

LINCOLN ACADEMY
Resident Student Handbook
Revised, August 2023



Welcome to Lincoln Academy!

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

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

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

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

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

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

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

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

If you have any questions, please just ask.

Ms. Tan

Resident Life Director

Ms. Jonason

Residential Life Assistant

Mr. Abbott

Dean of Students

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Lincoln Academy Mission

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

Grounded in community, global in vision, and rich in opportunity, Lincoln Academy challenges all students to grow in skills and scholarship, serve others, and lead fulfilling lives.

Vision

Lincoln Academy will:

- Guide and empower students to develop the skills they need to build lives of meaning and purpose.
- Promote global citizenship, problem solving, creativity, and critical thinking to prepare students for an increasingly complex and interconnected world.
- Offer opportunities for faculty and staff enrichment that enhance education, model lifelong learning, and foster a culture of personal.
- Utilize our unique Coastal Maine location as an educational laboratory, enriching understanding of environmental stewardship, ecology, culture, history, and economic opportunity.
- Ensure a well-resourced and financially sustainable institution.
- Position Lincoln Academy as a community hub of learning and excellence that contributes to the economic vitality of our region. , enhancing the economic future of mid-coast Maine.

Core Values

- **Community:** Lincoln Academy, with proud ties to the local community since 1801, is more than a school, it serves as a social, educational, and community center. We believe that community is the foundation for student learning and growth, and we encourage students to seek opportunities for community engagement that enriches themselves and our region.
- **Diversity:** Students at Lincoln Academy have a rich diversity of strengths, skills, and life experiences. We believe that these differences create a stronger learning environment for all students. We are committed to meeting the needs and supporting the aspirations of all students within their wide range of cultures, learning styles, socioeconomic backgrounds, and national and individual identities.
- **Character:** We believe that the character of our students is vital to their success, and to the school as a whole. We model excellence, compassion, honesty, fairness, perseverance, and service to others to inspire students to develop traits that will strengthen future relationships and ability to lead fulfilling lives.
- **Exploration:** We provide ALL students with opportunities for discovery and growth. We encourage them to study subjects that challenge, engage in 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.

Residential Life Program Philosophy

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

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

Core Principles

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

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

Citizenship.

At Lincoln Academy, we expect resident students to be involved in the life of the residential community, the Lincoln Academy community, and the communities of Mid-Coast Maine. A vast array of activities are offered to students to encourage involvement but ultimately it is the responsibility of each student to be active in this community.

Communication.

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

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

Respect.

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

In Loco Parentis

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

Communicating with Lincoln Academy

For most communication about resident life issues, Monica Tan, the Resident Life Director, is the person you should contact first with your questions and/or concerns. Ms. Tan will either answer your question directly, or put you in touch with the right person.

Monica Tan, Resident Life Director
Email: mtan@lincolnacademy.org
Office phone: (207) 563 - 3596. Ext. 2224
Cell phone: (415) 757-7723

Other important phone numbers

Lincoln Academy Main Office: (207) 563-3596
Lincoln Academy Fax: (207) 563-1067
Lincoln Academy Admissions: (207) 563-3596, ext. 1107

Lincoln Academy Head of School

Head of School, Jeffery Burroughs
Email: Burroughs@lincolnacademy.org
Office phone (207) 563-3596, ext 2100
Cell phone: (802) 535-7063

Lincoln Academy Dean of Students

Dean of Students, Jake Abbott
Email: jabbott@lincolnacademy.org
Office phone (207) 563-3596, ext 2222
Cell phone: (207) 831-6879

Reaching staff and faculty via e-mail

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

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

The Daily Schedule

Monday, Tuesday, Thursday, Friday

Bell Schedule	A Day	B Day
8:00-9:10	Period A1	Period B1
9:15-9:35	Advisor	Advisor
9:40-10:50	Period A2	Period B2
10:55-11:28 (L#1)	Period A3 + 3 lunches Lunch #1	Period B3 + 3 lunches Lunch #1
11:28-12:02 (L#2)	Lunch #2	Lunch #2
12:02-12:35 (L#3)	Lunch #3	Lunch #3
12:40-1:50	Period A4	Period B4
1:25-2:35	Focused Learning Block**	Focused Learning Block**

** On Fridays the Focused Learning Block is replaced with Community Meeting. On Wednesdays the Focused Learning Block is removed and we will have an Early Release for department meetings and a monthly Faculty Meeting. The Early Release schedule can be found below.

