

Student/Parent Handbook
2026-2027

We're Lions and we ROAR!



1429 Ames Boulevard
Marrero, Louisiana 70072

School Website:
Like us on FaceBook at Lincoln Elementary

Principal: LaShon W. Dixon
lashon.dixon@jpschools.org
Assistant Principal: Erin Parquet
erin.parquet@jpschools.org

MISSION

Our mission is to motivate our students with an academically, artistically, enriched atmosphere that promotes learning and success for all students.

VISION

The vision of Lincoln School of the Arts is to create an academically excellent environment driven towards enriching our students in the Arts and developing lifelong learners.

SCHOOL WIDE GOAL

To increase student achievement in ELA, Math, Science, and Social Studies in each grade level as measured by performance on teacher made, district, and state assessments.

LINCOLN SCHOOL FOR THE ARTS
2026-2027

STUDENT HANDBOOK ACKNOWLEDGMENT

The Parent/Guardian of _____ (Student's name) has read the information contained in The Lincoln School for the Arts Student/Parent Handbook.

We agree to work with the school to ensure that our child has a successful school year.

We agree to reinforce the school policies and procedures that will lead to a safe, orderly, and successful school year for our child(ren).

Name of Student: _____

Signature of Parent/Guardian: _____
(Parent/guardian signature)

Date: _____

Phone #: _____ Cell# _____

Work# _____ Other# _____

CONTACT INFORMATION

- At least 3 working numbers must be provided to the school.
- Address and phone numbers must be updated as needed.
- If possible, current email addresses should be provided to the school.
- Information will be changed in our school system- JCampus
- Notices, updates, and calls can be sent through our system JCampus, but the information must be current.

PARENTAL INVOLVEMENT

- We will have several opportunities for parents to be invited on campus throughout the school year. Please make sure your contact information is updated to the front office.

PARKING RESTRICTIONS

- Refrain from parking in a **handicapped parking** spot without the required parking permit.
- Please observe parking signs outside the fence.

PERSONAL PROPERTY

- Students are responsible for the care and security of their personal belongings. All possessions must be labeled with the student's name.
- Students may not bring: hand held games, toys, and electronic devices to school. If a student is caught playing with any of these items, **it will be taken away and a parent will have to pick it up.**
- **As per Act 313, all student electronic communication devices will be turned off and stored away during instructional hours. They will be returned to students at the end of the day.**

SCHOOL HOURS

- The school day begins at 7:30 a.m. Students must be in their homeroom for 7:30 a.m. **Students are considered tardy at 7:3, and the student and parent/guardian must come to the office to sign the student in.** Students *may not be* left at school unsupervised prior to 7:00 a.m.
- School dismissal time is 2:20 p.m.
- Half day dismissal and/or early release day times will be communicated as they occur.
- **Students can not be checked out after 1:45 p.m.**

SINGLE POINT OF ENTRY

- Access to the school campus is restricted to the Main Office. **ALL** visitors must sign in at the front office and secure a visitor pass and sign out upon exiting the campus.

VISITOR PASS

- The school office is the first place you must stop upon entering the school building through the single point of entry doors in the main school hallway.
- **ALL VISITORS** (even individuals whom we recognize as a Lincoln parent) **must first obtain** a school pass by providing a picture ID before going to any other part of the school building.

- Visitors must be escorted by a designated staff member. Appointments are highly recommended.

SCHOOL HOURS, ARRIVAL & DEPARTURE, CHILD CARE

AFTER SCHOOL CHILD CARE

- Due to low enrollment, childcare will not be offered at this time.

BUS TRANSPORTATION

- Students arrive at school between 7:00 - 7:30 a.m. when Lincoln's staff are in place for supervision of students.
- Pre-K, Kindergarten, and special needs students **MUST** have a parent/guardian present for bus pick up and bus drop off- **Everyday**. The bus driver is responsible for notifying the parent of a child with special needs if the driver is unable to run the route or if the bus attendant is unable to ride the bus and, a replacement cannot be found. **Parents of Pre-K, Kindergarten, and special needs students can lose bus privileges if a parent or guardian is not at the stop to retrieve the student.**
- A child may **NOT** ride a bus home with another student on a different bus than the one to which they have been assigned.

