

ABRAHAM LINCOLN HIGH SCHOOL S.T.E.A.M. MIDDLE COLLEGE

Honoring Legacy. Keeping traditions.

Student Handbook 2018-2019



The mission of Lincoln High School is to create a school community that inspires and supports academic excellence and exceptional character.

4777 Imperial Avenue
San Diego, CA 92113
(619) 266-6500
www.sandigounified.org/schools/lincoln

Welcome to

Abraham Lincoln High School

ALMA MATER

Our memories of Lincoln High,
Will never dim through years.
We'll keep our motives steadfast
To defend what we hold dear.
Like him who led our country,
With love and won great fame,
We're proud to be a part of
This dear school that bears his name.



One Lincoln. One Voice.

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LINCOLN EXPECTED SCHOOLWIDE LEARNING RESULTS (SLO's)

Lincoln Hornets are.....

Culturally and Socially Competent Individuals who:

- are open minded
- are respected and respectful
- appreciate differences

Collaborators who:

- work effectively and respectfully
- assume shared responsibility
- demonstrate integrity

Communicators who:

- communicate effectively in diverse environments
- articulate ideas efficiently using oral, written and nonverbal communication in a variety of formats
- listen well to decipher meaning
- use multiple technologies

Community Contributors who:

- act responsibly with the larger community in mind
- contribute time, energy and talents to improve the quality of life for others

Critical Thinkers and Problem Solvers who:

- analyze and evaluate information and points of view
- synthesize and make connections between information and arguments
- question and use reason effectively
- solve problems in conventional and innovative ways

College, Career and Life Skill Oriented and:

- take initiative and work independently
- follow through with plans and goals
- handle praise, feedback and criticism well
- are organized
- are productive and accountable
- are self-directed and don't give up

MESSAGE FROM THE ADMINISTRATION

August 27, 2018

Dear Lincoln Student,

As the administrative team of Lincoln High School STEAM Middle College, we wish to welcome you to the start of your 2018-2019 school year. We have the highest expectations for your academic and social success. The first step towards the assurance of this happening is for you to read and be familiar with the contents of your student handbook. In the handbook you will find clearly stated rules and regulations. These rules include your expectations and personal responsibility as a student at Lincoln High School.

The contents of this handbook sets the tone for student behavior, states the expectations for students showing respect to staff and adults, and states the academic requirements. By knowing what is expected, you can set your goals accordingly. One of the administration's goals is that you be actively involved in your education and that you have a positive high school experience.

To ensure you are prepared to be actively involved in your education, the school has provided you with the appropriate textbooks and a folder with important dates.

As a team we have a strong belief in your potential and in your ability to be successful. In order for you to achieve success, it will take a commitment on your part. The administrative team is here to guide you and to provide you with support to make your high school experience memorable.

Lincoln High School
Administrative Team

LINCOLN HIGH SCHOOL

2018-2019 Bell Schedule

Regular Day Schedule		
Period 0*	6:21 AM	7:18 AM
Period 1	7:25 AM	8:55 AM
Period 2	9:09 AM	10:39 AM
Period 3	10:46 AM	12:16 PM
Lunch	12:23 PM	12:53 PM
Period 4	01:00 PM	2:30 PM
Period 5*	2:37 PM	4:07 PM
*Extended time- not every student takes zero or 5 th period		

Minimum Day Schedule			Minimum Days
Period 0*	6:43 AM	7:18 AM	12/21/2018 Friday
Period 1	7:25 AM	8:23 AM	1/24/2019 Thursday
Period 2	8:38 AM	9:36 AM	1/25/2019 Friday
Period 3	9:43 AM	10:41 AM	3/22/2019 Friday
Lunch	10:48 AM	11:18 AM	6/10/2019 Monday
Period 4	11:25 AM	12:23 PM	6/11/2019 Tuesday
Period 5*	12:30 PM	01:28 PM	
*Extended time- not every student takes zero or 5 th period			

Modified Day Schedule			
Period 0*	06:43 AM	07:18 AM	
Period 1	07:25 AM	08:35 AM	
Period 2	08:50 AM	10:00 AM	
Period 3	10:07 AM	11:17 AM	
Lunch	11:24 AM	11:54 AM	
Period 4	12:01 PM	01:11 PM	
Period 5*	01:18 PM	02:28 PM	
*Extended time- not every student takes zero or 5 th period			

For more information or to print Lincoln's Bell Schedule, please visit our school website at www.sandiegounified.org/schools/lincoln click on "About Us" then "Bell Schedule"

MINIMUM DAYS

The Lincoln faculty and staff are committed to improving their teaching practice by participating in professional learning sessions on selected school days during the school year. Additionally, there will be minimum days for end of semester finals and for the administration of SBAC testing. Students will be released early and are encouraged to participate in extra-curricular learning activities like visiting the public library or getting an early start on homework. Below is the minimum day schedule for the 2018-2019 school year.

Minimum Day Schedule for School Year 2018-2019		
12/21/2018 Friday	1/24/2019 Thursday	1/25/2019 Friday
3/22/2019 Friday	6/10/2019 Monday	6/11/2019 Tuesday-Graduation Day

*Tentative dates subject to change. For updated dates, please visit our web site at www.sandi.net/lincoln

2018-2019 MARK REPORTING PERIODS

Semester 1 08/28/2018 – 01/25/2019 P1 Q1 P2 S1		Semester 2 01/28/2019 – 06/11/2019 P3 Q3 P4 S2	
Quarter 1 08/27/2018- 10/26/2018 P1 Q1	Quarter 2 10/29/2018 – 1/25/2019 P2 Q2	Quarter 3 01/28/2019 – 04/05/2019 P3 Q3	Quarter 4 04/08/2019 – 06/11/2019 P4 Q4

Context: Each quarter is 9 weeks. Within each quarter, the progress report ends at 5th week. The final grade is at the 9th week.

TERM REPORTING DATES

TERM	END OF TERM	GRADES DUE	REPORT CARDS
P1	09/28/2018	10/1/2018	10/5/2018
Q1	10/26/2018	10/29/2018	11/2/2018
P2	12/07/2018	12/10/2018	12/14/2018
Q2/S1	01/25/2019	1/28/2019	2/1/2019
P3	03/01/2019	3/4/2019	3/8/2019
Q3	04/05/2019	4/8/2019	4/12/2019
P4	05/10/2019	05/13/2019	5/17/2019
Q4/S2	06/11/2019	06/17/2019	TBD

*Tentative dates subject to change. For updated dates, please visit our web site at www.sandiegounified.org/schools/lincoln

Back to School and Open House 2018-2019		
Back to School Night	Term 1	Term 2
	October 4, 2018	March 7, 2019
Open House	December 13, 2018	May 16, 2019

2018-2019 Test Dates

In order to assist you as you plan your schedule for the 2018-2019 school year, we have provided (below) the most current testing dates available from the California Department of Education (CDE). Included are administration dates for the California Assessment of Student Performance and Progress (CAASPP) tests, the California English Language Development Test (CELDT), the English Language Proficiency Assessments for California (ELPAC) and the FITNESSGRAM Physical Fitness Test.