Wednesday (Early Release Day)

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

Meals:

School Days:

Breakfast - 7:00-7:55 am

Lunch at school

Dinner - 5:00 pm

Non School Days:

Brunch 11:30 am

Dinner - 5:00 pm

Students are expected to arrive at Brunch/Dinner within 15 minutes of the start of the meal time.

Reporting to the health clinic when sick on a school day

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

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

Only the nurse can determine if a student is to be excused from class. If this is determined, then the Nurse can grant a health center dismissal. The Dean of Students, Resident Life Director, as well as other appropriate staff and dorm parents will be notified. Then the student can return to the dorm and check in with whomever is running the office that day. Students who return on sick-leave are not eligible to participate in anything outside the dorm for the remainder of the day.

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

Access to dorms during the academic day

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

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

Weekday afternoon activities

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

Quiet Hours / Study Hall / School Night Expectations (Generally, Sunday to Thursday)

Quiet hours begin on wings at 7:00 pm and remain in effect until the following morning. Study Hall begins promptly at 7:00 pm. and is the cornerstone of the resident student's academic experience. The expectation is that everyone who wants to be productive, can be. Doors are open. Students are quiet. People are productive. Resident staff supervise the study hall. Study hall ends at 8:30pm.

Students placed on academic warning, or probation lists (see below) may be required to have a more structured study hall.

Night Time Expectations

School Nights:

- At 9:55pm students are expected to be in their dormitory wing/pod and getting ready for bed.
- All students should go to bed and get 8 hours of sleep.
- Building alarms will be set after the on duty dorm parent walks the halls.
- Violations are considered disrespectful and may result in disciplinary referrals.
- Occasionally, dorm staff will perform late night dorm/bed checks. Students violating quiet hours rules will be subject to disciplinary referrals.

Weekend Hours:

- **10:55 pm on wing and being respectful of noise level**
- Building alarms will be set.
- Violations are considered disrespectful and may result in disciplinary referrals.

General Rules and Expectations

Reporting to School

All students are expected to arrive at class by 7:55 am. Breakfast begins at 7:00 am. Students who are late must report to the office for a tardy pass and may be subject to deans referrals. Students who consistently report to school late will earn disciplinary consequences, may lose technology privileges overnight, or have parent involvement to remedy the situation.

Leaving campus, campus boundaries and weekends

Whenever a resident student leaves campus, they must sign out face-to-face with a member of the resident faculty who is on duty. This applies whether they walk to town or go to the movies with a day student. Resident students **may not ride in a vehicle driven by anyone other than a Lincoln Academy staff or faculty member without permission** from the resident student's parents (at least 1 hour before the activity). This permission can be by email or phone and will be formally documented through Orah and the Residential Life Duty Notes.

Similarly, resident students must sign back in with the teacher on duty when they return.

The boundaries of campus.

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

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

Visiting overnight

If a resident student plans to spend the night anywhere other than in the dorm, the resident student's parents must provide authorization to the resident life office or the teacher on duty prior to the student leaving campus. This permission can be by email or phone and will be formally documented. Permission must be requested at least **one week prior** to the event.

In addition, the adult responsible for hosting the student must communicate that they accept responsibility for the resident student with the resident life office or the teacher on duty.

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

Weekends on campus including activities

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

Weekend schedules and activity sign-ups are typically posted by Wednesday of every week. Sign-ups are paper based or electronic.