BUS RULES

- School Bus Drivers are permitted to make reasonable rules for the safe and proper operation of buses.
- Leave home at a time appropriate for arriving, no more than fifteen (15) minutes and no less than five (15) minutes before the scheduled pick-up time. Students are to walk on sidewalks whenever possible.
- Conduct yourself in an orderly manner at the designated bus stop. Stand off the road when waiting for the bus. Stay out of yards and the street.
- Always cross in front of the school bus, never behind, and cross at least ten (10) feet in front of the bus. If necessary, wait across the street from the bus stop, and await the bus driver's signal before crossing.
- Board the bus only when the driver is seated at the controls.
- Board the bus in a single file line and promptly proceed to the seat assigned to you by the driver.
- Help to keep the bus clean and sanitary.
- Any student who purposely damages the school bus will be disciplined and required to pay damages.
- Avoid teasing, scuffling, or using profane, obscene, or abusive language.
- Arms and heads must be kept inside the bus windows at all times. Nothing is to be thrown out of the bus windows.
- Remain seated in the assigned seat at all times when the bus is in motion.
- Students are only authorized to ride the bus to which they have been assigned and for which a bus card is on file.

CAR RIDERS (Morning Drop Off/Afternoon Pickup)

- **All after school car rider parents must purchase a car rider tag.** Car Rider tags are \$3.00 per family. It is strongly recommended that you purchase more than one tag in the event other family members pick up students. This can be purchased **ONLY** at <https://jpschools.schoolcashonline.com/>. Please remember that school cash online has a processing fee.
- A student will not be released to a car without a car rider tag. If you do not have a tag, the student will be sent to the main office for an office check out. **(This requires the parent to park in the school parking lot, come into the office, with identification, and sign the student out. The person's name must appear on the student's Emergency Card.)**
- Students are not allowed to be picked up at the gates. Please register them as car riders and follow the proper protocol. This includes all van services.
- In the morning, parents must stay in their cars with their child until 7:00 a.m. when teachers are on duty.
- Do not drop students off or park your car for pick-up across the street.
- All drop offs/pickups are to be done through the car rider gate located on Ames Blvd.
★ **Students transported to school by car enter school through the main entrance on Ames Blvd.**
- School ends at 2:20 p.m. All students must be picked up by 2:50.
- Students who are picked up after 2:50 p.m. are required to be signed out by an individual **with identification** and **MUST** be on the student's current emergency card. **Students who are picked up after 2:50 excessively will be reported to the proper authorities.**

POLICIES & PROCEDURES

1. Common courtesy is expected in our school community and on our school campus.
2. Wait your turn in line- Cutting ahead of the line is not permitted and could endanger students.
3. Students are to stay in the car until directed to exit by a member of the duty team.
4. Students must behave while waiting to get in their cars.
5. No cell phone usage while dropping off/picking up your child.
6. Assist teachers in the evening by cooperating with whatever the teacher on Duty requests.

WALKERS

- Lincoln School for the Arts is located on a busy street. Students must either be a designated Ames walker or Walker town walker. No student will be allowed to walk on Ames Blvd. in the front of the school or cross the street on Ames Blvd.
- Students are not allowed to be picked up at the gates. Please register them as car riders and follow the proper protocol.

CHANGE in the STUDENTS' AFTERNOON SCHOOL DEPARTURE

- **No phone calls will be accepted to make such changes.** If the manner in which you want your student transported home changes, the parent must write a note to the teacher.

- A child may not ride a bus home with another student on a different bus than the one to which they have been assigned.
- Parents may also come into the office and complete a Change of Transportation form. Please have the proper identification.