2018/19 CAASPP: California Alternate Assessment (CAA) for English Language Arts (ELA) and Mathematics for Grades 3-8 and 11; California Alternate Assessment (CAA) for Science for Grades 5, 8, and 10-12*; California Science Test (CAST) for Grades 5, 8, and 10-12*; and Smarter Balanced Assessment (SBA) for ELA and Mathematics for Grades 3-8, and 11	
Calendar Type	Testing Window
Traditional Calendar Schools	4/08/19- 6/07/19
Year-Round Calendar Schools	5/13/19- 7/12/19
2018-19 ELPAC: English Language Proficiency Assessments for California - Initial Assessment, Grades TK-12	
Calendar Type	Testing Window
Traditional Calendar Schools	8/27/18- 6/07/19
Year-Round Calendar Schools	8/27/18- 6/28/19
2018-19 ELPAC: Summative Assessment (Annual Assessment) for Grades K-12	
Calendar Type	Testing Window
Traditional Calendar Schools	2/01/18- 3/15/19
Year-Round Calendar Schools	2/01/18- 3/15/19
2018-19 FITNESSGRAM: Physical Fitness Testing Dates for Grades 5, 7, and 9-12	
Calendar Type	Testing Window
Traditional Calendar Schools- Summer: Grades 10-12	7/24/18- 7/28/18
Traditional Calendar Schools-Fall Grades: 10-12	10/22/18- 11/08/18
Traditional Calendar Schools-Spring: Grades 5,7,9-12	2/4/19- 3/15/19
Year-Round Calendar Schools-Spring: Grades 5,7,9-12	2/4/19- 3/15/19
2018-19 HONORS END OF COURSE EXAMINATIONS (EOCE), Grades 9-12	
Calendar Type	Testing Window
Lincoln High School 4x4 Traditional Schedule	1/7/2019-1/25/2019

DISCIPLINE POLICY

The purpose of a discipline policy is to assure an orderly and safe learning environment for all students, and provide guidelines for student behavior and adult expectations.

Students are expected to cooperate with all school personnel:

- All school staff is to be shown RESPECT on campus and during any school related activity.
- Disciplinary actions will be given for any direct challenge, verbal or physical, towards an adult/staff member.
- The consequences of students challenging adults could result in suspension, loss of privileges, expulsion or police intervention.
- All adult and student issues will be heard and treated fairly.

Classroom rules

All teachers will post classroom rules and provide consequences to students if rules are broken.

Frequent violators are subject to receiving a referral and/or formal reprimand. Teachers are encouraged to maintain a log of parent/guardian contacts.

Progressive discipline process will be adhered to except for in cases of unacceptable behavior. In such cases, progressive discipline process may not apply

Suggested Process for Student Conduct

LEVEL 1 Misconduct

Action to be taken

Behavior	First Occurrence	Second Occurrence	Repeated Occurrence
Refusing to follow classroom rules	<ol style="list-style-type: none"> 1. Verbal warning (one time only) 2. Detention – parent contact 3. No show – double detention – parent contact 	<ol style="list-style-type: none"> 1. FYI to parent(s) request parent input and participation, inform parents of previous attempts/actions taken, proceed to repeated occurrences 	<ol style="list-style-type: none"> 1. Parent conference 2. In- school suspension, school beautification project 3. Referral to Admin
Refusing to wear lanyard with student ID			
Refusing to follow hallway, bathroom rules (running, excessive, noise, yelling, cussing, loitering)			
Littering			
Using profanity			

LEVEL 2 Misconduct

Action to be taken

Behavior	First Occurrence	Second Occurrence	Repeated Occurrence
Any repeated level 1 infraction	<ol style="list-style-type: none"> 1. Any or all of level 1 interventions including exclusions from extra-curricular activities 	<ol style="list-style-type: none"> 1. Parent/Contact 2. Referral for in school or outside services (SARB) 3. Alternative Learning Environment 	<ol style="list-style-type: none"> 1. Parent/Contact 2. Teacher/Parent Conference 3. Referral to Counselor 4. Referral to Restorative Lead 5. Referral to Admin
Plagiarism or forgery (signing a document with a false name)			
Cheating			
Skipping class/truancy			
Physical contact that could lead to injury			
Bullying or intimidating other students			

LEVEL 3 Misconduct

Action to be taken

Behavior	First Occurrence	Second Occurrence	Repeated Occurrence
Stealing/Burglary	1. Parent/Contact	1. Parent/Contact	1. Parent/Contact
Vandalism	2. Exclusion from extra –curricular activities	2. Exclusion from extra –curricular activities	2. Exclusion from extra –curricular activities
Fighting	3. Mandatory service/community hours	3. Mandatory service/community hours	3. Mandatory service/community hours
Threats/Profanity towards any adult	4. Referral to Restorative Lead	4. Referral to Restorative Lead	4. Referral to Restorative Lead
Possession of drug, tobacco and/or paraphernalia associated with drug and/or tobacco use	5. Suspension	5. Suspension	5. Suspension
Possession of weapon/firearms	6. Involvement of law enforcement, personnel/security department /staff citation.	6. Involvement of law enforcement, personnel/security department /staff citation.	6. Involvement of law enforcement, personnel/security department /staff citation.

Suspendable Offenses

Lincoln follows the Educational Code of the State of California. When a student is on school grounds or participating in a school activity and violates the school discipline plan they are subject to receive a formal out-of-school suspension. Listed below are possible reasons that students can be suspended.

Prohibited acts for suspendable offenses:

- Actual, attempted, or threatened injury to another person.
- Possessing or conveying to others any firearm, knife, explosive, or other dangerous object.
- Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, or other controlled substances or intoxicants of any kind.
- Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give or sell to others students, substances which are, or are purposed to be, alcohol, narcotics, dangerous drugs, other controlled substances (i.e., marijuana, crystal methamphetamine, or anabolic steroids) or intoxicants of any kind.
- Attempting to commit or committing robbery or extortion.
- Unlawfully possessing, offering, arranging or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of Health and Safety Code.
- Actual or attempted damage or theft of school property.
- Actual or attempted damage or theft of private property.
- Possession or use of tobacco on school premises.

- Commission of obscene acts, habitual profanity, or vulgarity.
- Disruption of school activities or willful defiance of school authority.
- Sexual harassment.
- Violation of individual school rules.

The board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the rules of student discipline. (Restitution may also be required in case of damage or destruction of property.)

Unacceptable behavior and activities include:

Fighting/Harassment - Verbal and physical abuse, or sexual harassment, directed toward any other person is illegal and will not be tolerated.

Hazing- Hazing or any form of initiation, which is degrading, is strictly forbidden by California State Law.

