

**LINCOLN HIGH SCHOOL
GOLDEN BEARS**



**STUDENT HANDBOOK
2018-2019**

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LINCOLN HIGH SCHOOL
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Talladega County Schools

Vision Statement: To provide a high quality education to all students through project based learning and 1:1 technology initiative promoting critical thinking skills, communication skills, and creativity molding a college and career ready student.

Mission Statement: Our mission at HS is to ensure student success by providing the best educational opportunities through technology and collaborative learning in a safe environment to promote a college and career ready graduate.

Guiding Principles

We are a community of learners who:

- Provide and value quality instruction by providing meaningful, engaging, and challenging work.
- Celebrate and value individual progress, contributions, and achievements.
- Provide a clean, comfortable, safe, and risk-free environment conducive to learning.
- Foster responsibility, respectfulness, and resourcefulness.
- Promote, value, and cultivate leadership through systemic staff development.

Goals

1. Implement an effective, challenging, and energized curriculum that promotes academic excellence and aesthetic appreciation for each student.
2. Expand, improve, and maintain school facilities in order to provide a positive and productive learning environment.
3. Foster a positive image of the Talladega County Schools.
4. To integrate technology into the classroom.
5. To provide alternate programs to meet needs of at risk students.
6. Develop an equitable, adequate funding base within Talladega County.
7. Enhance instruction and services for students by implementing a more effective and challenging staff development program.
8. Increase parental and community involvement.
9. Improve student attendance including tardies.
10. Create a culture of excitement, collaboration, creativity and innovation within the staff and students.
11. Increase student participation in extracurricular activities.
12. Decrease failures.
13. Improve percentage of students that are college and/or career ready.
14. Improve ACT scores school wide.
15. Increase percentage of students that receive credentials.

16. Increase percentage of students that apply to a two or four year post-secondary institution.
17. Increase percentage of students that have enrolled in the partnership opportunity with Gadsden State.
18. Increase AP course enrollment.
19. Increase percentage of students that participate in dual enrollment.
20. Lead the county in awarded scholarship money.
21. Foster and nurture positive relationships with everyone at Lincoln High School.

**TALLADEGA COUNTY BOARD OF EDUCATION
STATEMENT OF PURPOSE**

It is the purpose of the Talladega County Board of Education to offer the best possible educational opportunities to all students in the Talladega County school district without regard to sex, race, religion, belief, national origin, ethnic group, handicap, marital or parental status, or other classification. No person shall be denied benefits of any program or activity on the basis of such classifications. All school activities are open to any student desiring to participate including female students who are parents.

ALMA MATER

Lincoln High, Dear Alma Mater
To thee our love we bring
To our happy school day memories
We will always sing.

Steadfast, loyal, ever true
To thee we'll always be
Gold and Black will reign forever
In our hearts to thee

ARRIVAL AT SCHOOL

Students are not allowed access until 7:20 a.m. They are to remain outside all entrances until the doors are opened. Students will wait in the gymnasium until 7:38, at which time they should visit their lockers as necessary, and report to their 1st period class and be seated. Students who stand around in hallways without moving to class will be warned and repeated violations will result in disciplinary action.

ATTENDANCE

Class Attendance, Tardies, and Absences

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences and tardies are either excused or unexcused. **Note: It is the parent's responsibility to provide school and court officials the correct mailing address and telephone number. Any changes made during the school year need to be sent in writing to school and juvenile court officials.**

"Excused Absences and Tardies" are defined as the following:

1. Student illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.
2. Serious Family Illness – Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
3. Death in the Immediate Family – Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
4. Recognized Religious Holidays – Students will be temporarily excused from attendance on special and recognized religious holidays.

5. Professional Appointments – Will be excused with note from the doctor.
6. School Sponsored Activities – Students shall be marked present when participating in a school-sponsored activity away from the school building. However, any work missed must be made up.
7. Family Emergency/Crisis – Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
8. School Closing – Weather or emergency.
9. Permission from the principal.

“Unexcused Absences and tardies” are defined as the following:

An absence or tardy for a reason not covered in the provision described under “Excused Absences and Tardies” will be unexcused (example: Overslept, traffic, missed bus, etc.)

It is the parents’ responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. **A phone call to the school about an absence is not sufficient documentation.** The State of Alabama requires a written note on file within 3 days upon a student’s initial return to school. Each note must contain the following:

- Child’s full name
- Date to be excused
- Reason for absence
- Phone number to contact parent/guardian
- Signature of parent or doctor

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused.

Truancy Program (Subject to Change)

Parents will be notified of unexcused absences by letter, per the following:

1. First unexcused absence – a letter will be mailed to the student’s home. Letter will be sent to the address on record at school. **If a student’s address changes during the school year, parents must inform school officials immediately.**

2. Third unexcused absence – a letter will be mailed to the student’s home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.

3. Fifth unexcused absence – School officials will file a truancy complaint with juvenile court officials. Juvenile court officials will send a letter to the student’s home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.

4. Seventh unexcused absence – School officials will sign a warrant on parents of students in elementary school through grade 6. School officials will file a petition in juvenile court on students in grades 7-12.

5. Ten or more unexcused absences will result in contributing to the delinquency charge being filed against the parent(s) or guardian(s) of all students.

Important: School officials will follow procedures for School/Court Early Warning meeting before filing a complaint or a warrant. Students and parents will have the opportunity to attend the School/Court Early Warning Meeting only one time during the student’s school career.

For example, if a student and parent attended the School/Court Early Warning Meeting when the student was in the seventh grade, and then the student has accumulated five unexcused absences in the ninth grade, the student and parent will not attend the School/Court Early Warning Meeting at that time. However, if that student reaches seven unexcused absences during that same school year, a petition will be filed on the student and/or a warrant will be signed on the parent/guardian.

AUTOMOBILES

Students with a valid State of Alabama driver's license and automobile insurance may park in the student parking area. An application for a parking permit may be obtained from the main office. Parking permits are \$10.00, and the application must show insurance company name and policy number, as well as other automobile information and parent or guardian signature. After receiving a parking decal, students will report to the designated school official for an assigned parking space.

- 1. Upon arrival on campus, students must park in the assigned parking lot and leave the car immediately.**
- 2. To help protect cars, the parking lot is designated as off limits to all students during school hours without prior written permission.**
- 3. The school cannot be responsible for theft or damage to automobiles during school hours or at school functions.**
- 4. Students must have a pass from an administrator in order to go to their car for any reason during the school day.**
- 5. Speeding, reckless operation or making excessive noise on School property or in the vicinity of the school will not be tolerated. The speed limit on campus is 5 miles per hour.**
- 6. All students driving to LHS will be subject to random drug testing in accordance with LHS Drug Testing Policy.**
- 7. Parking is a privilege and not a right. Privileges may be revoked at any time when students are not in good academic standing.**

VIOLATION OF RULES MAY RESULT IN LOSS OF PARKING PRIVILEGE!

BUS REGULATIONS

Below are some general rules for those students who ride buses.

1. No bus driver shall be required to wait for a student after scheduled departure time.
2. No bus driver shall allow any student to load or unload except on the school grounds and at his/her designated stop.
3. Students are considered in school when they arrive at the designated bus stop and/or enter the bus and must observe all school rules and the bus driver's regulations.
4. No one will be permitted to ride buses except students assigned to that bus unless he/she has written permission from a parent with approval from the administrators. The bus note must be turned in at the beginning of the day to the main office so that the school secretary can verify the request.
5. Students are expected to help keep the bus clean and should never write on or deface the bus in any way.
6. Students should never use the rear door to load or unload except in case of an emergency.
7. Drivers have the right to assign seats and make other reasonable rules for their buses as they feel are necessary.
8. Students whose poor conduct results in a report to the principal will be subject to disciplinary action. Repeated violations can result in temporary or permanent removal from the bus.
9. Students are subject to disciplinary action that could result in removal from classes or school for violation of the rules.