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

Day students are encouraged to participate in some activities. There are occasionally times when an activity will be open for day students, that will be communicated at the time of student sign-up.

Most activities are free to all students. There are exceptions where the resident life office may require a portion of the cost of the trip to be covered by resident students. This will be communicated at the time of student sign-up. **Students are responsible for any charges incurred if they choose not to participate after signing up. Students may find another student to take their place and thereby avoid any fines.**

An important goal of the resident life program at Lincoln is to bring Maine culture to our students. Examples include participation in the Damariscotta Pumpkinfest, and lobster bakes at the lighthouse in Pemaquid,

Maine. Life in Maine allows students the opportunity to experience the change in seasons (fall, winter, spring and summer). Weekends are also a great time to catch up on sleep and get school work completed.

Approved Travel Dates

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

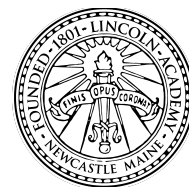
Students who arrive on non-approved days will be assessed a fee for transportation from Portland as well as a fee for late arrival. These charges are billed directly to the student account. See the approved travel dates for 2023 - 2024 school year outlined below.

We anticipate the 2024 - 2025 school year approved travel dates will be released by December of the current school year for planning purposes.

2023/2024 Approved Res Life Dates

All air travel must be via Portland International Jetport -- Airport code: **PWM**

All arriving students **MUST** e-mail a flight itinerary to Ms. Monica Tan, Director of Residential Life
mtan@lincolnacademy.org, no later than **July 15th**



<u>Opening of School</u>	<u>Arrival Dates</u>	<u>Applies to</u>
Fall Athletes	Sunday, August 13, 2023	All student-athletes enrolling in Lincoln Academy for the fall term 2023 MUST arrive on campus on this date.
New Students	Tuesday, August 22, 2023 <i>Or</i> Wednesday, August 23, 2023	All new students enrolling in Lincoln Academy for the fall term 2023 MUST arrive on campus on these two dates.
Returning Students	Friday, August 25, 2023	<i>Returning students may request an early arrival, but must arrive on campus no later than 8/25/23</i>

<u>Vacation</u>	<u>Are dorms open or closed?</u>	<u>Last Day of class</u>	<u>Approved Travel Date for DEPARTING</u>	<u>Approved Travel Date for RETURNING</u>	<u>Date Classes resume</u>
November	OPEN students may stay on campus	Friday, November 17th, 2023	Saturday, November 18th, 2023	Sunday, November 26th, 2023	Monday, November 27th, 2023
December	Students MAY NOT stay in dorms	Friday, December 15th, 2023	Friday 12/15/23 (after school) or Sat. 12/16/23	Tuesday, January 2nd, 2024	Tuesday, January 2nd, 2024
February	Students MAY NOT stay in dorms	Friday, February 16th, 2024	Saturday, February 17th, 2024	Sunday, February 25th, 2024	Monday, February 26th, 2024
April	Students MAY NOT stay in dorms	Friday, April 12th, 2024	Saturday, April 13th, 2024	Sunday, April 21st, 2024	Monday, April 22nd, 2024

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

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

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

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

Traveling on Approved Travel Dates

Lincoln Academy **only** provides transportation to and from Portland at no cost when students travel on approved travel dates. Transportation is to the Portland International Jetport (PWM) or the Concord Coach Bus Station. Lincoln Academy may provide transportation to or from Boston (BOS) airport for a fee.

Whenever possible, Lincoln Academy will provide transportation for students who are traveling on non-approved travel dates. Transportation on non-approved travel dates incurs a fee. Students and families may also arrange for transportation from Lincoln Academy on the Concord Coach Bus line or with a local taxi. These services are likely to be very expensive. Transportation on non-approved travel dates must be approved by the Director of Resident Life at least 48 hours before the student leaves campus.