Gambling - Gambling in any form is prohibited by law. Therefore, playing cards, pitching coins, throwing dice, and any other form of gambling will result in disciplinary action. Possession of playing cards, dice, and any other gambling paraphernalia is prohibited on campus.

Profanity or Vulgarity – Use of profanity is offensive and will not be accepted or tolerated at school or at any school activity. Disciplinary action will result should a student use this type of language.

Public Display of Affection - Inappropriate and overly intimate displays of affection are not acceptable in the school setting. Students will be expected to exercise good judgment and restraint when showing affection. Prolonged and inappropriate kissing and touching of intimate body parts is prohibited on campus.

Alarm Pulling – Intentionally/falsely pulling the fire alarm is a violation of Cal. Penal Code § 148.4. Pulling a fire alarm when there is no fire or other emergency situation is simultaneously making a false report, usurping the valuable time of the fire and police departments.

ZERO TOLERANCE CONTRACT

All students will be required to sign a Zero-Tolerance Contract at the beginning of each school year. San Diego City Schools and the Board of Education policy include the following incidents:

Use, possession of, or brandishing of a weapon; defined as, but not limited to a firearm, BB gun, pellet gun, pistol, replica, starter pistol, stun gun, or knife of any size/type, dagger, dirk, razor, slingshot, explosive and all fireworks. Any object used in a dangerous manner will also be considered a weapon under the Zero-Tolerance Policy although it may not usually be considered a weapon.

The policy applies to repeat incidents of play fighting, fighting, participating in violent acts, causing serious injury.

Attempting to commit or committing a sexual assault and committing a sexual battery.

If you are found to be selling, furnishing or possessing ALCOHOL, TOBACCO or OTHER DRUGS.

Recommendation for expulsion will proceed if the offense occurs on school campus or at a school activity whether on or off campus.

Expulsion may be recommended for an offense that occurs during lunch period (on or off campus), during school, or while going to or from school or a school-sponsored activity.

Students who violate the Zero- Tolerance policy are subject to suspension, and are recommended for expulsion. In addition, students who violate the penal code (law) will be charged, arrested, and taken to a juvenile detention facility. An expulsion hearing may result in the student being placed in an alternative school or losing the right to attend any school in the state of California. The Zero-Tolerance policy is designed to make our school a safe place and to provide an appropriate learning environment for all students.

ABSENCE POLICY

Lincoln High School and the San Diego Unified School District recognize the relationship between regular student attendance and academic achievement and success in school. We expect students to attend regularly and on time, and encourage parents to actively support this policy. Truancy and tardiness to school and/or class will result in a loss of educational opportunity, a decreased level of learning, and disruption of other's learning process. **All absences, excused and unexcused, should be made up.** PowerSchool provides access for parents and students to view student attendance, grades, and schedules.

Excused Absence – Work and time can be made up for full credit, after school tutoring, and with individual teachers – both parties have to agree. Excused absences include student illness, death in family, funeral, medical and dental appointments (if not available during non-school hours), court appointments, and home suspension. *Please bring in appropriate documentation to excuse these absences.*

Unexcused Absence –Unexcused absences include truant from class or school and leaving school without a blue slip issued by the office.

PowerSchool provides access for parents and students to view student attendance, grades and schedule.

Reporting an Absence – All students must inform parents of their absences. **Parents have 72 hours to contact the school to clear absences.**

Student with Last Names	Name	Telephone	Extension	E-Mail
A-L	Rosa Gallardo	619-266-6500	3411	rgallardo1@sandi.net
M-Z	Cathy Dominguez	619-266-6500	3611	cdominguez1@sandi.net

Core Academy: Supporting Student Achievement Success (CASSAS) program (formerly known as Saturday School) - provides Lincoln High School students the opportunity to recover missed instructional days while receiving academic instruction and support. CASSAS classes are taught by a certificated instructor and allow Lincoln students to recover lost attendance. Lincoln High School offers CASSAS on Saturdays throughout the school year, providing students with the opportunity to voluntarily participate in the program and take advantage of core academics. (Refer to Page 17 for a detailed explanation.)

After School Tutoring - will be available Mondays – Thursdays through The Career Center and teachers as they are available. Please work it out with your child’s teacher. Teachers will also provide designated time for after school tutoring for their individual classes. See your center staff for additional information about tutoring.

A student who has a total of **10 days of absence – excused or unexcused** (that have not been made up) from a class during an 18-week semester may earn an ‘F’ in the class.

All absences must not total more than 10 at the end of the 18- week term for the student to get a passing grade.

Detailed Attendance Policy

Purpose: To teach our students that being present and on time is a basic individual responsibility. Being present, in mind as well as body, improves listening and memory skills. “Presence” helps to develop persistence and the ability to learn. Punctuality is an irreducible basic skill required of anyone who wants to get even a low-skill job and become a responsible, productive adult.

In order to fully prepare our students to be college and career ready, the soft skills are critical to their success. This policy is intended to prepare them for the future.

School attendance is required by law. Education Code section 48200 of the State of California requires every child between the ages of 6 and 18 years of age to attend school every day and on time. Studies prove that student attendance increases student achievement.

Parents/guardians/caregivers are responsible for their child’s school attendance and must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents/guardians/caregivers on errands and attending concerts or sporting events are unexcused.

Absences from school for five or more days may be excused if a parent/guardian/caregiver requests a contract for independent study at least one week prior to the absence. The child must complete the contract within the set timeline. After any absence, a student must report to the appropriate school office to obtain readmission before returning to class.

No student shall have his/her grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period of time, the student will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code Section 48205) If an attendance problem arises and cannot be resolved by school staff, the school may refer the student and family to the School Attendance Review Board (SARB). If the SARB cannot resolve the attendance problem, it has the authority to refer cases to Juvenile Court. For additional details, refer to district Procedures 4705 (section 17b) and 6166, available at your school and on the district website at www.sandi.net/procedures.

EXCUSED ABSENCES

Notwithstanding Education Code Section 48200, a student will be excused from school when the absence is:

- Due to personal illness;
- Due to quarantine under the direction of a county or city health officer;
- For the purpose of having medical, dental, optometric or chiropractic services rendered;
- Pupils enrolled in grades 7-12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents/guardians/caregivers.
- For attending the funeral service of an immediate family member. The allowed absence is for one day if the service is in California and three days if outside California;
- For the purpose of jury duty in the manner provided for by law;
- For illness or a medical appointment during school of a child for whom the student is the custodial parent;
- For justifiable personal reasons, including, but not limited to, a court appearance, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at a religious retreat or attendance at an employment conference when the student's absence has a written request from the parent/guardian/caregiver and approval by the principal or a designated representative;

- For spending time with an immediate family member, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
- For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments

ATTENDANCE EXPECTATIONS

All students are expected to be on time to each class.

Tardies and truanancies affect citizenship grades.

All uncleared absences will be considered truanancies after 3 days.

All students need at least a 2.0 GPA in academics and citizenship to take part in extra-curricular activities.