CAR RIDERS

Students will not be allowed access to the building until 7:20 a.m. Students should be dropped off in the front of the building and enter through the front entrance of the school. All students will proceed to and remain in the gymnasium until 7:38, at which time students may use lockers, restroom, or proceed to their designated area. Students must be picked-up in front of school when school is dismissed or during the day in the event of a check out. The west parking area is for student parking, **by permit only**, and is not to be used to load and unload students. Students who violate this policy are subject to disciplinary action. **All visitors must park in front of the school.**

CARE OF SCHOOL PROPERTY

A student should be proud of school facilities and should practice a policy of taking care of them. It is the responsibility of each of us to help keep the school as clean and attractive as possible. Writing on school property such as restrooms, lockers, walls, tables, desks, etc. will be dealt with accordingly. Students **will be required** to pay for replacement costs.

CHANGE OF SCHEDULE

Class load, books, teacher load, and accreditation requirements must be considered when requests are received for a change in a student's schedule. Schedules will be changed only when there is an extreme emergency such as graduation requirements, which must be met, or when approved by the principal. Students must request a change of schedule form from the counselor. Students are notified if action is taken on the schedule change request. Students should follow their original schedule until a schedule change has been completed. Schedules that must be changed will be changed during the first week of a course. Dropping a class after the deadline may result in an "F" for that semester regardless of the student's grade average. **Students will have one (1) week after the first day of school to change his/her schedule.**

CHECKING-IN PROCEDURES

When a student is tardy to school, the student must report to the office to obtain a tardy pass. The student must have either a written excuse from his/her parent explaining the tardy or bring a form from the doctor or dentist if he/she had an early appointment. Most medical facilities have these forms especially for students to verify their appointments.

CHECKING-OUT PROCEDURES (Subject to Change)

1. Students who leave school for any reason **MUST** obtain permission to do so in the principal's office.
2. In order to leave school during the school day, students must be signed out in the school office by a custodial parent, guardian, or other adult who has been properly designated in writing by the parent/guardian. **The parent/guardian or designated adult must come in person to the school office. Students will not be permitted to sign out on the basis of a note or phone call from parent(s) or others. Written documentation (parent excuse, medical excuse, etc.) must be left at the time of the checkout or returned to the attendance secretary. Failure to do so will result in unexcused absences from the courses missed.**
3. The School Registration/Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the School Registration/Information Form is deemed authorized to sign the student out of school. By designating such person(s) the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out. Nevertheless, administrators may exercise discretion to contact the parent/guardian as deemed appropriate or necessary. Except for periodic updates, which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.
4. If a high school student is to be allowed to leave campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e. before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel.

5. The attendance policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make-up work.
6. Students who check out must report to the office immediately if they return to campus during the school day.
 - *A custodial parent in a divorce situation is the one designated by prevailing court order as having sole or joint custody of the child. A non-custodial parent must be designated or authorized by the custodial parent in order to sign a child out of school.*

CHILD NUTRITION

The Child Nutrition program is an integral component of Lincoln High School because it influences a student's development, health, and potential for learning. The goal is to protect the health and well being of the student while assisting him/her to succeed in the classroom by providing balanced, nutritious, and affordable meals served courteously in a sanitary and pleasant dining environment.

The cafeteria uses a point-of-sale program with a personal identification number that allows the student to prepay for meals, tracks the balance and purchases of the student, and protects personal confidential information. Students cannot purchase any items on credit. Contact Vicky Langston, the Child Nutrition Manager, at 256-315-5295, for additional information, questions, or comments.

Cafeteria

Students and teachers deserve an orderly and pleasant place to eat and socialize. Certain rules of etiquette are necessary to maintain a desirable dining environment. Students must be aware of their social obligations and understand that their behavior and actions have an impact on the enjoyment of others.

Basic expectations for cafeteria behavior include:

- Go to the cafeteria at your assigned time.
- Enter and exit the cafeteria through the designated doors.

- Have money ready for cashier to prevent holding up the line.
- Sit in the assigned area for your class.
- Students are not allowed to leave the cafeteria without written permission.
- Nothing should be left on or around tables when dismissed from breakfast or lunch.
- Students are to remain seated until their teacher “collects” them for dismissal.
- Food and drinks cannot be taken from the cafeteria.
- Food from off-campus establishments is not allowed in the cafeteria.
- Be courteous and respectful of others at all times.
- Students are to follow all instructions and directions of school personnel.

The lunch and breakfast programs are a privilege awarded to students and participation may be limited at any time.

A breakfast program is available each school day from 7:20 a.m. to 7:38 a.m. The breakfast line closes at 7:35 a.m. each day. **Only students eating breakfast are allowed into the cafeteria at this time.** All school rules apply while in the cafeteria.

COMMUNICATION WITH THE SCHOOL

It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Lincoln High School in order for us to meet the needs of the student. Lincoln High School will communicate through our reporting procedures and formal parent-teacher communication. It is important that parents and students inform teachers of any developments that may influence the student’s performance at school.

Parents should not hesitate to contact Lincoln High School if they are uncertain about anything. If parents visit the school they must check in at the Main Office. Your involvement with your child’s education along with any information you share will enable us to successfully serve the educational needs of your child.

The Lincoln High School staff desires to work with parents to achieve academic success while providing a safe and disciplined learning environment. Please understand that unless your concern involves a threat to the safety of your child and/or other students, the educational well being of all students is best served by calling Lincoln High School at 256-315-5295, to make an appointment with a teacher or administrator. By making an appointment in advance, you ensure that the person you want to see will have the appropriate information readily available for you and will be able to address your concerns in a timely manner without interruption to the instructional program. Visit our website at <http://lhs.tcboe.org/>.

CLOSED CAMPUS PARKING LOT POLICY

Lincoln High School operates under a closed campus policy relative to the student parking lot and any off-campus area that is within immediate view of where pupils come and go to this school. Anyone standing or loitering outside of cars before or after school is considered in violation of this policy. This includes meeting students in any area close enough to be within immediate view of Lincoln High School. Persons picking up or dropping off students are allowed in the front of the building, provided any occupant of the automobile does not exit the vehicle. Outsiders violating this policy will be prosecuted to the fullest extent of the law. This policy is designed to protect the health and safety of all students attending Lincoln High School.

Students are not allowed to have visitors at school. During school hours' visitors to the gym, field house or any other school area must request a pass from the administrative office before entering these areas. A visitor is defined as anyone not enrolled in the school or is not employed by the school. After school hour's only parents and special guests invited by the coaches, band director or activity sponsors are authorized to be on campus near activity practices. Gym and field house areas after school

should be free of all persons not authorized to be on campus as well as pupils not participating in after school student activities.

Students that do not participate in after school activities such as sports, band, or cheerleading must leave campus immediately after 3:03 p.m.

DELAYING/CLOSING OF SCHOOL

Inclement weather conditions or other circumstances may warrant the delaying or closing of school. Announcements will be made concerning instructions in such situations on local radio and television stations and through an automated calling system.

DELIVERIES TO SCHOOL

Florists are **NOT** allowed to make deliveries to pupils while students are in school. Flowers in glass containers or balloons delivered to pupils at school by parents or friends will **NOT** be allowed on buses because of visibility issues. All flowers and balloons will remain in the office until the end of the school day.

DEMOGRAPHIC INFORMATION

Parents and students must immediately inform Lincoln High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student's Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

DISMISSAL FROM SCHOOL

Those students who ride buses should move quickly to lockers and then to the buses as quickly as possible. Once at the bus landing, students should board buses as soon as possible so that buses may leave campus safely. Those students who are repeatedly negligent about this matter will be warned and repeated violations will result in minor offense disciplinary action.

DRESS AND APPEARANCE

For complete explanation of the Dress Code refer to Talladega County Board of Education Responsibilities and Privileges pamphlet.