Transportation Fee Schedule

- Student transportation to Portland on approved travel dates: NO CHARGE
- Student transportation to Portland on non-approved travel dates: \$125 one-way (6 am - 9 pm)
- Student transportation to Portland on non-approved travel dates: \$175 one-way (9 pm - 6 am)
- Student transportation to Boston: \$500 one-way

Families and students are always urged to plan well ahead. In an emergency, Lincoln Academy will make every effort to accommodate a student's needs. Students and families are expected to provide copies of all travel plans and flight itineraries to the Office of Residence Life at least two weeks prior to travel.

Closing of school

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

- ❖ Seniors

Graduation (Seniors)	Dorms close	Approved travel days
Friday, June 7th, 2024	Seniors are expected to move out of the dorm by 3:00 pm, Saturday, June 8th, 2024	June 7th & 8th, 2024

- ❖ Underclassmen

Last day of classes (Underclassmen)	Dorms Close	Approved travel day(s)
Thursday, June 13th, 2024	3:00 pm Friday, June 14th, 2024	Thursday, June 13th, 2024 after final academic commitment, or Friday, June 14th, 2024

Rooms, Keys and Visitors

Care of rooms and other school property

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

There are four major areas of emphasis during room inspection: bed is made, room and desk are clear of trash and clutter, clothes picked up (put away in a closet or in laundry hamper), and safety issues. Students who do not adhere to these basic rules will be moved to the end of the roster for weekend activity sign-ups and may be subject to disciplinary action.

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

Additionally, residents are expected to abide by the following:

- Fire equipment such as extinguishers and sprinklers located in the residence hall must not be obstructed or misused.
- Residents are encouraged to appropriately decorate their rooms in a respectable and comfortable fashion. Sexually exploitative and/or harassing comments, materials, or suggestions toward any persons or groups are not allowed. No material of any kind is to be suspended from the ceilings. Nails or other attachments that will cause damage to school property are not allowed. Vulgar, sexually explicit, drug or alcohol related (including tobacco products), or otherwise offensive decoration will not be permitted.
- Empty alcoholic beverage containers may not be displayed as decoration and will be considered the same as possession of alcohol, with significant disciplinary consequences.
- Residents must assist in maintaining the cleanliness of residence hall common areas.
- Resident staff may enter resident rooms for inspection whenever it is necessary and/or appropriate. Lincoln Academy reserves the right to search rooms at any time, with or without “due cause”.
- Students are responsible for any damages that occur in their dorm room, including damage to school furniture, walls, blinds, etc. Any damages that occur during the school year will be repaired, and the student will be charged accordingly.
- The cost to repair damage that occurs to common areas within the dormitory (hallways, bathrooms, laundry room, stairwells) will be assessed to the student(s) who are responsible. If, after investigation by resident staff, no one takes responsibility for such damages, the cost (s) will be shared among all dorm members.
- Residents may have certain appliances/items of equipment in their rooms; check with appropriate resident staff.
- Residents **may not have any appliance with a heating element**. Microwaves, water heating kettles, coffee pots, rice cookers, and other similar items are not allowed.
- **Candles, incense, and/or any open flame (lighters, matches, or other) are NEVER permitted.**
- Appropriate use of televisions, gaming systems, and stereos are allowed in resident rooms. However, excessive volume, use during study hall hours, and use after lights out/bed check may result in loss of privilege and/or removal of equipment from the room.
- Residents may not have or use any personal internet or network devices in the dorm to create private networks or non-Lincoln Academy supported internet/network services.
- **All travel documents** (such as passports and I-20s) **will be safely held** by the Residential Life staff upon arrival. Documents will be kept in a fireproof locked safe.
- Lincoln Academy is not responsible for lost personal items. Residents should keep expensive items, large amounts of cash, or other items of value in the Business Office, or with the Resident Life Director. Students are encouraged to keep their room locked.
- Loss of room key(s) should be reported to the resident staff immediately. Residents will be billed for replacement of equipment as necessary at the cost of \$25 per card.
- When departing the Lincoln Academy dormitory at the end of the year, residents are expected to leave their room in the same condition as it was found. A Residential Student Check Out Form will be completed at the end of the year. Cleaning fees will be charged to occupants whose rooms are left unclean or damaged. Failure to return a room key will result in a \$50 charge.

