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## MISSION

Lincoln High School is committed to graduating all students. We are a diverse community of scholars dedicated to personal and academic excellence. We strive for the development of strong character and intellectual engagement for all students, ensuring success beyond Lincoln High School.

## VISION

We Will:

- Develop personal responsibility
- Act with integrity
- Value each other
- Embrace challenge
- Take risks
- Cultivate success
- Be agents of change in our community
- Lead

## PRINCIPAL'S MESSAGE

I am so excited and honored to be the principal at Lincoln High School! I love the Mission Statement located on our website: *Lincoln is dedicated to growing scholars and champions who explore and create a better world.* For over 100 years, Lincoln students have been making a positive impact on the city of Tacoma and around the globe. Additionally, the Vision Statement makes me so proud to be an Abe: *Lincoln is a school united with purpose, grounded in a community rich with culture, and supported by each other in becoming **absolutely better every day.*** This year we'll be focusing on ways to increase a sense of belonging and celebrating our successes as a school community. As a student, join a club, play a sport, or try out for the spring musical. The more involvement you have here at school, the more likely you'll feel a sense of belonging. Let's make it a great year!

Go Abes!

*Karl Hoseth, Principal, Lincoln High School*

# DAILY SCHEDULE 2022-23

Mon, Tue, Thur, Fri		Wednesday Late Start	
Period	Time	Period	Time
1st	7:35 - 8:30	1st	8:35 - 9:20
2nd	8:35 - 9:30	2nd	9:25 - 10:10
3rd	9:35 - 10:30	3rd	10:15 - 11:00
First Lunch	10:35 - 11:05	First Lunch	11:05 - 11:35
4th	11:10-12:05	4th	11:40 - 12:25
4th	10:35 - 11:30	4th	11:05 - 11:50
Second Lunch	11:35 - 12:05	Second Lunch	11:55 - 12:25
5th	12:10 - 1:05	5th	12:30 - 1:15
6th	1:10 - 2:05	6th	1:20 - 2:05

## LUNCHESES

*1<sup>st</sup> Lunch = 1<sup>st</sup> floor, 000 floor, Gym, Shop*

*2<sup>nd</sup> Lunch = 2<sup>nd</sup> floor, 3<sup>rd</sup> floor*

### SCHEDULE

Your name: \_\_\_\_\_

Period	Class	Teacher	Room
1			
2			
3			
4			
5			
6			

## ACADEMIC INTEGRITY

Cheating, copying the work of others, or turning in another person's papers, projects, computer programs, etc., as one's own constitutes plagiarism and is not allowed. Taking unauthorized photographs of tests is also cheating.

Plagiarism includes, but is not limited to:

- Using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as one's own work, or not using quotation marks when citing a source.
- Having someone else write a paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
- Copying another student's work during a test, lab, classroom activity, or homework and turning it in as one's own.

Plagiarism may also be documented in the student's file so staff can follow up with the student and identify if this is a class issue or if a student is having trouble with plagiarism in multiple classes throughout their high school career.

## ADMINISTRATION

You are assigned an assistant Principal who is responsible for all support requirements and discipline. Each administrator has responsibility over a specific cohort:

- **Seniors / Juniors**            Mr. Amen & Ms. Henrix
- **Sophomores**                Ms. Harris-Clement
- **Freshmen**                    Mrs. Brown
- **Additional Support**        **Mr. Koval**

## ATTENDANCE

Excused absence(s) need to be in writing, signed by the guardian, and turned in to the attendance office on the day the student returns to school. An absence of 5 or more days requires a doctor's note.

All extended absences, 5 days or more, must be pre-arranged with the attendance office and signed off on by parents, counselors, and administration. Please note that vacations are considered unexcused absences; therefore, please check the school calendar and plan your vacations accordingly.

All students are expected to attend regularly. **The primary reason students do not earn a high school diploma is poor attendance.** Guardians will be notified when students miss a class or entire school day and persistent attendance issues will result in interventions by guidance staff, administration, and possibly the court system.

## CLASSROOM INSTRUCTIONAL EXPECTATIONS

Teachers shall maintain good order and discipline at all times (WAC 180-44-020). To meet this requirement, teachers must utilize the following expectations:

### **Bell to Bell Instruction:**

Students will not line up at the door prior to the bell. Instead, students should have all of their materials out and be actively working until the bell rings or until dismissed—whichever is most appropriate.

**Think Time:** Think Time is a management method to give students an opportunity to reflect on a situation that is impacting classroom performance. It is also a student's opportunity to explain their thinking in that situation. Students should proceed to the prearranged location (usually another teacher's room) if asked to go to Think Time. Think Time is not a time to debate or argue with a teacher. Moreover, Think Time is not intended to be punitive or disciplinary. However, it is a step in the disciplinary process if the actions or behavior is repetitious.

**Backpacks Off, Materials Out:** Students will look like they are in class for the duration of the period and prepared for learning. This means backpacks are removed and off the desks. Students should have their supplies with them every day. If students do not have supplies, they may borrow from the teacher.