A. DRESS CODE SHIRT: Solid color pullover or button-up shirt with a collar - no writing or graphics other than 1”x1” logo or approved school logo

- 1. Solid pullover or button-up shirt with a collar. Shirt logos must be small and unobtrusive – approximately the size of a quarter (1” x 1”).**
- 2. Sleeveless shirts or blouses are not permitted.**
- 3. Undergarments should not show through the outer shirt.**
- 4. Emblems, graphic designs or logos that show through the outer clothing are prohibited.**
- 5. School logo shirts approved by the principal may be in school colors and can have larger logo than 1”x1”.**
- 6. School logo t-shirts are not permitted except on days designated by the principal.**
- 7. Shirts and blouses must be tucked in pants. However, administrators may use their discretion as whether to allow certain styles of shirts and blouses to remain un-tucked.**

B. PANTS/SKIRTS: Khaki (no green or gray shades of khaki), dark navy, or black pants/skirts only - no writing or graphics other than small and unobtrusive pants label

- 1. Pants must fit properly. “Slacking” will not be tolerated. Pants worn too low, too long or excessively large are not permitted.**
- 2. Pants must not be worn too long that drag the floor.**

3. **Pants that are clinging, tight fitting or excessively large are not permitted.**
4. **Overalls or bell-bottoms are not permitted. Slight flare is acceptable.**
5. **No denim material is permitted regardless of color.**
6. **Large, baggy pant pockets, with excessive material, are not permitted.**
7. **Shorts, skirts, jumpers, and dresses should not be worn more than approximately three inches above the top of the knee. (Dresses should have a collar and sleeves)**
8. **No sweatpants of any type; fleece or otherwise, are permitted.**

C. BELTS: Solid color black or brown only. Must be solid color (solid trim is acceptable).

1. **Belts are required. Buckle cannot be larger than a driver's license. Belt must be appropriate length and fastened around the waist.**

D. SHOES: Closed-toed shoes must be worn.

1. **Shoestrings must be tied and/or Velcro fastened.**
2. **Students must wear appropriate shoes for physical education classes.**
3. **The following shoes are not permitted: cleated shoes, bedroom shoes, roller skate shoes, or shoes with sharp or protruding objects, e.g., spurs. Shoes must not present a safety risk to students.**

E. SWEATERS AND INDOOR JACKETS: (may be worn in the school building)

1. **Solid color, open front or pullover sweater, vest, sweatshirt. Shirt with collar, turtleneck or mock turtleneck must be worn underneath pullover sweaters or sweatshirts. Solid trim on collar or sleeve is acceptable.**
2. **Fleece jackets are acceptable.**
3. **Logos must be small and unobtrusive – approximately the size of a quarter (1" x 1").**

4. **School logo sweaters/jackets approved by principal may be in school colors and have larger logo.**

F. COATS

Any color jacket or coat can be worn to school and placed in a locker or designated area. Only approved sweaters and jackets can be worn to class (Reference: Sweaters and Indoor Jackets).

G. The principal may designate days during the school year in which students will be given the opportunity to wear other attire in adherence with the Talladega County Board of Education Dress Code K-12.

H. Students who transfer from other school districts will be given a period of five (5) school days to come into compliance with the dress code.

TALLADEGA COUNTY SCHOOLS GROOMING AND DRESS CODE GRADES K-12

- A. The following are not permitted for students Grade K–12:**
 - 1. Students are prohibited from forms of dress, hairstyle, visible tattoos or other adornments that draw attention to one’s self in a manner that may be disruptive to the educational process.**
 - 2. Sunglasses, hats, headwear or head coverings in the school building (consideration will be given for extreme circumstances).**
 - 3. Halters, cropped tops, backless dresses, muscle/tank tops.**
 - 4. Clothing must not have cuts, slits or holes (must be patched).**
 - 5. Clinging or tight fitting garments.**
 - 6. “Hip-hugger” or Low-rise” pants. – NO JOGGERS**
 - 7. See through clothing that exposes undergarments.**
 - 8. Exposed undergarments.**

9. **Unbuttoned or open front shirts (unless worn over appropriate clothing as a jacket).**
10. **The following shoes are not permitted: Open-toed shoes, cleated shoes, bedroom shoes, roller skate shoes or shoes with sharp or protruding objects e.g. spurs (shoes that would be a safety risk to students).**
11. **Oversized purses. A purse should be no larger than to be able to carry an average size textbook.**
12. **Jewelry that would be a personal safety concern. Male students may not wear earrings or other body piercing jewelry or objects. Female students may not wear body piercing jewelry or objects other than in the ear. Jewelry should be worn in moderation and should not draw attention to one's self in a manner that may be disruptive to the educational process.**
13. **Controversial, offensive or vulgar types of insignia, arm bands, decals, slogans having double or questionable meaning, etc. Controversial or vulgar type tattoos must be covered.**
14. **Clothing which promotes products or activities prohibited by school policies (obscene language, unacceptable graphics, illegal substance advertisements to include alcohol and tobacco).**
15. **Anything worn which could be considered as a weapon or as potentially harmful to other persons, such as chains.**
16. **Clothing which has become synonymous with any secret society or anti-authority gang activity. A "gang" is a group of three or more individuals with a common interest, bond or activity. The board of education believes that anti-authority gang related dress and behavior have the potential of endangering the safety and welfare of students and school personnel and of disrupting the educational process. Membership in a gang often is marked by certain colors or distinctive symbols and the use of certain signals and gestures. Students who engage in behavior or adopt dress style**

or personal appearance suggestive of gang membership may not only endanger the welfare and safety of other students or school personnel and disrupt the educational process, but they themselves may also become victims of delinquent, criminal or anti-social conduct. The board has no tolerance for gangs and declares that policies including, but not limited to the code shall be used and enforced in a manner to prevent the initiation and continuation of gangs in the school system.

ELECTRONIC COMMUNICATION DEVICES

Talladega County Schools Policy prohibits students from carrying an electronic communication device during school hours except for health or other extraordinary needs upon **approval by the Board of Education**. Any student found not in compliance may have the device confiscated and will be subject to disciplinary action, which can include suspension from school.

EMERGENCIES/DRILLS

Emergencies/drills will be signaled by activation of the appropriate warning signal and may be preceded by an announcement and/or instructions. Each situation must be considered real and could occur at any time. Teachers and staff have been trained in emergency procedures and students must listen carefully and strictly follow all orders. Remaining calm, orderly, and closely following all instructions will help ensure the safety of everyone.

Fire

A fire emergency/drill will be indicated by activation of the building fire alarm system and strobe lights and could be preceded by an announcement with additional instructions. Students will follow the designated exit instructions for each location. Students will walk, refrain

from talking, and proceed at least 100 feet from the point of exit. Students must always be aware of their surroundings and exit options.

Inclement Weather

A tornado emergency/drill will be a series of “siren” signals that could be preceded by an announcement with additional instructions. Students will go to the designated safe areas for each location. Safe areas are generally hallways, interior rooms, and interior walls away from windows. Students should kneel or sit cross-legged facing a wall with head down and arms and hands covering their face and neck. Students must be aware of safe areas in every location.

Lock Down

The purpose of a lock down is to provide for the safety and welfare of students and staff. When a lock down is declared all movement and activity will stop immediately on campus. Teachers and staff will lock classroom doors. Within the locked classroom students will move to the areas that most shield their visibility from the outside. If safety permits, teachers may remove students from the hallway nearest their classrooms. Students and staff not in a classroom must not attempt to return to their assigned classrooms. If possible, they may enter the nearest classroom. If classroom entry is not possible, students and staff must take immediate action to find the closest safe, isolated place to hide, preferably in a locked room. Students and staff must remain on alert and in a lock down until an “all clear” signal is given. The signal for initiating lockdown procedures will be announced over the school intercom system as “CODE RED.”

ENROLLMENT/WITHDRAWAL

The accreditation status of the school a student is transferring from as well as course content and course of study will be considered in the determination of student placement and/or credits accepted as meeting Lincoln High School, Talladega County Schools, and State of Alabama graduation requirements. This policy is in alignment with the

requirements of the Southern Association of Colleges and Schools. Students and parents are advised to make informed decisions when enrolling and withdrawing students.

Lincoln High School will honor the discipline and punishment sanctions issued to students who are enrolling from other schools and reserve the right to determine appropriate placement for students who had behavior, discipline, and/or academic difficulties.