- Accessing the basement without permission is not permitted.

Spaces--Private, Shared, and Public

Your room, including your desk, wardrobe, dresser, and bed is your *private* space. Storage of personal items in bathrooms or hallways, including shoes, is not permitted. Our goal is to ensure safety and security in these areas. Please be advised, however, that resident staff are permitted to enter your room or space for the purpose of inspection and/or suggestions for improving neatness or cleanliness, or if probable cause and/or suspicion necessitates a search of the space. See the [Lincoln Academy Student Handbook Appendix](#) for procedures regarding room searches.

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

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

Key Cards

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

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

Rooms and visitors

Members of the opposite gender are not permitted in a resident student's room. With questions or for clarification, please see the Resident Life Director. Violation of this rule is considered a Category One violation (please see the Disciplinary Information section for more details).

Members of the opposite gender are allowed in the KB lounge. Other areas may be designated by dorm parents on duty and permission must be obtained in advance.

Day and other resident students of the same gender may visit in dorm rooms as long as they are respectful and not disruptive. If a visitor is disrespectful of others then the teacher on duty will ask them to leave the room. **Day students are only allowed into the dorm area by invitation** and must first obtain permission to enter the dorm from Ms. Tan and Mr. Abbott.

Changing Dorm Rooms

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

1. A resident student requesting a room change must meet with the Resident Life Director to discuss the student's reasons for wanting to change rooms.
2. After that conversation, the Resident Life Director will determine if residential faculty is "OK" with the proposed changes.
3. After that conversation, the Resident Life Director will determine if all students involved in the change are "OK" with the proposed changes.

4. If the Resident Life Director is satisfied that the proposed change is acceptable, the Resident Life Director will notify the students involved.

Moving Furniture and Raising Beds

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

Academics

Academic privileges

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

Academic restrictions

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

Academic Concern.

A resident student, at the midpoint or end of a trimester, with any course grade below a 70%, an incomplete, or with a teacher request, will be placed on the academic concern list. Students on the academic concern list may be required to attend a structured study hall in a common area designated by the Resident Life Director (as opposed to in the student's room).

Academic Probation.

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

Students on academic probation list:

- Will work in a common area designated by the Resident Life Director (as opposed to in the student's room) and
- May be required to turn in their computer to the RLO office at 10pm on all nights that have a study hall and
- Is placed on an academic contract and is subject to the Student Review Committee

Faculty Advisor

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

Homework

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

Communicating Grades to Parents

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

Health and Safety

Medicines and prescription drugs

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

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

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

Tobacco

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

Fire Drills

The safety of our students is a high priority. Fire drills can be expected on a regular basis.

- Kiah Bayley Hall resident students are to gather at the ATEC building

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

Life in a Dorm

Hygiene

At Lincoln Academy we ask students to keep themselves and their environment clean and healthy. We ask that all students wash or sanitize their hands when:

- when their hands are visibly soiled
- after coughing or sneezing
- before and after: eating, using the restroom, or touching bodily fluids

We also ask that students keep themselves clean with regular showers, hair washing and daily oral hygiene.