## DRESS CODE

The Lincoln High School dress code:

- Supports a welcoming school environment.
  - Clothing and accessories contain only inclusive messages.
  - Non-Examples
    - Clothing and accessories with offensive words, images, or logos, including slurs and curse words.
    - Clothing that contains references to violence, gangs, illegal activities, obscenities, vulgarities, or other content in violation of the TPS non-discrimination statement.
    - Clothing with sexual innuendo or suggestions.
    - Paisley patterned bandannas of any color.
- Supports a safe school environment.
  - Clothing and accessories maintain student and staff emotional and physical safety.
  - Non-Examples
    - Clothing that contains references to drugs, alcohol, tobacco, vape products.
    - Clothing that promotes violence or illegal activity.
    - Clothing that contains messages or images that are racist, sexist, homophobic, transphobic, or violates the TPS non-discrimination statement.
    - Footwear is required at all times. Footwear should allow for freedom of movement.
    - Close-toed shoes are required in PE, when using sharps in Art classes, and during science labs.

- Supports expression of identity through dress and accessories.
  - Clothing and accessories promote self-expression and identity as students.
    - Students wear “school clothes,” defined as shirt, tank top, sweater, jacket, hoodie, pants, jeans, sweatpants, leggings, shorts, skirts, dresses, shoes, slides, sandals.
    - Students must wear an outfit that consists of a top, bottom, and footwear at all times.
    - Undergarments must be covered by opaque fabric, excluding straps and waistbands.
  - Non-Examples
    - No sheer clothing that reveals undergarments.
    - No clothing that reveals ribs, e.g. muscle tees with open sides or high-cut crop tops.
    - No swimwear.
    - No formal wear, e.g. tuxedos or ball gowns.
    - No costumes (cat ear headbands are permitted, as they are accessories, not costumes).
    - No onesies.
    - No blankets (blankets worn when walking to school must be stored in backpacks during the school day).
- Enables staff to quickly identify students.
  - Clothing and accessories allow for a view of student faces (above mandated masks) by staff or security cameras.
    - Beanies, bonnets, durags, and scarves are permitted if they allow visibility of face and ears.
    - Hoods may be worn to maintain warmth but may not conceal face or ears.
  - Non-Examples
    - No sunglasses.
    - No costume masks.
    - No face paint.
    - No hats with brims to conceal the face.
    - Ball caps may not be worn forward-facing with bills over the face; ball caps must be worn backward.
    - Hoods may not conceal eyes, ears, and/or face.
- Allows for unrestricted two-way communication free of distraction.
  - Clothing and accessories enable unrestricted and unhindered two-way communication.
    - All head coverings must allow for visibility of ears, excluding clothing worn for medical or religious purposes.
  - Non-Examples
    - No AirPods, earbuds, or headphones in or over the ears while walking in the hallways.
    - No AirPods, earbuds, or headphones in or over the ears while in class, unless used for academic purposes with teacher permission.

- No costume masks.

## DISRUPTIVE CONDUCT

Disruptive Conduct is defined as flagrantly and substantially interfering with teaching or learning at school activities or school-sponsored activities. This includes creating a substantial disruption to any school function, refusing to comply with a directive from staff, or using vulgar, profane, or obscene language or gestures. Improper use of electronic devices and/or other technology is also considered disruptive conduct. Repeated insubordination of school rules may constitute Disruptive Conduct and result in disciplinary action.

## EMERGENCY PROCEDURES

In the event of an emergency, follow the directions of the nearest staff member. Monthly drills will take place to familiarize everyone with emergency procedures.

## FIGHTING

Fighting is being involved in, mutual participation in, an incident involving physical violence. If the fight or any prefight activity occurs on school grounds, the school will have the right to respond. Attending a fight or encouraging/promoting a fight is potentially dangerous and students will be disciplined accordingly for their involvement. All discipline connected to violence will be progressive and potentially result in a long-term suspension. Videotaping a fight constitutes involvement and is subject to discipline.

## GUIDANCE

Students are assigned a Guidance Team Member based on their last name. Guidance Team Members provide a variety of services for social emotional, career, and academic support. Services include guidance curriculum, individual planning, and post high school planning. See your counselor regarding your graduation status. Each Counselor has responsibility over scheduling and support based on student first initial in last name:

(A-E) – Mr. Bergman      (F-L) – Mr. Clausen      (M-R) – Ms. Munday      (S-Z) – Ms. Tran

Lincoln has a Community Liaison, located in our Community Resource Center (CRC) to provide responsive services for students and their families (i.e. McKinney-Vento support, etc.). Mrs. Hart & Ms. Keepers are available to support, please contact your counselor to know more. [abescrc@tacoma.k12.wa.us](mailto:abescrc@tacoma.k12.wa.us)

Students seeking career and college guidance, help with FAFSA, or scholarship information may also utilize the LINC. Community partners TRiO, and College Success Foundation will be housed in the LINC.