A parent must accompany the student when enrolling in or withdrawing from Lincoln High School. The parent may contact the Guidance Counselor, at 256-315-5295, for specific information regarding enrollment and withdrawal.

**EQUAL EDUCATION
OPPORTUNITY/NON-DISCRIMINATION/ANTI-HARASSMENT
STATEMENT**

It is the policy of the Talladega County Board of Education and Lincoln High School that no student will be discriminated against, harassed, denied a benefit, or excluded from participation in any of the school system's education programs or activities on the basis of sex, race, color, creed, religion, belief, national origin, ethnic group, or disability.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Students participating in band, cheerleading, or athletics must meet the following state requirements to be eligible. A student must have passed at least 6 Carnegie units or subjects, four of which must be the core classes, including not more than one unit of P.E., with a minimum composite numerical average of 70 in those six units during the preceding year in attendance to be eligible. The four core classes must be passed. State and county guidelines may supersede this policy.

FIGHTS

Fighting will result in unexcused suspension from school. Re-admittance to school will be allowed only after the student's parent or guardian talks with the principal/assistant principal. Appropriate legal action will be taken if needed. If a student is involved in a fight and had the opportunity to walk away and did not, he/she will be held responsible. **See Talladega County Board of Education Responsibilities and Privileges pamphlet** for information regarding the no fight policy. Anything such as arguments, disagreements, etc. that in the opinion of the administration could lead to a fight, may result in OSCAR or suspension from school.

**2018
GOLDEN BEARS FOOTBALL SCHEDULE**

August 24	Southside	Home	7:00 pm
August 31	Wellborn	Away	7:00 pm
September 7	Bye		
September 14	Leeds	Away	7:00 pm
September 21	Talladega	Home	7:00 pm
September 28	Munford	Home	7:00 pm
October 5	Holtville	Away	7:00 pm
October 11	Handley	Home	7:00 pm
October 19	Childersburg	Away	7:00 pm
October 26	Elmore County	Home	7:00 pm
November 2	Montevallo	Away	7:00 pm

FORGERY

Any student who forges a parent or teacher's name or initials is subject to OSCAR or suspension.

GAMES

Students are not allowed to bring or use cards, games, or gambling devices at school.

GRADUATION CEREMONIES

Participation in graduation and senior ceremonies is a **PRIVILEGE**. Students are subject to the rules and policies of Lincoln High School, the Talladega County Schools Board of Education, and the State of Alabama.

A student must meet all Lincoln High School, Talladega County Schools, and State of Alabama requirements to participate in graduation and senior ceremonies.

Participation in graduation activities is optional and is **NOT REQUIRED** to receive a diploma.

Students may be excluded from participation in any event as the result of behavior, dress, or any other reasons deemed necessary by Lincoln High School.

GRADUATION REQUIREMENTS

***†REQUIREMENTS FOR THE ALABAMA HIGH SCHOOL DIPLOMA**

Requirements for STANDARD DIPLOMA (24 credits)

Course
English Four credits to
include the courses of
English 9, Eng. 10 Eng. 11, Eng. 12

Mathematics Four credits to
include the courses of
Algebra 1 and Geometry

Science..... Four credits to
include the courses of
Biology and a Physical Science

Social Studies Four credits to
include the courses of
World History, US History I, US
History II, Government/Economics

LIFE P.E., Health Education, Fine Arts, Computer Applications,
Electives

Requirements for DIPLOMA WITH ADVANCED ENDORSEMENT
(26 credits)

Course
English..... Four credits to
include the courses of
English 9, Eng. 10, Eng. 11, Eng. 12

Mathematics Four credits to
include the courses of
Algebra 1, Geometry and Algebra 2
w/ Trigonometry.

Science Four credits to
include the courses of
Biology and Physical Science and
an Advanced level of another physical
or 1 life science.

Social Studies Four credits to
include the courses of
World History, US History I, US
History II, Government/Economics
LIFE P.E., Health Education, Fine Arts, Computer Applications, Foreign
Lang. (2), Electives

HALL PASS

All students must have a pass if they are in the hall during class. Any student who is in the hall without a pass signed by a teacher (obtaining the pass is the student's responsibility) could be assigned OSCAR. This will also include students who are found at a location other than that which is stated on the pass. Passes should include student's name, date, time, destination, and teacher's signature.

HAZING

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Lincoln High School. Student leaders (team captains and members, club officers and members, etc.) are obligated to discourage and report hazing to their coach, teacher, and/or administrator. Hazing is any individual or group act of harassment that willfully or recklessly endangers the physical or mental health of another individual or group such as, but not limited to: banter, ridicule, criticism, bullying, humiliation, intimidation, physical activity or brutality, or by extracting unnecessary work or participation in a disagreeable, unpleasant, or illegal activity for the purpose of initiating or maintaining membership. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in any of the described acts and is prohibited on and away from school property.

Lincoln High School reserves the right to limit participation in any extra-curricular or co-curricular activity because of inappropriate behavior at any time. Any student participating in hazing activity will be

subject to criminal prosecution and/or suspension and/or expulsion by Lincoln High School and/or the Talladega County Schools Board of Education.

IDENTIFICATION

Students or visitors are required to identify themselves when asked by any staff member or person in authority. A student who refuses to identify himself/herself will be suspended. Visitors failing to identify themselves will be issued a trespass warning and will be subject to questioning by law enforcement officials.

INJURIES

Any injury sustained on the school campus must be immediately reported to a teacher or school official.

INVESTIGATIONS/SEARCHES

Lincoln High School retains the right to inspect lockers, desks, storage areas, vehicles, purses, book bags, athletic bags, or other belongings of a student, with or without the student or owner present, if reasonable suspicion exists. Students will be held responsible for any prohibited items found and will be subject to criminal prosecution and/or disciplinary action by Lincoln High School.

Investigations and searches will be reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety, health, and welfare of students, employees, and visitors of the school. Consideration will be given to care for a student's privacy.

L- CARD PROGRAM (subject to change)

The L-Card will be linked to every privilege at LHS. You must wear L-Card everyday to qualify for incentives; therefore, the L-Card is part of

your everyday dress code. If you lose your L-Card there will be a \$6.00 cost for replacement. (\$3.00 for card & \$3.00 for lanyard). If you do not have an L-Card due to misplacing it for any reason you will not be allowed privileges until a new one is purchased. If you leave your L-Card at home, you will not be able to call home to get it or pay to have another one made. If you come to school out of dress code on the day you forget it, you will be sent to OCS until you are in dress code. If we have something going on at school that requires you to have an L-Card and you have forgotten it, you cannot participate. Everyone will be issued an L-Card. It will be yours to lose. We will not start incentives with L-Cards until the 3rd week of school. In order to keep your L-Card, you must pass all classes for the 9-week period. If you fail a class, we will take your L-Card. To get your L-Card back, you must present your progress report (4 ½ week mark) to Mr. Keith or Mr. Taylor showing that you are passing all classes. We are not going to hunt you down to give your L-Card back, you will be responsible for bringing your progress report to us to get it back. The following will result in the L-Card being taken by the administration: 3 Unexcused Absences in a semester (3 unexcused tardies equals one unexcused absence), 3 Class I Discipline Referrals, 2 Class II Discipline Referral, 1 Class I and 2 Class II Discipline Referrals, 1 Class III Discipline Referral, or a Failing Grade for a 9-week period.

L CARD INCENTIVES (subject to change)

All LHS privileges will be linked to the L card. Students must have an L card to participate in pep rallies, non-uniform days, class rewards, any non-required assembly, any release from school early to attend a school activity such as track meet, basketball game, wrestling meet, etc., or any activity that the principal deems a privilege.

Students with an L card will receive non-uniform days on Monday, Wednesday, and Friday. Students must still adhere to county policy for non-uniform days.

Students must also hold an L card to participate in 9 weeks' exam exemptions.