Student must wear and have visible, on the lanyard provided, their student ID at all times while on campus.

This includes school events, dances, sporting events, etc.

TARDY POLICY (by each marking period) & Loss of Privilege List (LOP)

These are the administrative procedures, additional consequences to be determined by the classroom teacher:

1st tardy in a class: Warning and student consult by the classroom teacher.

2nd tardy in a class: Warning and parent/guardian/caregiver contact by the classroom teacher.

If a student athlete, the sport’s coach will be notified by the Athletic Director.

At the teacher’s discretion, other consequences and disciplinary actions may be implemented.

3rd tardy in a class: Placed on a “loss of privileges” list by the administration. Three (3) tardies in a class = 1 LOP point. Students can be removed from the “Loss of Privileges” list by taking the opportunity to attend.

Tardy Sweeps – Will happen at the discretion of the Lincoln High School administration.

“LOSS OF PRIVILEGES”

ALL extra-curricular activities including but not limited to:

Athletics *	ASB *	JROTC *	Cheerleading *
Band *	Drama *	Dance Team *	Field Trips
Dances	Special Events/Activities	Pep Rallies	

*Still able to practice – ineligible to compete/perform or participate

Students can be removed from the “Loss of Privileges” list by attending CASSAS. The list will be given to teachers to post in their classrooms on the Wednesday prior to a CASSAS session.

Parents/guardians/caregivers will receive an email, phone call and/or mailed notification with the date and time (8am – 12pm) that their son or daughter has been given the opportunity to attend Saturday School.

CASSAS will be offered on dates throughout each grading period.

Five (5) tardies will be allowed before getting an LOP point ONLY when the tardies are in Period 1 as the new policy is implemented.

Extracurricular coaches and advisors will be notified that the student is now on the “Loss of Privileges” list.

The recommended citizenship grade on the 4th tardy in a class during a grading period would be no higher than an “N.” Any additional tardies in the grading period would result in a “U.” This conforms to the current citizenship grading guidelines.

Excessive tardiness may result in other consequences and disciplinary actions. Students who have excessive tardiness may receive additional counseling and community services.

CASSAS

- CASSAS is an opportunity to regain privileges
- Supports the core academic program
- Students can be removed from the LOP list by attending a CASSAS (1 CASSAS = Removal of 1 LOP point)
- Privileges are either reinstated or lost at the issuance of the next Report Card (see “Mark Reporting Periods 2018-2019”).
- Parents/guardians/caregivers will receive an email and/or phone call with the date and time (8am – 12pm) that their son or daughter has been given the opportunity to attend CASSAS.
- Parents/guardians/caregivers will also receive a “Parent/Guardian Notification” of the opportunity to attend CASSAS. The notification must be returned with the parent/guardian/caregiver’s signature and approval.
- If a student is tardy during a “tardy sweep” other consequences may result.
- Students who have been marked “truant” can be required to attend CASSAS.

- 48260 (a) - Definition of Truant

Any pupil subject to compulsory, full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

PERFECT ATTENDANCE – Every Student

Students with perfect attendance will be rewarded at the end of each marking period. Rewards can include, but are not limited to:

Periodic Perfect Attendance Awards

- * Field Trips
- * Dances – Winner of “Class Competition”
- * Community Donated Gift Certificates/Prizes
- * “Most Improved” Attendance Monthly Certificate
- * Pizza Party
- * On-Campus Movie Night
- * Lincoln Gear
- * Bar for Letterman Jacket for Semester Perfect

Perfect Attendance Awards for ENTIRE School Year – Senior

- * Yearbook
- * Prom Ticket for Seniors

Perfect attendance means no tardies or absences of ANY kind; excused or unexcused.

BATHROOM PASS POLICY

- No students are allowed out of class without a pass. Students may not be allowed to leave for a restroom break the last 15 minutes of class.
- Only one student can be out of class with a pass at a time.
- Under no circumstance should a student be sent out of any classroom without a signed pass from the teacher.
- Passes will only be given for use of the bathroom and cannot be used to go anywhere else.
- Students are expected to use the closest restroom to their classroom.

SCHOOL DRESS CODE

Good grooming is important at all times. How you dress not only advertises you, but your school and community as well. The way you dress influences perceptions and determines actions towards you, both in and out of school. Good taste will govern the suitability of school dress. Grooming in class (i.e. combing/brushing hair, applying make-up etc.) is prohibited.

Lincoln students are NOT allowed to wear or be in the possession of the following items:

- No hat/beanies worn inside buildings.
- No bandanas or do-rags
- Spaghetti Straps, Tube Tops, and Halter Tops, Tank- tops with straps less than one inch in width
- “A” Shirts, Ribbed Undershirts
- Sagging and/or exposed under garments
- Shorts, daisy dukes, and skirts should be mid-thigh and skirts must not be shorter than 2 inches above the knee
- Revealing, Overexposing, Low cut or see through or provocative clothing exposing the midriff or underwear. Clothing that displays or refers to drugs, alcohol, weapons, gangs or that is sexually explicit in nature.
- Pajamas
- Torn jeans that expose skin
- House Shoes/Slippers
- All students must wear covered toe shoes (such as sneakers) at all times. Flip-flops are a dress code violation.

Students who dress inappropriately will either be sent home or their parents will be asked to bring suitable attire for them to change into. Students who continue to break the dress code will be referred for disciplinary action. It is of utmost importance that lanyards and IDs are worn at all times. Lanyards and student IDs are important to ensure student safety.

Additionally, **any items** that have been identified by San Diego Police Department as gang attire/colors are not allowed including **shoelaces**. *Also, any other objects worn in class that will distract the learning environment will not be allowed, such as sunglasses, headphones, cell phone earpieces, etc.*

Cell phones earpieces and headsets must be put away (not visible) during class time.

Administrators, teachers, support staff, and security will all work together to enforce the dress code.

Any violation of the school’s dress code will result in the student receiving a consequence.

This may include:

- Referral to the Vice-Principal

- Students-teacher conference
- Phone call home
- Provide loaner clothes
- In-school suspension
- Parent conference
- Repeated offenses may result in *suspension*.

CITIZENSHIP RUBRIC

Improving the student culture of a school requires teachers to hold consistent expectations for behavior. Furthermore, students need to know and understand what is expected of them. Citizenship grades will be determined based on the criteria set forth in this rubric.

