school early for any reason parents are asked to notify the office directly. A text message on your child's cell phone does not suffice. Parents/Guardians must connect with the office prior to their child leaving the building.

### **Bell Schedule**

8:20 Locker Access Bell  
8:30 Morning Announcements/Attendance  
8:35 Period 1  
9:15 Period 2  
9:55 Period 3  
10:35 Nutrition/Locker Break  
10:40 Period 4  
11:20 Period 5



12:00-12:55 Lunch  
12:55 Entrance of Students  
1:00 Afternoon Announcements/Attendance  
1:05 School Wide Literacy  
1:20 Period 6  
2:00 Period 7  
2:40 Period 8  
3:20 Dismissal

### **3. Code of Conduct**

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.

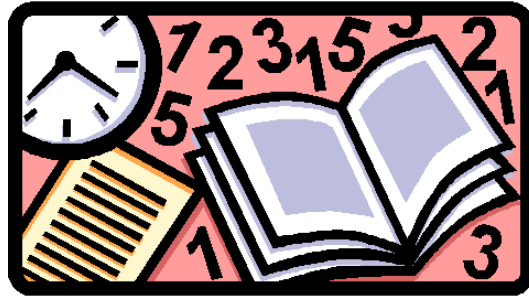


### **Responsibilities:**

#### **Student(s) 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, honesty, and their best effort
- Engaging in educational opportunities through active classroom participation

- Expressing themselves using socially acceptable language and behaviour 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 parents/guardians, students and staff with dignity and respect at all times
- Establishing and maintaining a safe and caring learning environment that uses a variety of instructional approaches to support learning.
- Providing an environment that enhances self-esteem
- Communicating information about student progress, attendance, and behaviour to students, parents/guardians, and administration, as appropriate
- Promoting a positive school culture
- Encouraging and supporting completion of all school assignments in partnership with our student's families.

**Parent/guardian will be responsible for:**

- Honouring their obligations as outlined in the Public Schools Act and the Child and Family Services Act
- Communicating regularly with school personnel regarding the education and well being 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.
- Ensuring regular and punctual attendance of their child
- Encouraging and supporting 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. The Lincoln School code of conduct is available on the school web site.

#### **4. Academic Progress**

Report Cards will be issued to parents three times during the year. Parents are encouraged to partner with teachers regarding learning plans throughout the school year. Parents of grade 7 and 8 students are able to view assessment information online using PowerSchool. Login information will be provided to families by their homeroom teacher.

Student-Led Conferences that provide a "snapshot" of progress will be held twice during the school year. Students are strongly encouraged to attend these conferences with a parent/guardian to encourage a strong partnership with the school.



#### **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 communicated and reinforced by teachers. A copy of this policy is available at:

[www.edu.gov.mb.ca/k12/assess/publications.html](http://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 responsibility for their behaviour. As well, students must demonstrate integrity, ethical conduct and academic honesty in all assessments, research, class, and homework assignments. The Division supports academic integrity. In this light, academic dishonesty will require intervention.

Examples are listed below:

- 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/or 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 to establish an action plan.

Second offense or greater - A student will be required to redo the work, and parents will be contacted to meet with the school team (eg. administration, teaching staff, student services to establish an action plan).

### **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 understand and engage in the work being presented.
2. Teachers may “choose to extend the time for completing assignments, especially for students/parents who communicate with the teacher in advance of the due date.” Students and parents will confer with teachers to decide on a reasonable course of action.

3. Teachers will develop an agreement with the student to complete the work, even if after the due date.
4. 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.
5. Teachers may deduct marks or give a zero for late or missing assignments providing all of the above measures have been taken.

### **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 Bylaw, #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 school property.

Students who ride their bikes to school need to 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 in the bike cage.

### **8. Dress Code**

Students are to dress appropriately for school at all times. Clothing that depicts violence, offensive language, or connotations of drugs and/or alcohol are not permitted. If worn, students will be asked to change or to leave the building to correct their clothing prior to returning. As well, students are asked to not wear hats, hoods, or outdoor jackets during their classes without permission from the classroom teacher.