CHECK OUTS

- Proper identification is required when checking all students out of school. Proper identification means: a valid picture I.D., driver's license, passport or state identification card for non-drivers and the person **MUST** be on the student's Emergency Card.
- No checkouts are permitted after **1:45 PM**
- Early checkouts *add up cumulatively* and may cause a student to be charged with a ½ day or one (1) whole day of absence.
- If your child is frequently missing the last hour of class, it may result in an (I) incomplete in the subject missed.

SCHOOL ATTENDANCE

- Students must be present and on time daily. **Excessive absences can result in the student being retained for the school year.**
- Please provide a parent note for absences.
- Bring Doctor's notes for any appointments, absences, check outs or tardies.
- An absence resulting from a suspension will be considered an unexcused absence.
- Any student who is habitually absent, tardy, or checked out early will be referred to the Truancy Assessment Center. The first step following a TASC Referral is an informal conference with the student, parent/ guardian, and school officials to determine the cause of the unexcused absences and/or tardy(s) and to develop a plan of corrective action to prevent further absences.

TARDY

1. Any student arriving after the start of the school day (7:30 a.m.) will be considered tardy or late for school at 7:31 a.m.
2. **A parent/guardian must accompany the tardy student into the main office to check into school.**
3. Upon reaching a fifth (5th) tardy, the student will be given a letter to schedule a meeting between the parent and a school administrator.
4. Note: Tardiness *adds up cumulatively* and may cause a student to be charged with a ½ day or one (1) whole day of absence. Additionally, if your child is frequently missing the first hour of class, it may result in an incomplete in the subject missed.

STUDENT PASS

- A pass is required for a student to move from an assigned area to another area of the school campus. It is the responsibility of the student to ask before leaving a supervised area, and then get the appropriate pass before going to a different part of the school.
- Students may never be in any area of the campus unsupervised at any time or they are subject to disciplinary action.

UNIFORM INFORMATION

UNIFORM AND DRESS CODE POLICY

Uniforms will be checked on a daily basis. There will be consequences for students who break the school dress code.

NO HOODIES, OF ANY KIND, ARE ALLOWED TO BE WORN IN THE BUILDING.

SHIRTS

- Grades 1 – 5 students wear the red Lincoln polo shirt.
- Grades 6-8, will wear the light blue Middle school Lincoln polo or oxford shirt
- Pre-K/Kindergarten students wear the JPS purple shirt.
- Shirts must be neatly tucked in at all times.
- Undershirts must be solid white, navy blue, or red.

PANTS/SKIRTS/BELTS

- All students wear solid navy blue uniform pants, shorts, skirts, skorts, or jumpers.
- Shorts, skirts, skorts, and jumpers **must be at least 2 inches above knee length.**
- Solid navy blue, black, or brown belts with a small buckle **must** be worn with any pants having belt loops.

OUTERWEAR

- **TENNIS SHOES ONLY** must be worn daily and kept laced, tied, or velcroed. (No boots or slip on shoes of any kind are permitted.)

- Socks must be worn with tennis shoes (No design or knee high socks).
- Lincoln sweatshirts or sweaters without hoods (no logos or designs except Lincoln logo) may be worn inside the school building. **(NO HOODIES)**
- Any color jacket/sweater can be worn, but must be able to zip or unbutton. **(NO HOODIES)**
- Solid navy blue leggings may be worn under skirts on cold weather days only.

OTHER

- No dangling earrings or hoops are allowed. (Earrings should be no bigger than a quarter in size)
- No large jewelry is allowed.
- No long fake fingernails that pose a hazard allowed.
- No distracting make-up is allowed.
- **No piercings, other than earrings are allowed.**

ALL STUDENTS IN GRADES 4th-8th ARE REQUIRED TO HAVE A CLEAR (NOT MESH) BACKPACK

The following stores are approved by Lincoln and sell the official uniforms:

1. Johnson's Uniforms, Inc. (504) 340-6061 619 Westwood Dr. Marrero, LA
2. Skobel's School Uniforms (504) 366-6887 1742 Stumpf Blvd. Gretna, LA



CLEAR BAG POLICY

Starting 2025-2026 School Year

Only clear, see-through tote bags, backpacks, or any similar articles are permitted.