LEAVING SCHOOL GROUNDS/SKIPPING CLASS

Students are never to leave the school grounds without the permission of the principal. Once a student arrives on campus, he/she is **AT** school. This means a student cannot go across the street after he/she gets off a bus or leave school even if the bell has not rung. Students who are “absent” cannot come on the campus to see someone or get something without checking in at the office. Violations of these regulations will lead to disciplinary action. Students that leave school grounds without proper permission or that skip a class are subject to suspension and/or OSCAR immediately upon their return to school.

MEDIA CENTER/STEM/STEAM LAB PASS

Students wishing to use the library must have a pass from the classroom subject teacher. It must be presented to the librarian for his approval and signature and taken to study hall or the classroom teacher for his/her signature. This must be done between classes. Students should not go to the library during class to get permission to use the library.

LOCKERS

A general fee of \$10.00 will be assessed to each student. This fee covers the locker rental and other incidental costs. **Lockers are not to be shared without prior approval of a school administrator.** Sharing of lockers without permission will result in minor offense disciplinary action. To insure proper care and to investigate for illegal material, school officials may periodically inspect lockers. Proper due process will be followed when school officials inspect student lockers. **Students are required to purchase a locker.**

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. Students congregating across the

street or anywhere within view of the campus before or after school are considered loitering. Loitering is also defined as standing in a teacher’s doorway while pupils are entering the room or standing next to a wall in the cafeteria serving line. All students should be in their assigned area or present a current pass stating name, date, business, and a valid teacher’s signature.

CHROMEBOOKS (subject to change)

At the beginning of the school year, every student at Lincoln High School has the opportunity to receive a Chromebook computer to be used in the classroom for instructional and research purposes. In order to obtain the computer, every student and a guardian must attend Chromebook orientation and pay the usage fee. The use of this device will be an invaluable asset in aiding our students in their preparation for college or their chosen career path. The following list of infractions and disciplinary measures is not exhaustive, and the severity of the discipline will depend on the severity of the infraction:

Offense	1 st Offense	2 nd Offense	3 rd Offense
Misuse of Chromebook: Playing video games, watching YouTube videos, watching movies, chatting via messenger services, or any other behavior not approved by the	1 OCS Loss of Chrome book for 3 days	2 OCS Loss of Chrome Book for 3 days	3 OCS Loss of Chrome Book for 5 days

teacher (GAFE misuse)			
Cheating using Chromebook	2 OCS Loss of Chrome Book for 5 days	3 OCS Loss of Chrome Book for 10 days	3 OSS Loss of Chrome Book for 15 days
Changing TCBOE Settings on Chromebook	2 OCS Loss of Chrome Book for 3 weeks	3 OCS Total loss of Chromebook 9 weeks	5 OCS Loss of Chrome Book for rest of year
Pornography	Principal's Discretion		
Directed Profanity using the Chromebook	2 OCS Loss of Chrome Book for 5 days	3 OCS Loss of Chrome Book for 2 weeks	5 OCS Loss of Chromebook 9 weeks
Unattended Chromebook	1 OCS Loss of Chrome Book for 3 days	2 OCS Loss of Chrome Book for 5 days	3 OCS Loss of Chrome Book for 2 weeks

Any other inappropriate use of the Chromebook	Principal's discretion			
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MARRIED STUDENTS

Married students should make known to the principal their legal status at the time of their initial enrollment. Students already enrolled must notify the principal of their legal status within two weeks following the marriage. Their new legal status affects enrollment exceptions. A conference may be held between the student, parent, guardian and principal to determine legal guardianship and compliance with school regulations.

MEDICATIONS

This section applies to prescription medication as well as over-the-counter medication. Parents must submit to the office a medication permission form before medication will be dispensed to the student. The medicine container must be labeled properly with the name of the student, doctor, and dosage to be taken. The principal or his designee will administer medication. All medication should be left in an administrator's office. **Parent must bring prescription medication to school for the student.**

Students who have any medication in their possession will be subject to disciplinary action. This includes prescription and over-the counter medication.

NINE-WEEKS EXAMS

Every student will attend and take a 9-weeks exam unless an exam exemption is specifically earned for a class. No student is to take a 9-weeks exam before the scheduled time period. The underclassmen cannot take early exams with the seniors. Students must be at the assigned 9-weeks exam period unless they have received an exam exemption. A student not attending a 9-weeks exam period will be considered truant and receive a failing grade unless approved by the principal. All financial obligations of the student or parent need to be taken care of before the 9-weeks exams are taken (fees, lost/destroyed textbooks, etc.). The 9-weeks exam will not be interrupted and students will not be allowed to leave or checkout once the 9-weeks exam period begins. The dress code will be enforced during 9-weeks exam periods.

NINE-WEEKS EXAM EXEMPTION

All students will be required to take Nine-Week Tests for the 1st and 3rd Nine-Week period. For the 2nd and 4th Nine-Week Tests, students will be exempt if they meet the following criteria.

1. Any student that has an overall average of A and has missed no more than 3 periods from the class for the semester will be exempt from the 2nd or 4th Nine-Week Test.
2. Any student that has an overall average of B and has missed no more than 2 periods from the class for the semester will be exempt from the 2nd or 4th Nine-Week Test.
3. Any student that has an overall average of C and has missed no more than 1 period from the class for the semester will be exempt from the 2nd or 4th Nine-Week Test.
4. Any student that has an overall average of D and has missed zero class periods for the semester will be exempt from the 2nd or 4th Nine-Week Test.
5. Any student that has an overall average of F **cannot** be exempt from tests.

*Periods spent in OSCAR **do count** as missed class periods under the exemption policy.

OSCAR **“Other School Classroom for Additional Resources”**

A disciplinary referral to OSCAR can only be made by the principal or assistant principal with the exception of minor dress code violations and tardies. Disciplinary referrals to OSCAR are considered In-School-Suspension. While assigned to OSCAR, students are given credit for being in school and for completing class work. Students in OSCAR are counted present for attendance and are eligible for perfect attendance recognition. Students are counted present to school while in OSCAR, but absent to class. This will affect exemptions at the end of the term. Students assigned to OSCAR may not be able to participate in extracurricular activities if the event that is scheduled occurs on the day(s) they are assigned. Also, assignment to OSCAR may jeopardize membership in some school organizations. OSCAR may also be used as an area for students to quietly complete a test, project or other work

assigned by a teacher. Referrals of this nature are considered academic and are not documented as disciplinary actions.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences can be a valuable means of communication for both the parent and teacher. Conferences must be scheduled before or after school or only during the teacher's planning time if necessary. Teachers cannot meet with anyone during class time. Conferences can be scheduled with the teacher by note, telephone, e-mail, or by contacting the student's guidance counselor. Parents and guardians are encouraged to visit the school; however, visits during school must be approved by the principal. Parents must check in at the Main Office before attending a conference.

Teachers and administrators encourage parents to arrange conferences early in a grading period and before the student experiences major difficulties. Your involvement with your child's education along with any information you share will enable us to serve the educational needs of your child.

PEP RALLY

Visitors are limited to parents, grandparents, and Lincoln High School graduates. Anyone else must contact the principal in advance to obtain permission. **All visitors must check-in through the main office.**

POSSESSION OF KNIVES AND OTHER DANGEROUS INSTRUMENTS

No student shall bring to school or have in his/her possession a knife, or other object that can be used as a weapon including pepper spray or similar products. This applies not only to the school buildings or grounds, but also to the school bus and any function sponsored by

Lincoln High School. **Periodic searches for such items may be made by the principal.**

Any student found guilty of violating the above policy or who intimidates, threatens, or interferes with the welfare of any other student shall be subject to expulsion by the Talladega County Board of Education.

POSSESSION OF A FIREARM ON SCHOOL PREMISES

A Student who is found to be in possession (i.e. on the person, in a locker, automobile, or other location) of a firearm in a school zone (a school zone is defined as the grounds of a public, private, or parochial school, or within 1000 feet of a school), on school property, or at any school sponsored event, will be at minimum, recommended for expulsion from school for the remainder of the present academic year, or a period of time to be determined by the school system. Additionally, local law enforcement will be immediately contacted and the student will be prosecuted to the fullest extent of the law. A committee appointed by the Superintendent may determine any exception to this policy.