## **9. Student Services (Guidance Counselor and Resource Teachers)**

Students may require information or assistance on various academic or emotional matters or concerns. If they do, the school counselor or resource teacher may be of assistance. The student services team aims at facilitating and supporting academic and social programming for all students.

The student services department supports areas such as:

1. Classroom Instruction: Students will receive information and instruction that will assist them with their personal, academic, and social growth.
2. Group Support: Throughout the year, small groups of students will meet with the student services staff to address academic or social areas for growth.
3. Individual Appointments: Students/Parents/Guardians can make appointments to see the counsellor and/or resource teacher by contacting the school.

## **10. 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 principle that, "Teachers have a professional responsibility to act in the best interests of students when making decisions to divulge confidential information."

## **11. Athletics Program/Activities Calendar**

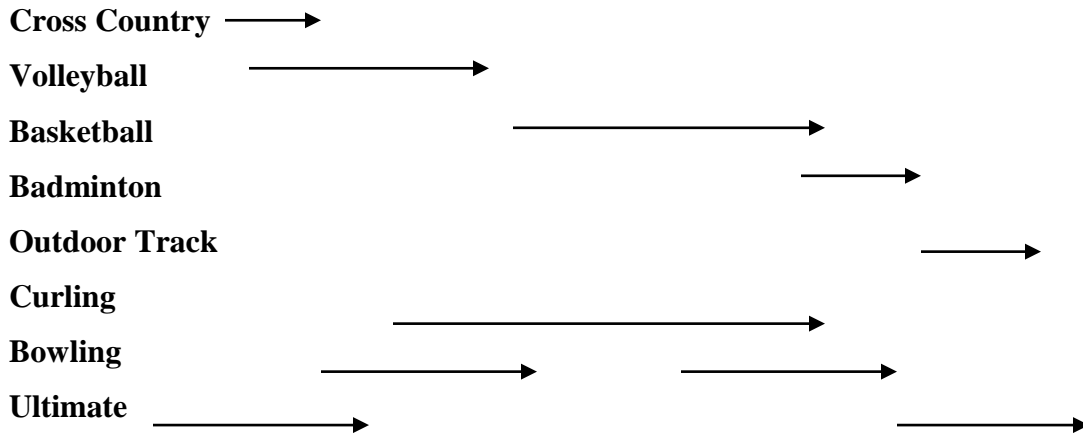
Physical Education is mandatory for all students and therefore all students must come prepared to take part in this program. Proper attire required: running shoes (no black soles) as well as active clothing such as shorts or sweats.

Students, who are unable to take part in physical education for medical reasons, must have a note from their parent/guardian. The teacher will have alternative assignments/activities 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 2023-2024**

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



**12. 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, rugby, bowling, choral, vocal jazz, improv, dance and jazz band. Other activities students may get involved in at Lincoln are: yearbook, student voice, GSA, canteen, Science Fair, musicals, plays, Spirit Week, activity days, Lion's Mane Event Competitions, woods club, games club, and more!

**GET !**  
**INVOLVED!**

### **13. Technology**

Our students will have access to technology throughout the day. Each student will have access to a technology lab. 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.

### **14. Arts Education Program/Band Program**

The Arts Education program at Lincoln Middle School is designed to provide students with introductory experiences throughout the year in a variety of forms of the arts: choral, vocal jazz, band, jazz band, visual art, sound and set production, design, technology, drama, and dance.

The band program at Lincoln is offered at Grade 6, 7, and 8. All grade 6 students take band in their first year and then a choice between band and art is provided in grade 7 and 8. Students in band are expected to take their instruments home regularly to develop good practice habits.

### **15. Student Voice Program**

The Lincoln Middle School Student Voice Program is made up of students who are presented with opportunities to get involved in school and community initiatives throughout the year. The program is open to students from all grade levels that show a keen interest in understanding and promoting the fundamentals of sustainable development and positive lifestyle 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 consider joining this committee at various points throughout the year.