- Small, non-clear cosmetic bags will be allowed inside clear backpacks for personal hygiene items such as feminine products.
- Athletic bags and equipment bags will be allowed but must be checked in with the student's coach or sponsor upon arrival on campus.

Grades 4-12
MESH BAGS ARE NO LONGER PERMITTED.





UNIFORM SKIRT POLICY

Starting 2025-2026 School Year

Dresses, skirts, and skorts, when allowed, must extend to at **least two (2) inches above the top of the knee** when standing upright.



The updated uniform policy provides a clear and measurable standard for skirt length to ensure consistency, fairness, ease of enforcement across the student body.

BREAKFAST/LUNCH

BREAKFAST/LUNCH PROGRAM

- Breakfast and lunch are provided daily to every student at no cost.
- Students will eat breakfast from 7:00- 7:25 a.m.
- Lunch schedule will be provided by the homeroom teacher.
- **No fast food or soft drinks allowed on campus at any time.**
- **PLEASE REFER TO THE JPPS POLICY AS IT RELATES TO CLEAR LUNCH KITS/BAGS**

OFFICE BUSINESS & PARENT/TEACHER COMMUNICATION

HOME/SCHOOL COMMUNICATION

ADMINISTRATION

- LaShon W. Dixon, Principal can be reached by calling (504) 340-8489 or by e-mail lashon.dixon@jpschools.org
- Erin Parquet, Assistant Principal can be reached by calling (504)- 340-8489 or by email erin.parquet@jpschools.org

FACULTY/STAFF

- The best way to get in touch with your child's teacher is by writing a note, emailing, or contacting the school at (504) 340-8489

PHONE MESSAGES

- Calls should be returned within 24 hours or the next business day. Teachers have a forty-five (45) minute planning period daily. We have School Wide planning every Thursday, so teachers are unavailable during their planning period on that day.

RESOLUTIONS FOR CONCERNS

The faculty, staff, and administration of Lincoln School for the Arts are here to serve the students and the families of our school community. Steps in the resolution of concerns:

- If your child is having a problem with another student, encourage your child to go to the nearest adult and report his or her side of the story.
- If you are concerned that your child is having academic or behavioral problems at school or the school bus, talk to the adult who is responsible for your child during that time.
- If after talking to your child's teacher, you still have questions or concerns, contact a school administrator.

MAIN SCHOOL OFFICE BUSINESS

- **Picture I.D. is required to check a student out of school.** The parent, guardian, and/or designee must be on the child's Emergency Card in order to check a student out of school.
- Cell phones are to be silenced in the main school office and parent conferences.

- Phone messages- Always ask the name of the person taking your message. If you do not get a call back, call again the next day. Teachers have a (45) forty-five minute, duty free planning period each day. **Phone calls are not returned during class time.**
- Students will not be called out of class to come to the office for a telephone call. Students may not use the phone to call for homework, books, field trip money, and so forth.

MONEY ENVELOPE

- When sending money to school with your child, make sure it is in a sealed envelope that is clearly marked with your child's name, room number, teacher's name, and a label on the envelope that explains the payment. A receipt will be issued for amounts over \$5.00 when the money is turned in to the account clerk.
- All fees will be paid online through jpschools.schoolcashonline.com

ACADEMIC & INSTRUCTION

Grading Scale

Letter	Numerical	Quality Point Value	Indicates Quality of Work is:
A	100-90	4	Excellent
B	89-80	3	Very Good
C	79-70	2	Satisfactory
D	69-60	1	In Need of Improvement
F	59-0	0	Not Meeting Minimum Requirement

CURRICULUM

- Academic standards define the knowledge and skills that students are expected to learn in a subject in each grade.
- The Louisiana Student Standards envision what proficient students should know in order to be college or career ready and to be able to thrive in our society.
- The state of Louisiana is aligning state assessments (LEAP 2025) to the Louisiana Student Standards. For more information, go to www.louisianabelieves.com.