	Excellent "E"	Good "G"	Satisfactory "S"	Needs Improvement "N"	Unsatisfactory "U"
Promptness to Class	*0 or 1 tardy in grading period.	*2 nd tardy to class in grading period.	*3 rd tardy to class in grading period	*4 th tardy to class in grading period.	*5 th tardy or more to class in grading period, plus given the opportunity of Saturday School.
Attendance	*No uncleared absences or truanancies; very few excused absences in grading period.	*No uncleared absences or truanancies.	*One uncleared absence and no truanancies.	*Two or more uncleared absences or one truancy.	*Three or more uncleared absences /or two or more truanancies.
Readiness to Learn	* <u>Almost always</u> comes to class prepared with ID, binder, paper, and pen/pencil; materials out without direction from teacher. * <u>Always</u> brings textbooks as requested; * <u>Can be relied upon</u> to contribute to class discussions. * <u>Takes leadership</u> in group work without direction.	* <u>Almost always</u> comes to class prepared with binder, paper, and pen/pencil; materials out without direction from teacher. * <u>Always</u> brings textbooks as requested; * Contributes regularly to class discussions w/o prompting. *Most of the time is willing to assume responsibilities in group work.	* <u>Generally</u> is prepared with binder, paper, and pen/pencil and photo ID. * <u>Usually</u> brings textbooks when requested. *Contributes regularly to class discussions <u>when asked</u> .	* <u>Often</u> unprepared for class (binder, book, paper, pen/pencil, photo ID, etc.) * <u>Often</u> off- task in group assignments. *Often inattentive in class; frequently engages in distracting "side bar" conversations. * <u>Often</u> needs to be reminded to put non-classroom materials away.	* <u>Regularly</u> unprepared for class (binder, book, paper, pen/pencil, photo ID's etc.) * <u>Regularly</u> off-task in group assignments or inattentive in class; needs <u>constant</u> direction/attention. <u>Repeatedly</u> needs to be reminded to put non-classroom materials away.
Classroom Conduct	*Contributes to a positive and supportive academic environment. *Takes student leadership role when appropriate. *Restrains from using cell phones and all other electronic devices during class at all times.	* <u>Contributes</u> to a positive and supportive academic environment. *Rarely takes out cell phones and/or all other electronic devices during class.	*Respects <u>stated</u> classroom rules and expectations. *Respects the rights of other students and recognizes the authority of the teacher. *Occasionally takes out cell phones and/or all other electronic devices during class.	* <u>Inappropriate or inattentive conduct or disrespectful language has resulted in calls home to parent and referral to counselor</u> for follow-up interventions. *Frequently takes out cell phones and/or all other electronic devices during class.	* <u>Repeated contacts</u> this grading period with parent concerning student's unacceptable behavior.*Involved in physical altercation, inappropriate language <u>directed at teacher</u> or other <u>serious</u> defiance.* <u>Students behavior has resulted in being sent out of class to the office.</u> *Always takes out cell phones and/or all other electronic devices during class.

Academic Honesty	N/A	N/A	N/A	Allows another student to copy a test, assignment, or homework; plagiarism	<u>Repeated</u> acts of allowing another student to copy tests, assignments, homework, plagiarism
Adherence to Dress Code	*Follows LHS dress code; no calls to office for clothing changes.	*Follows LHS dress code; no calls to office for clothing changes	*Follows LHS dress code; no calls to office for clothing changes	* More than one referral to office in the class for dress code violation. *Repeated requests to remove hat	*More than two referrals in this class for dress code violation; * Numerous requests to remove hat.

Graduation Credit Requirements for Class of 2019 and Beyond

Students must complete a minimum of 44 semester credits, as specified below. Students are expected to meet California standards in English, Mathematics, Science, History/Social Science, Fine and Practical Arts, and Physical Education, as well as the UC/CSU “A-G” course requirements.

Minimum needed to graduate: **44 high school credits**

- a. 6 credits (3 years) History/Social Science
- b. 8 credits (4 years) English
- c. 6 credits (3 years) Mathematics
- d. 6 credits (3 years) Science
- e. 4 credits (2 years) Language Other Than English (World Language)
- f. 2 credits (1 year). UC “f” –approved Visual and Performing Arts
- g. The required UC “g” elective is fulfilled by satisfying the district’s requirement for a third year of science. No additional college prep elective is required for graduation.

Total: 32 credits

Additional Requirements

- 4 credits (2 years) Physical Education (Fitnessgram required). Students who do not pass five out of six Healthy Fitness Zones on the Fitnessgram must enroll in physical education courses until overall passing score is obtained.
- 8 credits (4 years) career-technical education courses or other electives

Total: 12 credits

For more information refer to the San Diego Unified School District website at www.sandi.net/Page/35459

ADVANCED PLACEMENT COURSES

Lincoln High School offers a variety of Advanced Placement (AP) courses campus wide, including:

Biology	English Language	English Literature
European History	Psychology	Economics
Spanish Language	Spanish Literature	Calculus
Studio Art	Environmental Science	US History

AP courses are open to all students and are taken in grades 10 through 12. Successful completion of an AP course earns students a weighted GPA. All AP students are expected to take the AP exam. Students desiring to enroll should indicate the AP class choice on their Course Request Form during the articulation process each spring. Teachers, counselors, and administrators can also recommend students who would benefit from these courses.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

The mission of Lincoln's AVID program is to ensure that all students succeed through challenging curriculum, complete a rigorous college preparatory path, participate in school activities, increase their enrollment in four-year colleges, and become educated and responsible participants/leaders in our community.

For more information please contact:

Name	Room #	Ext.	E-mail
Frank Alardi	568	2568	falardi@sandi.net
Enrique Ochoa	553	2553	eochoa@sandi.net

CSU AND UC ADMISSION REQUIREMENTS

The California State University and University of California systems provide students with four-year degree programs. The two university systems offer different curriculum opportunities and modes of instruction. Both systems have schools in the San Diego area and throughout California. The "A-G" admissions requirements of the California State University (CSU) and the University of California (UC) are described below:

College Admission Requirements a-g

	SDUSD H.S. Diploma	CSU	UC
a) Social Studies	3 years: World History, US History, and one semester each of Government and Economics	2 years: World History, U.S. History	2 years: World History, U.S. History
b) English	4 years	4 years	4 years

c) Math	3 years: • Integrated Math I • Integrated Math II • Integrated Math III	3 years: • Integrated Math I • Integrated Math II • Integrated Math III <u>A 4th year is recommended.</u>	3 years: • Integrated Math I • Integrated Math II • Integrated Math III <u>A 4th year is recommended.</u>
d) Science	3 years: One year of life science, one year of a physical science, with a lab, and one additional year	2 years: One year of a laboratory biological science, and one year of a laboratory physical science	2 years: Laboratory science in 2 of the following 3 subjects: biology, chemistry, or physics; <u>a 3rd year is recommended</u>
e) World Languages, and f) Fine or Practical Arts	Option A: 2 semesters of a World Language, 1 semester of Visual, Performing or Practical Arts Option B: 2 semesters of Visual &/or Performing Arts, 1 semester of Practical Arts	2 consecutive years of the same language <hr/> 1 year: visual or performing art	2 consecutive years of the same language ; <u>a 3rd year is recommended</u> <hr/> 1 year: visual or performing art
g) Electives	Additional credits needed to complete the 44 required	1 year college prep*	1 year college prep*

*College prep electives are chosen from the following: Visual and Performing Arts, History/Social Science, English, Advanced Mathematics, Laboratory Science, and Language other than English (a third year the language used for the “E” requirement, or 2 years of another language is recommended for the UC system).