See Talladega County Board of Education Responsibilities and Privileges pamphlet.

At the end of the suspension period, the student may apply for reinstatement. Application procedures may be obtained from the local school administrator. Legal Reference: The Code of Alabama 16-8-10

POSTING WRITTEN MATERIALS

No student can pass out or post material, or ask other students to sign any materials in the school that have **NOT** been pre-approved by the principal or his designee. This includes campaign posters, meeting schedules, pep information, etc.

POSTINGS AND COMMUNICATION ELECTRONICALLY

No student should post, forward or send comments, photos or other information that would be considered offensive, slanderous or illegal through internet postings, blogs, emails, text messaging, public forums (i.e. Twitter, Facebook, etc.), or any other means of electronic communication. While school authority is more limited regarding these activities when conducted off campus and during non-school hours, **any of these activities that result in harassment of other students or that in any way cause a disruption to the normal school day will be dealt with through appropriate disciplinary action and will be reported to the appropriate authorities for any necessary legal action.**

PROGRESS REPORT/REPORT CARD DATES

Progress reports and report cards will be disseminated on the dates listed below. Students will be required to return a signed copy by a designated date to their first block teacher. If the progress report or report card is late for ANY reason, the student will be assigned one day in OSCAR.

Progress Report Dates: September 11, 2018

November 6, 2018

February 5, 2019

April 16, 2019

Report Card Dates: October 11, 2018

January 10, 2019

March 14, 2019

May 24, 2019

IPODS, Headsets, Video Gaming Systems and Lasers

Items such as IPODS, headsets, video gaming systems and lasers should not be brought to school for two primary reasons: (1) These are expensive items and could be stolen or broken, and (2) They can disturb others and are a nuisance to the educational process. Items mentioned above will be taken up if brought to school.

REMEDIATION

All students are expected to report to school academically prepared and should pass all courses. It will be the school's responsibility to issue **progress reports** one time during a 9-week period. In the event a student does not pass a core subject (English, history, science and/or math), he or she may be placed in academic OSCAR to complete missing assignments.

RETURNED CHECKS

An additional charge will be added for any check returned to the school for insufficient funds. Should two checks drawn on the same account be returned, we reserve the right to refuse to accept future checks on that account. All checks must have a phone number to be accepted.

RULES, REGULATIONS, AND RESPONSIBILITIES FOR LINCOLN HIGH STUDENTS

1. Students are expected to be where they are supposed to be, when they are supposed to be there, acting like ladies and gentlemen.
2. Students should leave the building as soon as school is out. Everyone should be off campus by 3:10 unless permission has been given to stay.
3. Students are expected to be orderly during change of classes. Do not run, push, or be excessively noisy.
4. Students should not congregate. When the bell rings, students are to go directly to their next class.
5. **Every student must go to the cafeteria during the lunch period. Students cannot leave the cafeteria for any reason without permission from the teacher. Parents are not to bring in lunches for students from any outside food sources.**

6. Students are prohibited to break in line in the lunchroom or to use another pupil's lunch number.
7. All lunch accounts should be paid in the cafeteria **before** school.
8. Students should practice good conduct during assemblies. This includes an orderly, quiet entrance and exit. All talking must cease when the program begins. Students' not practicing good conduct may be escorted from the assembly for appropriate disciplinary action to be taken.
9. Soda cans and snack wrappers should be placed in trash containers.
10. Students may not sell anything from outside the school without permission from the principal.
11. No student should leave any classroom without a hall pass in **their** planner. Any student in the hall without a pass in **their** planner will be subject to disciplinary action.
12. Refer to Responsibilities and Privileges brochure provided by the Talladega County Board of Education.

SEXUAL HARASSMENT

Sexual harassment **will not** be tolerated at Lincoln High School. Any student who believes that he/she has been harassed should report the situation to a teacher, counselor, or administrator promptly. School officials will investigate all complaints. **Students who are found to be guilty of sexual harassment will be subject to school and county level disciplinary actions. Likewise, students who make false claims will also be subject to disciplinary measures.**

SPORTSMANSHIP

Lincoln High School values and expects sportsmanship among its many participants, players, coaches, officials, parents, and spectators. Everyone is expected to support and cheer for their team in a responsible and courteous manner that demonstrates fairness, civility, and grace. Disrespect, abusive language, and disorderly conduct are unwelcome and unacceptable. Winning and losing last only a moment—integrity and

dignity are characteristics worthy of a lifetime. Any student ejected from a game will receive a \$300.00 fine issued from the AHSAA. A second ejection will result in a \$500.00 fine and a suspension from play will occur.

STUDENT PREGNANCY

Students who become pregnant must report such conditions to the school principal and counselor for health and safety reasons. A doctor's statement must be submitted to the principal verifying the health status of the pregnant student. The doctor's statement should stipulate what activities in Physical Education the pregnant student can participate. If there are any complications, the principal and counselor should be notified as soon as possible.

Because of the number of days involved after the birth of a child, every effort should be made by the pregnant student to make prenatal doctor appointments after school hours and on Saturdays. All post-natal and check up appointments for baby and mother should be scheduled for after school hours.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUBSTITUTE TEACHERS

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are **expected** to be **extra** courteous to substitute teachers. Any misconduct in the substitute's classroom will be dealt with immediately.

SUSPENSION

Suspension means temporary forfeiture of attendance in the school and participation in its activities for a given period of time or until the legal guardian obtains from the principal approval for the student's reinstatement. A student who fails to obey the rules, regulations and policies of the Board of Education or commits any act that is detrimental to the maintenance of good order of the school is subject to suspension by the principal or assistant principal. While the student is suspended, he/she will not be permitted on the premises of this school or any other school within the school system without prior written approval from the principal. A student who is suspended will have the absences treated as unexcused and will not be allowed to make up any missed assignments or tests. Students who are suspended on 9-weeks exam dates will be allowed to take their tests, however, they will report to an administrator upon their arrival to school.

TARDY POLICY (IN-BETWEEN CLASSES)

When the tardy bell rings, teachers will lock their classroom doors. The tardy policy will be enforced as follows per nine weeks:

1st tardy - will result in a 1 period stay in OSCAR

2nd tardy - will result in phone call to parent along with a 1 day stay in OSCAR.

3rd tardy - will result in suspension from school.

Every subsequent tardy after the third tardy to class will result in a suspension from school.

A student will not be counted tardy to class if a student brings a pass from administration or another staff member at Lincoln High School

TELEPHONE

The telephone in the office is a business phone and is not to be used by students. In case of sickness or emergency, the office personnel will make necessary calls for students. No student will be called to answer a phone. Urgent messages from parents will be delivered to students.

TEMPORARY HEALTH DISABILITIES

Students with temporary health disabilities **shall not** be subject to discriminatory treatment. A student who desires to enroll or continue his/her enrollment until the temporary health disability has been alleviated may do so by proving to the principal or his designee that a condition does exist. Appropriate proof of the disability may be a written statement from the attending physician. Notification to the school should be done promptly upon the onset of the disabling condition.

TOBACCO, DRUGS, AND ALCOHOL

Board policy stipulates that there be no use or possession of tobacco or smokeless tobacco by students on campus during the school day. Any student in possession of illegal drugs or alcohol or under the influence of alcohol or illegal drugs will be reported to law enforcement authorities.

Such violations will result in suspension, alternative school or expulsion from school.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. Expensive bracelets, rings, necklaces, etc. should be left at home. **Students**, not the school, are responsible for their personal property. For safety reasons, students with more than \$20.00 may have their money held in the school vault by the administration. Parents may pick it up at any time

VENDING MACHINES

Vending machines are available as a privilege to students. Abuse of these machines, such as damage, litter, etc., will result in their removal. Neither the snack nor drink machines are to be used during the **breakfast** period (7:25 am – 7:38am) or the **lunch** period (11:10 am – 1:20 pm). Every effort will be made to see that all snack and drink machines work properly. Using the snack machines is an “at-your-own-risk” policy.