## HALL PASSES

Students must have a signed Lincoln High School hall pass (color coded by floor) any time they are out of the classroom during class time. This pass must be visible and must have the teacher's name, date, and time clearly marked. **Teachers will be mindful of the time the**



**student is gone and passes will be collected upon return to the classroom.** Students without a pass will be subject to discipline. Students will be remain in class the first 15 minutes and the last 10 minutes of the period, this is known as the “15/10” rule.

## HARASSMENT

Harassment, intimidation or bullying (HIB) means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act:

- physically harms a student; or
- damages the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Please visit the Tacoma Public Schools website for more information about HIB prevention.

## IMPORTANT CONTACT INFORMATION

Main Office: 571-6700; Athletic Office: 571-6644; Attendance: 571-6677; Guidance Office: 571-6670

## LIBRARY

The library is available for book check out, research and computer lab use. A green hall pass is required for computer use, as there are often classes using the computer labs.

## MASK POLICY

**Inside:** Students, staff and visitors may wear masks indoors, except when eating. This applies regardless of COVID-19 vaccination status.

**Outside:** Students, staff and visitors may also wear a mask while outside on school grounds.

## NURSE

No student will be admitted into the nurse’s office without a color-coded hall pass. If the nurse’s office is closed, please check in with the attendance office. All prescription medication should be administered in the nurse’s office. Students should not possess prescription medication on school grounds without knowledge of the nurse.

## PROGRESSIVE BEHAVIOR SUPPORT PLAN *BELIEFS*:

1. *We will develop personal responsibility by treating each other with dignity & respect.*
2. *All students should be taught the skills and behaviors necessary to cultivate success.*
3. *Positive interactions and building relationships will help us to value each other.*
4. *Student behavior represents a teaching opportunity.*

### **Step 1: Request**

*When someone is damaging the learning community by not meeting schoolwide or classroom expectations, your teacher may say, “When I see ... I feel ...because our agreed upon classroom expectations are not being met. I am requesting that you...”*

- Schoolwide & Classroom Expectations
- LHS Device Policy aka The Stop Sign
- Verbal Request

### **Step 2: Remind**

*If a student chooses to continue the unwanted behavior, the student will receive a reminder. A teacher may say, “I see you are continuing to ... I am reminding you about our agreed upon classroom expectations.”*

- Verbal Reminder
- Hallway Chat (1:1)

### **Step 3: Reflect**

*If a student chooses to continue the unwanted behavior, the student will be instructed to complete the reflection process. A teacher may say, “I see the request and remind have not worked. Here’s a reflection.”*

#### **Reflections include (but are not limited to):**

- Think Time reflection with partner teacher OR in class reflection
- And/ Or**
- Student sent to Behavior Specialist (Non-punitive)
  - Contact home

### **Step 4: Refer**

*If after a student receives a request, a reminder, and a reflection, the student is still behaving in a damaging way, the student will receive a referral.*

#### **Referrals include (but are not limited to):**

- Referral to grade level administrator – Use of Standard Referral Form
- Consequence determined by administration based on electronic situation report.
- Intervention Form emailed to administrator with student removal.

### **Step 5: Restore**

*During the referral process, a student’s grade level administrator will work with the student, their teacher, and family using restorative practices to educate and return the student to the classroom.*

**Fighting, Threats, Weapons, Drugs all warrant an immediate administrative referral followed by a documented situation report.**

## SUBSTANCES

All substances, including tobacco products, drugs, alcohol, and paraphernalia for the use of any substance (including e-cigarettes and vaporizers) are not allowed on school grounds. If any substance or paraphernalia is found it will be confiscated and disposed of by school administrators. The discipline consequences can be found in the student and parent handbook online.

## SCHEDULE CHANGE POLICY

Students may fill out an online "Schedule Change Request". Links to the online form will be on the LHS Guidance Website. Students will be notified via email of any changes granted or denied. Five (5) days after the beginning of the semester, a student may not make a schedule change request without prior administrative approval. **Dropping Courses:** If, after the 15th school day of a semester, a student elects to drop a class, the record (e.g. student transcript) will show "E" and the grade will be computed in the student's grade point average.

## TECHNOLOGY

Per the Code of Prohibited Conduct for Tacoma Public Schools, the use of school computers and access to internet service from district-provided computers are privileges that may be revoked at any time for any violation of TPS policy.

### **Appropriate Electronic Use:**

Electronic devices (phones, tablets, smart watches, etc.) may be used at the teacher's discretion.

You will find a Stop Sign in every classroom:

- Red : **ALL** devices are off & placed in your backpack or pocket. Out of sight.
- Yellow: **ASK** for approved apps & sites used with teacher permission
- Green: **Use** approved apps & sites used may be used for this task

When students use electronic devices as a distraction:

- *Step 1: **Request** will be given by the teacher to place the device in the student's backpack.*
- *Step 2: **Reminder** to follow school and class norms by putting the phone in their backpack*
- *Step 3: **Reflection** opportunity within class or buddy room Think Time.*
- *Step 4: **Referral** to grade level administrator.*
- *Step 5: **Restore** your relationship with the teacher and possibly classmates/ community*