HOMEWORK POLICY

- Homework is an extension of subject matter taught by the classroom teacher. It is never intended to teach new subject matter, but rather, allows students to practice their newly acquired skills.
- Homework may be a written assignment or may require the student to review a study guide or read a chapter book.
- The amount of time it takes a student to complete homework will vary from child to child.

HONOR ROLL / AWARDS

A Honor Roll/Principal Honor Roll	A in all subjects
A/B Honor Roll	A or B in all subjects
Perfect Attendance	Student in attendance, full day of school with no tardies/early check outs during marking period (Excused or Unexcused).
Good Behavior	A or B in conduct
“BUG” Bring Up your Grade	Student brought up a grade to a C or better

LIBRARY EXPECTATIONS

1. Books may be checked out for one week and renewed for one additional week.
2. Students with overdue books may NOT check out other books until the overdue book has been returned and the library fine has been paid.
3. Students are responsible for the loss of or damage to, library books and/or library equipment. Library privileges will be suspended until restitution is made for damaged library property.
4. Library voice (whisper) is used in the library.
5. Books are to be handled with care and respect.
6. Keep books in designated areas.

PARENT PORTAL

This allows parents to access student information (class schedules, attendance, and grades) via a secure website or an app on Apple/Android devices. Request the login information and directions from the office. After you have enrolled, the website address is

<https://jpsis.jpschools.org/progress/>

TEST PAPERS

- Student’s test papers will be sent home Wednesdays in the Red Communication Folder. Parents are asked to sign that they have reviewed the test papers.
- Teachers will indicate how many test papers are in the folder each week. Students who fail to return their signed test papers may forfeit their right to take home their test papers. The parent would then have to schedule a conference to review the test papers.

SCHOOL SAFETY

CRISES: PROTOCOLS & COMMUNICATION

- In the event of a major school crisis, the Superintendent of Schools or the Public Information Officer will speak to the news media. The official news source is WWL News Radio 870 or Channel 4 on TV.
- A major school crisis is defined as a fire, a tornado, a chemical leak in the area, an intruder on campus, and a hostage situation, but is not limited to these events.
- Phone lines may be busy. Stay tuned to WWL for Official Announcements. Remain calm and listen attentively for instructions.

- *Attempting to come to the school site may keep emergency vehicles and essential personnel from gaining easy access to the school site. Remain at the phone numbers listed on your child's Student Emergency Card in the event that the school is trying to contact you via telephone.*
- *Accurate working phone numbers are essential in a school crisis situation. It is imperative that the numbers you put on the Student Emergency Card are numbers for a guardian/designee who can come to the school if called. (Emergency Card numbers should be made current when a number changes by contacting the school office.)*

EVACUATION

1. A situation may dictate that the school campus be evacuated. If deemed that children must be removed to a neighboring school site within walking distance, students may be relocated to Cuillier Career Center located at 1429 Ames Blvd, phone number: **(504) 340-6963. Located behind Lincoln School for the Arts.**
2. Lincoln staff will accompany students to the alternate site and provide information and instructions to parents for release of students from the alternate gathering site. Strict release policies will be enforced.
3. A parent/guardian/ designee must provide a valid I.D. and be on the student's emergency card before the student will be released.

EMERGENCY DRILLS

- To ensure a safe environment Lincoln will conduct routine drills- Fire Drill, Tornado Drill, Metal Detector Search, Single Point of Entry, and Lockdown.