VISITOR PASSES

All visitors must obtain a visitor pass from the office issued by the principal, assistant principal or their designee. No one will be allowed on the school grounds without a visitor pass issued from the front office. Unauthorized or unscheduled visitors are prohibited from visiting classrooms. **All visitors must park in front of the school building.**

WEB PAGE

The Lincoln High School internet address is <http://lhs.tcboe.org/>. Information on school news and all activities can be found on this website. The website will be updated as often as possible. Requests for information that could not be found, missing links, etc. may be emailed to our webmaster at bkelly@tcboe.org. All information on the website must be approved by administration before posting.

Lincoln High School
DRUG POLICY FOR STUDENTS PARTICIPATING
IN ATHLETICS or Park on Campus

I. POLICY STATEMENT

Lincoln High School values students and their participation in athletics. These students, as role models for other students, are keys to our goal of providing the best possible educational program for all students. To achieve this goal and to maximize the skills and talents of our students, it is important that every athlete of our school understands the dangers of tobacco use and drug and alcohol abuse.

This statement clarifies our position on student tobacco, drug, and alcohol use as it pertains to athletic participation. This policy will apply to students participating in athletics or cheerleading (defined as any student, male or female, in grades 9 – 12, who is a member of any school sponsored sports team or cheerleading squad). Participation in athletics is a privilege that can be taken away for failure to comply with this policy. The Talladega County Board of Education and Lincoln High School reserve the right to change the guidelines contained within this policy at any time. Students subject to this policy will be informed of any changes.

II. POLICY OBJECTIVES

1. To create and maintain a safe, drug-free environment for all students participating in athletics.
2. To deter drug, tobacco, and alcohol use among students participating in athletic activities.
3. To encourage any athlete with a dependence on, or addiction to, tobacco, alcohol, or other drug, to seek help in overcoming the problem.
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students or property.
5. To minimize the likelihood that school property will be used for illicit drug activities.
6. To protect the reputation of the school system and its students.
7. To educate parents and students to the warning signs and dangers of alcohol and illegal drugs.

The Board of Education and Lincoln High School earnestly solicit the understanding and cooperation of all school staff, students, and parents, especially those involved with extracurricular athletic activities, in implementing this policy.

The Board of Education expects all athletic students to remain tobacco, alcohol, and drug free, and it reserves the right to require all students who participate in athletic activities to submit to drug and/or alcohol tests in order to assure these expectations are met.

The Board of Education acknowledges and understands that there are students involved in athletic activities who have legitimate medical prescriptions for identified medical conditions. Should a student test positive for a prescription drug for which he/she possesses a valid prescription in his/her name, the parent or guardian of that student will have an opportunity to give the Medical Review Officer (MRO) a copy of that prescription. The opportunity to provide the prescription will come after the positive urine test result has been released to the school's Medical Review Officer (MRO),

but before that information is released to the Board's Drug Testing Coordinator (DTC) who will be a representative of the Talladega County Board of Education. A laboratory test that yields a presumptive positive result will be reported as a negative to the school by the MRO if the student is able to produce a valid prescription in the student's name that could have legitimately accounted for the test result upon request by the MRO.

III. ENFORCEMENT

Pursuant to school policy and regulations, students who participate in athletic activities, with appropriate student and/or parental consent, may be tested prior to the beginning of a season or activity, during the season of the activity, or on any random schedule without advance notice. Once a student is placed in the random testing pool, the student is subject to testing for the remainder of the year.

When a school employee has reasonable suspicion to believe a student participating in athletic activities has violated the school's drug policy, the student may be required to undergo drug and/or alcohol testing. Failure to comply with the drug policy will render the student ineligible for the activity or activities in which he/she is currently participating and from other activities for the duration of the school year.

A student who has tested positive for tobacco, alcohol, and/or other drugs and who has had the positive test result confirmed by the Medical Review Officer (MRO) will be governed by the consequences outlined in this policy. The student's, parent's, or guardian's refusal to cooperate with the Talladega County Board of Education, the board representatives, and/or with medical personnel during the course of collecting the clean and unadulterated sample, reporting information about the sample, or enforcing the penalties and required counseling associated with a positive sample shall result in immediate suspension from the sport or activity for the duration of the school year.

No student or athlete testing positive, refusing to test, refusing to cooperate with testing, or being in violation of this

policy will be penalized academically. Information, including testing positive, will not be released to criminal or juvenile authorities unless under compulsion by valid state or federal laws.

IV. TESTING PROCEDURES

1. Random Testing

The school will conduct random drug testing of student athletes. Students who participate in athletics in grades 9-12 will be submitted to the testing pool. The school will conduct testing at an annual rate of approximately 50% of the number of participating students per year. The student information in the pool will be updated periodically. The school also reserves the right to do baseline testing, which is defined as testing all student-athletes who participate in sports. Students who transfer into Comer High School and are participants in these activities will be entered into the random testing pool upon admission to the school. These students are subject to baseline testing.

2. Test Day Checkouts, Check-ins, or Absences

A student who is subject to random testing and is absent on the day of the random drug screening will not be penalized in any way should his/her name be on the random list for testing that day.

A student who is subject to testing and is absent when the random drug screening process begins but checks in before the process is completed will be subject to a drug test at the time of check-in should his/her name be on the randomly generated list of names for that day.

A student who possesses a check-out note that was generated by the office in conjunction with a note from a parent or guardian prior to the testing day and that specifies a time and date when the student should check out will be permitted to check out at the predetermined time. Should his/her name be on the randomly generated list for testing on that day, he/she will not be penalized.

A student whose name is on the randomly generated list of students to be tested and who wishes to call his/her parent to come and check him/her out after the drug testing agency has come on campus may do so, but only after completing the required drug screen. Leaving campus without submitting to or completing testing will be seen as a refusal to test, and the penalties will be the same as those penalties for a student who refuses to test.

3. Reasonable Suspicion

When there are observable circumstances that provide reasonable suspicion to believe a student athlete has used nicotine, alcohol, and/or other drugs, a student athlete may be required to take a drug and/or alcohol test. Determination that reasonable suspicion exists must be based on observations.

4. General Guidelines

The school and its lab shall rely, when practical, on the guidance of the federal Department of Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392, 395.

5. Substances Tested For

The school will maintain a list of substances for which students may be screened. That list is subject to review and change without advance notice. This list may include, but is not limited to the following: nicotine, alcohol, ecstasy (MDMA), marijuana, amphetamines, cannabinoids (marijuana and its derivatives), cocaine, opiates, anabolic steroids, barbiturates, benzodiazepines, LSA methadone, methaqualone, phencyclidine, inhalants, ketamine, GHB, GBL, and rohypnol.

Any illegal or prescription drug may be included on the list, and any student who is included in the testing pool is subject to being tested for all or any combination of drugs on the screening profile without advance notice.

6. Collection Site

The Talladega County Board of Education will designate collection sites where individuals may provide specimens. Such designation will be determined by the Drug Testing Coordinator (DTC) and will be subject to the review and approval of the Superintendent and the Board of Education.

7. Collection Procedure

The school and the approved laboratory are responsible for developing and maintaining a documented procedure for collecting, shipping, and accessing specimens. A tamper-proof sealing system, identifying numbers, labels, and sealed containers will be used for specimen transportation.

The school and its laboratory will utilize a standard Urine Custody and Control Form for all drug testing. Any student governed by this policy will be required to complete a student consent form.

8. Evaluations and Return of Results to the School

The testing laboratory will transmit by fax, mail, or computer, but not orally, the results of all tests to the Board of Education's and the school's Medical Review Officer (MRO) who will be responsible for reviewing test results. Prior to making a final decision and prior to contacting the school's Drug Testing Coordinator (DTC), the MRO will notify the parent or guardian of a positive result and give the parent or guardian the opportunity to discuss the result.

Depending on the substances found in the urine, the parent or guardian will be given the opportunity to submit a valid prescription that may have produced a positive result. After final review, the MRO will, promptly and in a confidential manner, transmit to the DTC the name of any student who has tested positive. The report shall be opened by a committee of not less than three people designated by the Board of Education, who will verify its contents.