In order to keep our campus and dorm as free from infection as possible, all students must:

- when coughing or sneezing, cover their mouth and nose with a tissue, or the inside of their elbow
- avoid sharing food or beverages
- avoid common area when sick and use a mask when you need to be around others

Room Cleanliness

Your room is your responsibility, we ask that you follow these guidelines:

- all trash is placed outside the room regularly for custodian to pick up
- dirty dishes and utensils are taken to the kitchen daily and placed in the dishwasher
- table tops are clean and organized
- floor is swept and clear of obstructions which cause safety hazards
- sheets are washed weekly and bed is made for room inspection
- you have stored your items in a safe way, under the bed or on top of the wardrobe

Laundry

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

Recycling

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

Pets

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

Community Meetings

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

meetings will focus on specific resident life concerns, important discussion topics, upcoming celebrations, or any other matter in focus. The Resident Life Director or resident staff will oversee dormitory meetings. Resident students are required to attend. Wing meetings will be held periodically as determined by your wing parent.

Dining Commons Expectations

As members of a larger community, resident students and staff are expected to contribute to the care and maintenance of the dining facility. Duties include properly disposing of waste, and returning used dishes to the dishwashing area.

From time to time, the residential community will engage in more formal dinners, with a cultural or celebratory emphasis..

Shipping and Storing Personal Belongings

At the conclusion of the school year, a student's personal belongings will need to be removed from the dorm rooms, kitchen, and common area. There is limited space available for such items, and items are subject to the director's approval. Stored items must be securely packaged and clearly labeled with the owner's name. Arrangements can be made to have items shipped home. Students are responsible for packing and shipping costs. The Residential Life director and/or resident staff will **not** be responsible for student personal items. Items left in the dormitory at the end of the school year will be donated locally.

The Residential Life Office will hold student emergency funds and use those to ship student boxes that are stored in the basement. Students are responsible for packing and shipping costs. Any items remaining in the dorm will be donated locally. Once everything is shipped, remaining funds will be returned to the student.

Automobile/Driving Policy

Resident students are not permitted to own or operate an automobile, including vehicles of day students and/or any other members of the community unless given specific permission by the Resident Life Director.

Resident students may not ride in a vehicle driven by anyone other than a Lincoln Academy staff or faculty member without expressed permission from the resident student's parents. This permission may be granted by email or phone but must be granted before (at least 1 hour) the resident student gets in a car (or a vehicle in general) with anyone other than a Lincoln Academy staff or faculty member

Transportation

The Resident Life Director will schedule all transportation for school functions and sign-up sheets will be posted prior to the scheduled event.

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

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

Swimming

Swimming by residential students is only to be done under the supervision of an approved adult.

Cell Phone Use on Campus

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

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

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 and with permission granted by the teacher. 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. It is expected that when a student exits class during class time all devices stay in the classroom and may only be taken out with permission granted from the classroom teacher.

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, 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 administrative offices at the end of the school day and may be assigned disciplinary consequences. Repeated misuse will result in a disciplinary response. 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.

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

Student Photographs and IDs

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

Sending mail to resident students

Please address mail and packages for resident students this way:

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

Athletic and other extracurricular activities

Students at Lincoln Academy have opportunities to participate in a sport during each of our three sports seasons (Fall, Winter, Spring). See a dorm parent or the Resident Life Director, if you are interested. Students

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

Unified Sports Team	Civil Rights Team	Climate Action Club
Outing Club	International Club	Speech and Debate Team
Math Team	Interact Club	National Honor Society
Library Team	Gay Straight Trans Alliance (GSTA)	LA Ambassadors
Sigma Sigma Chi	Big Brothers Big Sisters	Tech Team
Robotics Team	Players with a Purpose	LA Newspaper
National Art Honors Society (NAHS)	Student Council	ESports
Photo Club	Freshmen Mentors	Science Club / Science Olympiad
MUN Model United Nations		

Athletic Eligibility and Academic Eligibility for Co-Curricular Participation

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

Technology

Lincoln Academy's computers, networks, and internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. 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.

Internet access is disabled at 12am and reactivated at 5am during the school year.

Student Computer and Internet Use Rules

Each student is responsible for their 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.

Bullying/Harassment

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 bullying and harassment is

available in the [Student Handbook Appendix](#) .