FIELD TRIPS – PHYSICAL EDUCATION

FIELD TRIPS

- The cost of the field trip may vary depending on admission cost and cost of school bus rental for the field trip.
- Field Trip money must be paid online through **jpschools.schoolcashonline.com** on/or before the specified deadline on the Field Trip Permission Form.
- Field trip permission slips and fees **MUST** be signed and paid on time for the student to attend. **NO EXCEPTIONS!**
- In the event chaperons are needed, forms will be sent out along with field trip information.
- **No money will be refunded.**

PHYSICAL EDUCATION

- Classes are conducted daily for forty-five (45) minutes per class. Health is taught during the physical education schedule as required by the Louisiana Department of Education Comprehensive Curriculum.
- NOTE: Scheduled PE times may be used to do remediation and interventions depending on the student's individual needs.
- Dress Requirements: Students should wear their school uniform. Girls are required to wear shorts under their jumper, or skirt during physical education class. All students must wear tennis shoes daily.

- A doctor's note is required and should be submitted if a medical doctor deems that the child has an illness or injury that would require the child not to participate in physical education class.

HEALTH POLICIES

HEAD LICE

- The policy of the Jefferson Parish Public School System is that any student who is present at school with head lice/nits shall be excluded from school and from riding the school bus until the student is free of active infestation and all loose nits. The student may be allowed to return to school when his/her head is free of all nits, as verified by visual inspection by the parent/legal guardian and submission of written certification by the parent/legal guardian of treatment of the child and household, as per instructions.
- Students who have been treated, but still have the nits in their hair, will not be allowed back in school until all nits have been removed.

MEDICATION POLICY

- The school district medication policy mandates that students are **not permitted to have in their possession any medication (prescription or non-prescription)** while under school supervision except when ordered by a physician for an urgent need and after consultation between the parent/legal guardian, designated school staff, and the school nurse.
- If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours.
- If medication must be given to a student while in school, the parent must request a Medication packet and have it completed and return to the nurses office. Medication is submitted at the JP building on River Road.
- **This is completed every year.**
- It is recommended that you have your child's medication approved prior to the opening of school.

BEHAVIOR EXPECTATIONS/POLICIES

SCHOOL RULES – POSITIVE BEHAVIOR EXPECTATIONS

1. Be Safe - School is a safe place. We do not fight at the bus stop, on the bus or at school. If you have a problem, go to the nearest adult.
2. Be Respectful -Treat others the way you wish to be treated. Remember, two wrongs do not make a right. If you have a problem, go to the nearest adult.
3. Be Responsible - Walk with a purpose. Know where you're going, what you are going to do when you get there, and always have a pass.

MINOR OR MAJOR INFRACTION

- The consequences for failing to follow the rules are posted and taught to the students. Behavior infractions are divided into two types: Minor Infraction and Major Infraction.

- A minor infraction is one that does not put the safety of another student or adult at risk. A minor infraction disrupts the student's attention to his class work but does not prevent the teacher from giving instruction to the class.

PBIS – FIVE (5) STEP PROGRESSIVE CONSEQUENCES MINOR INFRACTIONS

- 1st Offense: Verbal Warning
- 2nd Offense: Behavioral Report
- 3rd Offense: Phone Conference
- 4th Offense: Detention
- 5th Offense: Parent/Teacher Conference
- 6th Offense: Office Referral – Habitual Violation of School or Classroom Rules

MAJOR INFRACTIONS

- A major behavior infraction is one that puts the safety of others in jeopardy. A major behavior infraction disrupts the teaching and learning that is taking place in a classroom or school function. Major infractions go on a JPS Behavior Referral form for *action by a school administrator*.

SECLUSION/RESTRAINT/CAMERAS

- More information will be provided regarding Act 479 which address restraints, seclusion, and cameras within the self-contained Special Education classrooms. Please refer to the JP Schools policy and website.