ASSOCIATED STUDENT BODY (ASB)

Extracurricular activities are an important part of the total educational program at Lincoln High School. The Associated Student Body (A.S.B.) is made up of student representatives and officers elected from and by the student body. They are in charge of putting on various activities throughout the school year, from Homecoming to Multicultural Week. These students are also in charge of the A.S.B. accounts, holding meetings every week in order to approve expenditures, clubs, and activities.

Each class advisor and class officers will work toward building a group of active student participants for the Homecoming Performance and fundraising events throughout the year, in addition to other activities. Be a proud Hornet and show your school spirit. Participate in making your high school the best ever!

If you have any questions, come by the A.S.B. room during lunch. It will be open every day during lunch (except during special lunch-time activity days) for students and staff to purchase spirit gear and get important questions answered. All A.S.B. forms (Fundraising, Club Request, Activity Forms, and Poster Request) are available online or in the central office.

For more information, please contact:

Title	Name	Location	Phone	Email
ASB Advisor	Mallyke Bacon	Room 805	(619) 266-6500 Ext. 2805	mbacon@sandi.net
Class of 2019	Jeff Collins	Room 936/944	(619) 266-6500 Ext. 2936	jcollins4@sandi.net
Class of 2020	Shawna Jaggi	Room 330	(619) 266-6500 Ext. 2330	spayton- edmonds@sandi.net
Class of 2021	Cassandra Gately	Room 652	(619) 266-6500 Ext 2652	cgately@sandi.net
Class of 2022	TBD			

STUDENT DANCES

School dances will be held throughout the year for all students enrolled at Lincoln High. Tickets must be purchased through the Financial Office in the Central Administration Building. In order to attend school dances, students must be in good academic standing. Staff will refer to the most current academic and citizenship grades which will determine eligibility. Students must maintain a 2.0 academic and citizenship Grade Point Average in order to attend all school dances. A list of students who are not in good standing will be given to the financial office and those students will not be allowed to purchase a ticket. Guests of non-Lincoln students must complete a guest contract and have the appropriate signatures from their school administrator.

To be admitted to school dances, all students and guests must show a current school I.D. card, and must present their proof-of purchase receipt to gain entrance. It is the responsibility of the student to maintain their dance ticket receipt because the Financial Office does not re-issue receipts. There are absolutely NO REFUNDS for school dance tickets.

There is absolutely no freaking or dirty dancing at any school-sponsored activity. This includes, but is not limited to: all school dances and lunch time activities. If the behavior continues, students will be removed from the event/function without a refund.

ACADEMIC HONESTY POLICY

Academic honesty and personal integrity are fundamental components of a student's educational experience. It is the expectation that students will demonstrate acts of academic honesty at all times and will not engage in:

- Cheating on tests
- Forgery
- Plagiarism
- Fabrication /falsification
- Unauthorized collaboration
- Theft/alteration of materials or equipment

Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment for students that prohibit acts of dishonesty. Disciplinary actions for violations of the rules of the Academic Honesty Policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but are not limited to, the following:

- Suspension
- May fail course
- Exclusion from extra-curricular activities
- No credit on assignment in question
- Lowering of overall grade

SCHOOL IDENTIFICATION CARDS (STUDENT ID)

All students are required to have a school identification card in their possession while on campus. Pictures for the Hornet Identification card will be taken during the first days of school. The first ID card is free; replacement IDs will cost \$2.00 and can be purchased from the administration building (100 building), **during lunch or after school.**

- Students must carry their student ID at all times. Student ID will be required for all student activities (games, testing and other assessments, purchasing tickets, off campus activities etc...)

FOOD DELIVERY

No outside delivery of food is allowed. If parents deliver food, it is to be delivered to the main office (100 building) and will only be allowed during lunch. Students will only be allowed to pick up items from the main office.

STUDENT PARKING

Lincoln has limited parking space on campus. Therefore, students who are interested in parking in the covered parking structure must see the finance clerk, who will issue a school parking permit. Only a limited number of student parking permits will be issued. Students must be able to provide a valid driver's license and proof of insurance. The School Police Officers and/or San Diego Police will issue parking citations for parking violations. Parking is not allowed in spaces identified by special markings and/or titles (handicapped, reserved, etc.).

WITHDRAWAL POLICY

Students withdrawing from Lincoln must have their parent meet with their counselor to begin the transfer/withdrawal process. During the meeting, the parent will complete the Transfer/Withdrawal Form which will be routed school-wide for the appropriate signatures (Athletics, Finance Office, Library and Nurse) and current grades. The teacher will complete the form as indicated, giving academic and citizenship grades. Checkout will reflect grades to the last day of active attendance.

HEALTH CENTER

The Lincoln Campus is staffed with a full-time Nurse Practitioner and health assistant. In order to see the nurse for any health related issue, students must obtain a pass from their teacher. If a student needs to take medication during the school day, parents must complete the authorization form (sent home during the first week of school) and return it to the Health Center immediately. Students are not allowed to keep medication with them while at school.

For more information, please contact the School Nurse at (619) 266-6500, ext. 3050, or stop by Rm. 136.

TRANSCRIPTS

The registrar is located in the administration 100 building, room 146. All students requesting an official transcript must fill out a transcript request form from the registrar's office. The forms may also be accessed by visiting the school website at www.sandiegounified.org/schools/lincoln. Students should allow a minimum of 5 school days when ordering transcripts for college, scholarships, etc. Transcripts are free for current students.

Registrar: Ms. Suzana Valis – 100 Building Room 146, Phone (619) 266-6500 ext. 2146 –
Email: svalis@sandi.net

INTERNET/WORK COMPUTER USE

Students will be using computers in most classrooms, computer labs, and in the library/media center as part of the established curriculum. Staff and students must take precautions to ensure computers are used responsibly and students must agree to:

• Follow instructions for use and storage of data	Not Spam or Hack
• Abide by copyright laws	Profanity, vulgarity, and obscenities are prohibited
• Follow the established Internet policy desktop settings	Not change default or desktop settings
• Avoid spreading viruses	Not access other students' work files

Students not abiding by these regulations will be banned from using campus computers. After signing the Network Contract, students who hack or commit any actions that may damage/alter the computer hardware/software will lose the privilege.

OUTSTANDING SCHOOL-ISSUED MATERIALS

A list of outstanding school-issued materials will be generated and submitted to the Finance Office. Students with outstanding materials may be ineligible for extracurricular activities (including sports) until materials have been returned.

For more information, please contact:

Financial Clerk Ms. Jeanine Fleur - 100 Building Room 127, Phone (619) 266-6500 ext. 2127

LIBRARY INFORMATION

HOURS

Need to visit the library? The library is open from 7:00 am - 2:30 pm almost every day. We are open during lunch unless we close for testing and community events. On some afternoons, the librarian will have to attend meetings which will require that the library to be closed.