Disciplinary Information

Student Behavioral Expectations at Lincoln Academy

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

Residential Life Specific Disciplinary Information

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

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

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

Detention

Detention is time assigned to a student outside the school day that must be served in a proctored setting. Detention is considered a punishment. When in detention, a student is expected to be quiet and productive with their time. Phones and technology are not allowed to be used except for school work. Detentions range in time from one to three hours.

Suspension

Suspension is the removal of a student from school for a specified time period. Suspension is implemented based on the seriousness of the infraction and will occur immediately for certain infractions. Often, suspension will be conducted on campus with the removal of the student from the academic school program, but supervised by an adult. **Lincoln Academy charges \$200 per day of suspension.** This cost will be automatically deducted from the student emergency account. When necessary, applicable, and/or feasible, Lincoln Academy may employ the services of an outside (third-party) organization for the purposes of suspension. A student's relatives may also be expected to assist in a suspension. If a student is sent to a third-party suspension house, the student's family is responsible for any charges incurred separate from what the school charges. Lincoln Academy's administration reserves the right to determine if the host for a suspended student is acceptable to the school.

A suspended student is responsible for any academic work assigned and/or missed during a suspension

period. Students on suspension are not eligible for participation in extracurricular activities during their suspension. In the event of an on-campus, or “in-school suspension” the student is grounded to campus (possible to their room) during this time and often for much more time.

Expulsion

Lincoln Academy reserves the right to determine whether any particular action or attitude is so injurious to the health of the overall community as to warrant a student’s immediate removal from school, regardless of previous disciplinary history. If a student is expelled, their student visa may be terminated by Lincoln Academy.

Residential Life Disciplinary Issues--Categories

Category I--Major Offenses

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

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

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

Other Category I Offenses

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

- Theft.
- Curfew violation.
- Illegal possession of keys.
- Sexual harassment.
- Inappropriate sexual activity of any kind involving Lincoln Academy boarding students.
- Cheating, lying, plagiarism, or other deceitful behavior.

- Fighting, bullying (including cyberbullying).
- Creation of a fire hazard: use of an open flame, smoking inside a school building, discharging a fire extinguisher, or setting off a false alarm.
- Failure to follow the directions of school staff during an emergency/evacuation drill
- Possession of unauthorized weaponry, including but not limited to, knives, BB guns, pellet guns, air pistols or paintball guns.
- Endangering the safety of others.
- Overt racial, sexual, ethnic, or religious prejudice.
- Vandalism or trespassing.
- Unauthorized use of a motor vehicle.
- Gambling.
- Lack of respect for the rights and feelings of others.
- Unauthorized absence from campus.
- Fighting, physical, or verbal abuse.
- Excessive and/or extreme violations of the school's Acceptable Use Policy.
- Use of, possession of, or knowingly being in the presence of tobacco or tobacco paraphernalia.

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

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

Second Offense:

- Recommended removal/expulsion from school.

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

Category II -- Infractions

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

Academic Absence Consequence

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

First Offense:

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

Second Offense:

- Two one-hour detentions assigned by the Dean of Students.

- Notation referencing the offense/consequence entered into the student's school record.

Third Offense:

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

Non-Academic Absences/Violations

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

Campus Restriction

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

Attendance

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, they 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 their 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.

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. Approved educational enrichment experiences.
7. Prolonged hospitalization and/or medical order to stay home.**
8. 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).

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. Further, students are expected to attend all of their scheduled classes, including advisor periods, study halls and focused learning blocks, to be eligible to attend practice or games that day. Students without an excused absence must be in attendance during period 1 to be eligible to participate that day. If a student is absent for reasons other than illness, permission may be granted by the Athletic Director or Dean of Students for the student to participate in extracurricular events. Attendance at school the day following an evening event is always expected and habitual school absences following an evening event will not be tolerated. 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.

Tardy to School/Class: School-Wide Policy

School begins at 8:00 a.m. Students are expected to be on time. If a student is late to school, they 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.

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.

Dress Code for School

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.