LINCOLN'S POSITIVE BEHAVIORAL EXPECTATIONS

Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	• Keep hands, feet, and objects to yourself. • Walk facing forward on the right side of the red line. • Use walking feet. • Always carry a hall or bathroom pass visibly. • Sit properly.	• Use kind words and actions to adults (back talking and inappropriate gestures will not be tolerated). • Use kind words and actions to fellow students (Bullying will not be tolerated). • Wait your turn. • Clean up after yourself. • Follow adult directions the FIRST time given. • Address others by given name. • MYOB in matters that do not involve you. • Before speaking, wait patiently to be acknowledged. • Answer all adults respectfully. • Respect other people's personal space.	• Remind others to follow rules. • Wear a full uniform daily. • Be honest. • Respect school property (books, desks, walls, etc.) and all personal belongings. • Writing on self is not permitted. • Respect others' belongings. • Be on time. • Leave all nonacademic materials at home. • Gum chewing and spitting are inappropriate. • Follow grade level rules on purses. • Be prepared for class.
Arrival and Dismissal: Buses/ Car Riders/ Walkers/ Childcare	• Walk directly to bus loading/ car rider/ childcare/walker areas. • Wait to be called. • Sit facing forward.	• Wait your turn in the bus line. • Respond to and respect the bus driver's and duty teacher's instructions. • Fighting is not permitted.	• Arrive to school on time, 7:30am.. • Follow bus rules. • Listen to be dismissed.

	• Keep hands, feet, and objects to yourself. • Enter/Exit building through designated doors. • Remain seated while the bus is in motion. • Writing tools must be in a school bag on the bus. • Car riders must be picked up and dropped off in the carpool line.	• Car riders and bus students must remain seated in designated areas until called. • Listen quietly to announcements.	• Car riders watch for your car and stand when called. • All students must walk on the sidewalk.
Cafeteria	• Enter the cafeteria walking quietly in line • Face forward in line. • Keep feet on the floor under the table. • Food and straws remain in the cafeteria. • Keep hands, feet, and objects to yourself • Stay in seat.	• Keep your place in line. • Keep your hands off others' food. • Sit in your assigned seat. • Use your inside voice at all times. • Chew with your mouth closed. • Raise hand for any problems	• Leave the cafeteria after picking up breakfast and walk on the blueline to the appropriate area. • Wait to be dismissed after lunch. • Get all utensils, napkins, milk, and condiments when in line or raise your hand if you need something. • Clean your eating area. • All trash goes in trash cans.
Area	Be Safe	Be Respectful	Be Responsible
Fire Drills	• Stop everything and walk immediately with your class and your teacher to the nearest exit quietly. • Use both stairwells.	• Quietly listen for names during roll call. • Stay two steps behind the person in front of you.	• Walk to the designated area with your class and your teacher. • Remain in class line and face building.
Office	• Use the front office door. • Must have a pass.	• Office phones for emergency use ONLY. • Get permission before using the phone. • Wait your turn.	• Respect school property.
P.E./ Playground/ Recess	• Walk to and from the playground as instructed. • Stay in a designated area. • Rocks, sticks, flowers, and other items must stay on the ground. • Keep shoes on and fastened. • No flipping or gymnastics. • Use equipment properly	• Play fairly. • Include everyone. • Only appropriate verbal and physical contact. • Fighting is not permitted. • Keep away from animals. • Stay off trees and fences. • Stay in line until the teacher picks you up.	• Get permission to use the restroom or get water. • Drinks/snacks must be consumed outside or thrown away before entering the building. • Return equipment after use. • All trash goes in trash cans. • Shirts must be tucked back in before entering the building.
Quiet Zones: Halls, Walkways, Sidewalks, and Lobby	• Stay one behind the other when walking in line. • Allow others to pass. • Writing tools must remain in the school bag. • Legs should be folded like a pretzel when sitting.	• Refrain from talking in the hallways. • Respect others' space. • Keep your hands, feet, and objects to yourself.	• Stay on the sidewalk unless escorted by an adult. • Remain silent in halls. • Always have a pass when in the halls. • Walk on the blue line.
Restrooms and Water Fountains- Due to COVID-19 water fountains are off. <i>Students may bring a water bottle.</i>	• Keep feet on the floor. • Wash hands. • Put trash in garbage cans. • Report any mess to an adult. • Writing tools remain in class.	• Give others privacy. • Wait your turn patiently. • Use inside voices only.	• Flush toilet after use. • Return to the room promptly. • Use toilets and urinals properly. • Respect school property. • Must have a pass.
Special Events/ Assemblies	• Wait in the classroom to be called.	• Enter the assembly area quietly and sit pretzel style on the floor.	• Remain seated, pretzel style, throughout special events.