All students must have a pass from their teacher in order to use the library during class time. It must be a regular pass with your name, date, time, and teacher's signature and phone extension.

SERVICES

Need a library book? Here is the URL for Lincoln's library catalog - <http://destiny.sandi.net>
Click on the catalog tab to start your search. Remember every book has an address or a call number.

Be sure to look at the resource lists; the link is on the left-hand sidebar. Click on Resource Lists and then select the Public tab. There are lists for historical fiction, AP Environmental Science, science fiction, horror, funny books, and many other categories.

The library also has a large selection of audio books on MP3. You can check out 3 library books for three weeks. If you don't finish a book in the allotted time, you can renew it. You don't have to have the book with you to renew it.

It is necessary that you have your ID card out when you are ready to check out a book. If your ID card is lost or you gave it to someone please be prepared to tell us your ID number or show your schedule.

Love to read?

The library hosts a large collection of fiction books alphabetized by the author's last name. The books are labeled FIC followed by the first three letters of the author's name.

Want a book that Lincoln's library doesn't have? Talk to the librarian, she will get the book if it is possible!

Need valid, accurate information? Please use school databases listed below for valid, accurate information. All of the databases are linked from the library catalog at <http://destiny.sandi.net>

World Book Encyclopedia

<http://worldbookonline.com>

Username: sandi1

Password: library

Need to write a pro/con paper? Try SIRS (Social Issues Resources Series); it's organized by topic and includes newspaper and magazine articles about all of the current controversial issues. Here is the URL for Culture Grams

Proquest- E Library/ SIRS. Be sure to click on My Products Page before entering username and password.

Teen Health & Wellness

Teaching Books

World Book Encyclopedia

For all databases use the following

Username: sandi1

Password: library

Safari Montage – use your student ID number and your personal password

TEXTBOOKS

Need a textbook? The library is open from 7:00 am until 2:30 pm and open during lunch. Get a pass to go LIBRARY during class time. If you get your books before or after school OR DURING LUNCH TIME, you won't need a pass.

Please take care of your textbooks. Never leave a book in a classroom, the teacher will have no idea whose book it is and, if someone else takes it, you will have to pay for it. Put your books in a safe place at home. Little brothers and sisters like to color on those clean white pages and new puppies love to chew on the corners. If the cover is damaged, it will cost you \$8 (our price for a new cover).

If you need to pay for a book, go to the library with cash or a money order. Here's a list of textbook prices:

Abriendo Paso: Gramatica	\$38.00	Conceptual Physics.....	\$68.00
Abriendo Paso: Lectura.....	\$51.00	Earth Science	\$68.00
Integrated Math I.....	\$86.00	Economics	\$60.00
Integrated Math II.....	\$86.00	Integrated Math III.....	\$86.00
American History: a survey	\$98.00	Literature grade 10 BLUE.....	\$74.00
American History: a survey - AP Achiever	\$20.00	Literature grade 9 ORANGE.....	\$74.00
American Literature	\$73.00	Math Matters 3	\$63.00
Americans	\$72.00	Modern World History	\$74.00
AP United States History	\$23.00	Nuevas Vistas Introduccion	\$59.00
Avancemos! Level 1	\$72.00	Nuevas Vistas Level 1	\$61.00
Avancemos! Level 2.....	\$77.00	Precalculus	\$70.00
Biology 7th ed. (Advanced Placement).....	\$103.00	Psychology	\$70.00
BSCS biology.....	\$55.00	Psychology, Student study guide	\$20.00
Calculus.....	\$111.00	TI-83 Plus Calculator.....	\$100.00
Chemistry	\$85.00	United States Government	\$68.00
Chemistry: Central Science (Adv. Placement).....	\$126.00	World Literature	
Chemistry: Central Science, AP Test Prep	\$15.00		

REFUNDS

Found the book you paid for? If it has been less than a year since you paid for it and the book is in acceptable condition (it can still be used), your money will be refunded. Take the book to the library and turn it in to one of the library staff members. Tell her that you paid for the book. She will fill out the request for refund form and send it to the Finance Office. The Finance Office will write a check and mail it to your home.

CELL PHONES AND ELECTRONICS

Board of Education Policy H-6980 outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school busses and at school-sponsored activities, while under the supervision and control of school district employees.

According to the policy:

All students may use these devices on campus before school begins and after school ends. Students in high school grade 9-12 also may use such devices during the lunch period.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

At the teachers' discretion, red and green colored cell phone usage signs will be posted in each classroom indicating the appropriate time for students to have cell phones visible.

Lincoln High is not responsible for the loss or theft of cell phones or other electronic devices. The school will not spend valuable time and resources in the investigation or recovery for such items.

**ELIGIBILITY RULES FOR INTERSCHOLASTIC AND CO-CURRICULAR
ACTIVITIES**

Students who participate in any interscholastic and co-curricular activities must meet the following standards. These standards are subject to modification by the Lincoln staff.

- Scholarship – a grade point average (GPA) of 2.0 = C that must be earned during the preceding grading period. (A = 4 points; B = 3 ; C = 2; D = 1; F = 0)
- Citizenship - a grade point average of 2.0 =C (S) that must be earned during the preceding grading period. (E = 4 points; G = 3; S= 2; N = 1; U = 0).
- General eligibility can normally be lost or gained at the end of a grading period (the date report cards are distributed). Cases involving the loss of eligibility due to extenuating circumstances may be brought before the Principal for review.
- Students participating in all activities are encouraged to purchase an **ASB card**.

SPECIAL RESTRICTIONS

- Students participating in athletics must meet all requirements established by the San Diego City Conference and the CIF Southern Section.
- Members of the ASB Cabinet, class officers or other ASB class members are to be declared ineligible if during the preceding grading period, one U or more than one N is earned. The result may be either loss of office, position, or both.
- Members of any team or activity, who participate, must attend a minimum of two class periods on the day of the activity.
- Members of any team or activity must meet the specific eligibility requirements of their organization as set forth in the By-laws of that organization.

For more information please contact:

Michael Desjardins	PE	Phone: (619) 266-6500 x 1549	Email: mdesjardins@sandi.net
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DELIVERIES

In the interest of maintaining a focused learning environment, Lincoln’s administrative offices will not accept deliveries of lunch money, gifts (flowers balloons etc.), food (cakes, cupcakes, etc.), or personal belongings. We will only accept educational items such as books, homework, or PE clothing.

PROCEDURES DURING AN EMERGENCY

Fire Drill – Bells will ring in a series of short rings along with a flashing light. The fire evacuation signal is not an optional signal. All buildings must be evacuated as quickly as possible. Close your door (**DO NOT LOCK**). Follow the evacuation route posted in your room.

Earthquake Drill – If there is an **earthquake drill**, the signal will be a continuous ringing of the school bell for one minute. In case of an earthquake – drop and cover. Evacuate the buildings following the safest route possible to the stadium assembly area.