## **16. Lunch Program**

All students at Lincoln Middle School are allowed to stay at school for lunch provided they follow the lunchroom rules. Students eat in their homerooms daily from 12:00 - 12:20. From 12:25 - 1:00 students are required to go to a supervised activity or outside (behind the school on school grounds) until the afternoon bell rings. 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 meet the expectations of our lunch 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. All families must fill out and return the lunch program information sheet to the office which specifies if students can leave school grounds at lunch. All students staying for lunch must stay on school property during lunchtime. Students who are designated as “**Full Time Lunch Students**” by their parents must bring written permission to the school from their parents indicating if they are allowed to leave the school grounds for lunch.

## **17. Telephone & Cell Phone Use**

- A student phone is located in the office for all students to use from 7:45 am to 4:00 pm. Students can use this phone at any point during the school day with permission from a staff member to communicate important information to parents/guardians.
- Cell phones can be brought to school but are not mandatory for student learning.
- Every learning space throughout the school has a numbered storage chart provided for students to place their cell phones in. It is expected that as a student enters a learning space that their phones be placed in this storage chart. Cell phones can only be accessed from these storage charts with teacher permission.
- Parents, please refrain from calling or texting your child during the school day.
- Students' phones will be sent to the office if students are using phones during class time and/or they are detracting them from their learning.
- The first time a student abuses the use of their phone, the phone will remain in the office until the end of the day. At that time, the student will receive a reminder about the school cell phone policy, and can then take the cell phone home.
- The second time a student abuses the use of their phone, parents will be contacted directly and the phone will remain in the office for the remainder of the day.
- Future instances will result in the student's phone being kept at home for a reasonable period of time before it can return.
- Instances of bullying and hurtful actions on-line or on social media during or outside of school hours that impact a student's ability to feel safe and welcome at school will be dealt with accordingly.



## **18. Special Events**

From time to time, the Lincoln Middle School Student Voice Committee or staff will organize various co-curricular activities such as assemblies and activity days. 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 review or limit student participation in the above activities based on academic/social action planning. Families will be provided with advance notice of all presentation topics and organizations.

## **19. Student Fees**

The student fee structure at Lincoln Middle School has been set for the 2023-2024 school year as follows:

<b>Item</b>	<b>Item Cost</b>	<b>Grade 6 - 8 Student Fees</b>
Band/Art Fee	\$10.00/child	\$10.00
Yearbook (optional)	\$16.00/child	\$16.00
* Fundraising Fee	\$20.00/family	\$20.00
		<b>Total :</b>
<b>Total with yearbook</b>		\$56.00
<b>Total without year book</b>		\$40.00

**\* Agendas/Day Timers will not be available for purchase as our school grade level teams will communicate with families through regularly scheduled emails and the use of Microsoft Teams as needed. 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: \$ 16.00/child (optional)  
Band/Arts Materials 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 fee during the collection of student fees. The funds collected are used to offset the cost of school wide presentations, field trip admission and transportation fees. The Parent Council typically conducts a variety of fundraisers throughout the year to support a number of ongoing school initiatives and experiences.

## **20. Locks and Lockers**

Homeroom teachers will assign students a locker at the beginning of the year. 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 lost, stolen, or willfully damaged the student will be assessed a replacement fee of \$5.00. 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. Students can access their lockers at the following times: between 8:20 AM-8:30 AM, during morning Nutrition Break, at 12:00 and 12:20, and at dismissal time. During these times, students must collect the materials that they will need until the next permitted time. Students may go to their lockers if they have been given permission by a staff member.

Students are reminded that the lockers are the property of the school. School Administration reserves the right to open and inspect any locker at any time.

## **21. Backpacks**

Backpacks are to remain in students lockers during the school day with only materials needed for class brought with them. This keeps our floor spaces clear and increases overall space for larger sized classes. Contents of backpacks must be appropriate for learning and the safety of others. Parents will be contacted if a student backpack requires searching based on the student code of conduct.

## **22. Field Trips**

Throughout the school year, field trips will be planned for all 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.

### **23. Canteen**

Our student run canteen will open on or just before October 1st. The canteen is open at the beginning of lunch hour for all students unless otherwise posted. A variety of refreshments and snacks to compliment your child's lunch are available. All prices are posted outside of the canteen.

### **24. 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**

A short nutrition break will be given to students in-between periods 3 and 4 in the morning.