	• After assembly, wait until the teacher calls for your class before standing to leave.	• Listen to and keep eyes on the speaker. • Applaud appropriately. • Obey silence/quiet signal.	• Be a good listener.
Stairwells	• Walk up and down stairs one step at a time. • Use appropriate stairwells. • Walk on the right side.	• Keep hands and feet to yourself. • Respect other people's personal space. • Remain silent.	• Respect school property.
Uniform Policy	• Tennis shoes must remain on, tied, and/or velcroed at all times. • Shoelaces must be in shoes at all times. • A belt is required at all times for belt loops. • Jewelry should follow Jefferson Parish policy. • Hanging earrings are not permitted.	• Writing on self and/or uniform is not permitted. • Navy blue uniform pants, shorts, and skirts must be worn at the waistline. • Shirt must remain tucked in.	• Proper uniforms must be worn at all times; this includes a red Lincoln tee or polo shirt, navy blue uniform pants, shorts, skirt, or jumper, a belt, and tennis shoes. • The Lincoln logo must be visible on all shirts. • Follow JPPSS Uniform policy.
Classrooms	• Each classroom will define their expectations for being Safe, Respectful, and Responsible.		

BULLYING/VIOLENCE PREVENTION PROGRAM

- Per policy, students in grade 4 or higher that engage in a fight will receive a consequence and be required to attend Jefferson Parish Violence Prevention Program:
 1. Students in grades 4-12 who are suspended for fighting as determined by the school administrations will be required to undergo conflict resolution training with the parent/legal guardian before being readmitted to school. The student shall not be allowed to participate in any sports or extra-curricular activities during this suspension period.
 2. The parent/legal guardian will be required to attend the four (4) hour conflict resolution session on Saturday with the students for each offense as part of the Violence Prevention Program. This date and time will be determined by the district.
 3. **The student or parent/legal guardian will pay \$75.00 for the cost of the Violence Prevention Program at the time of enrollment in the program.**
 4. The student must attend the Violence Prevention Program in his/her full school uniform.
 5. 4 hours of community service will be scheduled and supervised by the administrator at the designated school site.
 6. Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

BULLYING

Bullying will not be tolerated. Students, parents, and teachers are encouraged to report any and/or all incidents involving bullying. This can be done anonymously by submitting a report in the Bully box located next to the Social Workers office. Parents may call or email Lincoln's Administration regarding concerns.

POSITIVE BEHAVIOR INTERVENTION SERVICES INCENTIVES & REWARDS

The Positive Behavior Intervention Services Program provides an incentive-based reward system that acknowledges students for making correct choices and following the schools. Positive Behavior Intervention Services School rules. Incentives include:

1. Lincoln Bucks: Students can use the Lion Bucks to “purchase” items from the Lion Cart or from the PBIS store during the scheduled times.
2. Monthly Incentives: Every month, students can earn a reward based upon their daily behavior during that month.
3. Semester and yearly incentives: Students will earn a reward based upon their semester and yearly behavior.
4. Most Improved Student of the Month: Students who have experienced behavior issues and have shown willingness to adopt a positive and productive attitude may qualify for the Most Improved Student of the Month award.

Virtual and Hybrid

- 8th grade Honor students, who will be taking Algebra I and English I through a virtual platform will adhere to the [Virtual Discipline Policy and Code of Conduct](#).

School Cash Online

- For fast, safe, and convenient money transactions, payments will only be accepted through School Cash Online. <https://jpschools.schoolcashonline.com/>