Bomb Threat – In the event of a bomb threat, the administration will assume the responsibility for initiating and directing a search and determining the need for evacuation. If an evacuation is required, a “**Fire Drill**” bell will ring and students will be directed away from the danger area.

Lockdown – A long continuous bell followed by a P.A. announcement to remain in your rooms. **CLOSE** and **LOCK** all doors. **DO NOT OPEN** for any reason. Monitor your computer for updates.

Shelter-in-Place – A series of short alternating long bells. You will remain in your classrooms. **CLOSE** and **LOCK** all doors. Close all window coverings on the windows and doors. Stay in a secure area – away from air vents, windows and doors. Clear Sign – One long 40 second bell.

Disturbance During Lunch/Nutrition – A continuing series of short bells to bring all teachers to a high alert. Teachers are to immediately report to open their room. All students are to move to their next class. Email and/or P.A. announcement will follow.

LOCKDOWN PROCEDURE

During Class Time

- In the event of a lockdown, the lockdown signal will ring. The bell is continuous (10 seconds), short interval (2 seconds) and repeats.
- Lock the classroom doors; close blinds or shades, keep doors locked and students away from windows until All-Clear is sounded.
- Stay in classroom after the All-Clear and continue instruction.
- If the evacuation is needed, you will receive procedures from the Administration.
- Information will be communicated to rooms via telephone, walkie-talkie or bullhorn.
- Only the one person per building should call directly to the Lincoln office. Refer to the phone tree for your building in the emergency folder.

During Lunch or Passing Period

If an incident occurs when students are between classes the following plan will be followed. Knowing that the immediate reaction will be to run, we need to have places where students and staff can congregate after they escape the immediate danger.

- If faculty or staff member is in a classroom or office, get students inside and follow the “lockdown” procedure. Keep doors locked and stay away from windows. Wait until the All-Clear signal is given.
- If you are in the open, go to the football field. It is an area that can be secured and guarded with police protection. Administration will have emergency packets and information to help organize students and staff.
- After All-Clear is signaled, everyone should report to the football field. At that time it is very important that we organize and are able to account for students and staff and have a base for parents/guardians to pick up their students.

VISITORS

In order to ensure the safety of all students and staff, the following policy will be strictly enforced.

- 1) **STUDENTS ARE NOT ALLOWED TO BRING VISITORS TO SCHOOL**
- 2) The presence of any non-student on campus during regular school hours is subject to arrest under the Penal Code Section 626.8
 - Any person who comes into any school building or upon any school ground, or street sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who reenters, or comes upon such place within hours after being asked to leave by the...school official ... is guilty of misdemeanor. And is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.
- 3) Only students registered and attending Lincoln may be on campus during school hours. Students who have been assigned to Home Suspension may not attend any school-sponsored event nor come onto the campus. Their presence on campus makes them subject to Penal Code 626.8, and they will be arrested.
- 4) Parents and guardians wishing to see a student during regular hours must check into the Central Administrative Office. Interruption of classes is not permitted.
- 5) Parents entering to see and/or sign a student out of class must be prepared to present proper identification.
- 6) Students may not be released to any person other than parent/guardian without the parent/guardian's authorization.
- 7) Volunteers, tutors, etc. must check in at the Central Administrative Office. A visitor's pass must be worn at all times.
- 8) Students are required to carry current ID cards in their binders or on their person at all times.
- 9) Random checks will occur periodically.

Senior Expectations and Requirements for Participation In All Senior Activities Including Commencement and Prom.

Counselors and/or admin will visit senior classes to review the following information. Seniors are expected to read and sign the behavioral and academic expectations and consequences form. This form is also available on our website at www.sandi.net/lincoln

As a senior student at Lincoln High School, I understand and know I must follow all school rules and expectations at all times.

I have read and understand the materials in the registration packet as well as the information in the Student Handbook.

- ❖ I will do my best to positively contribute to the Lincoln High community.
- ❖ I will make good decisions in the classroom, on campus and at school activities.
- ❖ I will quietly inform an adult if I see or hear anything that could possibly put anyone in danger.
- ❖ I understand that bullying will not be tolerated and will result in disciplinary action.
- ❖ I understand that “cyber-bullying” will not be tolerated and will result in disciplinary action.
- ❖ I will be at school and in class on time with my materials and ready to learn every day.
- ❖ I understand that I must have a pass if I am out of class at any time.
- ❖ I understand I may only use electronic devices before school, between classes (highly recommended not to. The odds of forgetting the device is on is great), at lunch, and after school. When confiscated the first time, teacher **MAY** return it to student after school.
 - When confiscated a second time, only parent or guardian may pick it up in the counseling office after school.
- ❖ I will follow the school dress code.
- ❖ I understand that if my academic and/or citizenship grades are less than 2.0 (non-weighted) at any grading period, I will not be eligible to participate in any extracurricular activities (sports teams, dances, etc.) until the following grading period.
- ❖ I understand that at Lincoln High there is ZERO TOLERANCE for students who cause major disruptions at school or school activities. Any student who causes a major disruption will receive a 3 -5 day suspension, and may be arrested.
- ❖ I will review my class and the school tardy policy because I understand that being tardy and/or truant affects my citizenship grade.

- ❖ I understand that any suspension (1-4) days during my senior year will result in losing my privilege to participate in senior activities such as the senior prom and graduation ceremony.
- ❖ I understand that any five- day (5) suspension, a cumulative GPA from 9th through 12th grade less than 2.0 or cumulative citizenship GPA less than 2.0 in the senior year will result in not being eligible to participate in the graduation ceremony or any senior activities. **This is an SDUSD procedure and there will be no Senior Appeal Panel Hearing for students in this situation (See Facts for Parents available online at <https://www.sandiegounified.org/facts-parents>).**
- ❖ I understand that the Grad Night is not a school related event.
- ❖ I understand that the senior picnic is for *Lincoln's senior students only*.

To earn a diploma, students must:	To participate in all senior activities and the graduation ceremony, students must:
<ul style="list-style-type: none"> ✓ Earn 44 credits in required courses ✓ Maintain an overall academic GPA of 2.0 or higher ✓ Complete all HSDP and iHigh Edgenuity courses by May 2019 ✓ Complete the computer literacy requirement 	<ul style="list-style-type: none"> ✓ Meet the graduation and/or Letter of Recognition Requirements ✓ Clear Semester II attendance (absences and tardies) by May 1st, 2019 ✓ Maintain an overall academic and citizenship GPA of 2.0 or higher ✓ No suspensions ✓ No involvement in senior pranks ✓ All debts paid/books returned ✓ Clear attendance by the last day of 1st semester

My signature indicates that I am clear about the behavioral expectations and the consequences that will result:

Student Name (print) _____

Student Signature: _____

English Teacher: _____

Date: _____

Note: Counselors and/or admin will visit senior classes to review the Senior Expectations and Requirements. Seniors are expected to read and sign the behavioral and academic expectations and consequences form. This form is also available on our website at www.sandi.net/lincoln