After being informed of a positive test result, the DTC will schedule a conference between the student and his/her parents or guardians to discuss the test result and the consequences.

9. Request for a Re-Test

A student may, together with his/her parents, request a re-test of the split specimen collected on the original testing date. (This request must be made to the Medical Review Officer within 72 hours of notification of the final test results. Written requests must be submitted to the DTC.) The parent or guardian will be required to pay the cost associated with the re-test in advance, but he/she will be reimbursed by the school if the result of the test is negative.

10. Release of Test Results

All information, interviews, reports, statements, and test results, whether written or otherwise, received by the board or school through its drug, alcohol, and tobacco testing program are confidential communications and will remain strictly confidential.

Any athletic students will be required to execute a Policy Consent/Release form permitting the school or its designee to release test results and related information to school officials who need to know such as the Board of Education, Superintendent, school principal, coach or sponsor of the activity from which the student is suspended, and the counseling agency or counselor responsible for mandated counseling.

V. NOTICE REQUIREMENTS

The basic provisions of this policy and/or any modifications of this policy shall be made available to students by school officials in a timely manner. In addition, certified employees shall, at the beginning of the school year, create scheduled discussions of the policy. The discussions shall include, but are not limited to the following topics: purpose of the policy, random sampling, and collection and reporting procedures.

VI. CONSEQUENCES OF POSITIVE DRUG TEST

Once a student has tested positive, his/her name will be removed from the random pool of names and placed on a list of students who will be subject to testing every time drug testing is conducted for one calendar year.

NICOTINE ONLY

First Violation:

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification. This will be paid for by the parent/guardian.)
- Enrollment in a nicotine education program (student expense)
- Student must re-test negative before he/she can resume any sport. (student expense)
- Complete a suspension of 10% of contests (not from practice)

Second Violation:

- Complete a suspension of 30% of contests (not from practice)
- Student must re-test negative before he/she can resume any sport. (student expense)

Third Violation:

- Suspension for 1 calendar year from participation in any sport at Lincoln High School.
- Student must re-test negative before he/she can resume any sport. (student expense)

ALCOHOL

First Violation:

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification. This will be paid for by the parent/guardian.)

- Enrollment in an alcohol education program (student expense)
- Student must re-test negative before he/she can resume any sport. (student expense)
- Complete a suspension of 15% of contests (not from practice)

Second Violation:

- Complete a suspension of 40% of contests (not from practice)
- Student must re-test negative before he/she can resume any sport. (student expense)

Third Violation:

- Suspension for 1 calendar year from participation in any sport at Lincoln High School.
- Student must re-test negative before he/she can resume any sport. (student expense)

ILLCIT OR BANNED SUBSTANCES OTHER THAN
NICOTINE & ALCOHOL

First Violation:

- Parental/Custodial/Guardian notification (If desired, a retest must be requested within 72 hours of notification. This will be paid for by the parent/guardian.)
- Enrollment in a drug education program (student expense)
- Student must re-test negative before he/she can resume any sport. (student expense)
- Complete a suspension of 30% of regular season contests per year (student will not practice during this suspension)

Second Violation:

- Suspension for 1 calendar year from participation in any sport at Lincoln High School.
- Student must re-test negative before he/she can resume any sport. (student expense)

Third Violation:

- Permanent suspension from participation in any sport at Lincoln High School.

LINCOLN ATHLETICS
 DRUG POLICY APPENDIX OF PENALTIES
 (EXAMPLES)

School and Activity	Approx. Season Dates	# of contests in regular season	10%	15%	30%	40%
Football/Band	Aug - Dec	10	1	2	3	4
Volleyball	Aug - Nov	15	2	2	5	6
Wrestling	Nov - Feb	8	1	1	2	3
Boys Basketball	Oct - Mar	28	3	4	8	11
Girls Basketball	Oct - Mar	28	3	4	8	11
Cheerleading	Aug - Mar	38	1wk	2wks	3wks	4wks
Golf	Mar - May	14	1	2	4	6
Track	Mar - May	5	1	1	2	2
Softball	Feb - May	28	3	4	8	11
Baseball	Feb - May	28	3	4	8	11
JV Boy's Basketball	Oct - Jan	12	1	2	4	5
JV Girl's Basketball	Oct - Jan	12	1	2	4	5
JV Football	Aug - Oct	7	1	1	2	3
JV Baseball	Feb - Apr	14	1	2	4	6
B-Team Softball	Feb - Apr	15	2	2	5	6
JV Cheerleading	Aug - Mar	13	1wk	2wks	3wks	4wks
*Lincoln Parking Privilege	Aug - May	180 days	18	27	54	72

Notes:

- In sports where there is all-day tournament play or double-headers or all-day meets (any situation where more than one game or event occurs on a calendar day) that day will count as one play date using the penalties prescribed in the drug policy appendix of penalties.
- A student's suspension will affect whatever activities he/she belongs to that are currently in season AS LONG AS that student DOES BELONG to one or more activities.
- If the student does not belong to ANY activities that are in season at the time of the positive test, that student's penalty will be delayed until the beginning of an extracurricular season, possibly into the next school year. Counseling and re-testing however will begin immediately.
- If a student belongs to more than one activity at the time of his/her positive test result, the student will be suspended from all of those activities as the drug policy appendix of penalties requires.
- If a student belongs to an activity and is serving a suspension from that activity and the season ends before he/she has served his/her entire suspension, the remainder of the suspension will roll over into the next sport or activity in which the student participates in the school year.
- If a student belongs to a sport or activity and is serving a suspension from that sport or activity and the season ends before he/she has served his/her entire suspension and the student does not belong to any other sports or activities through which the penalty can roll over, that student will serve the remaining percentage of his/her penalty in the first in-season activity in the next school year to which he/she belongs.
- A cheerleading week is defined as a week where there is at least one contest at which the cheerleaders are required to cheer.
- **Students who park on campus will use total number of days since purchasing a parking permit. (180 days/school year).

**LINCOLN HIGH SCHOOL ATHLETICS and STUDENT PARKING
TALLADEGA COUNTY BOARD OF EDUCATION
POLICY CONSENT/RELEASE FORM**

We have read the Lincoln High School's Drug Policy for Testing Athletes/Students who park on campus and agree to abide by such policy. We agree that the below signed student will submit to tobacco, alcohol, and drug tests at any time as a result of his/her initial or continued participation in school sponsored extracurricular activities. We authorize any laboratory or medical provider to release these results to the Talladega County Board of Education or its designee and its Medical Review Officer (MRO). We authorize the Medical Review Officer to release final test results to the student, parent/guardian, and Drug Testing Coordinator (DTC). We authorize the DTC to release information to the school officials who have the need to know such as the Board of Education, Superintendent, school principal, the coach or sponsor of the activity or activities, from which the student is suspended, and the counselor or counseling agency responsible for mandated counseling.

We also expressly authorize the DTC or MRO to release any test-related information, including confirmed positive results, in accordance with the federal Family Education Rights and Privacy Act (FERPA).

- (A) As directed by the parent or guardian's specific, written consent authorizing the release of the information to an identified person.
- (B) To the parent or guardian's decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student-participant.

We understand that this agreement in no way limits the below named student's right to terminate athletic or extracurricular activity participation or to be terminated from such activity participation by the Coach or Sponsor.

**REFUSAL TO SUBMIT TO THIS POLICY WILL DISQUALIFY
THE STUDENT FROM ATHLETIC OR EXTRACURRICULAR
PARTICIPATION.**

STUDENT ATHLETE/PARKING ON CAMPUS DATE

STUDENT ID NUMBER / SOCIAL SECURITY NUMBER

PARENT OR LEGAL GUARDIAN DAT

CONTACT INFORMATION

Student's Name:

Student's Address:

Home Telephone:

Students Cell Phone #:

Students' Email Address:

Guardian #1:

Name:

Relationship to Student:

Cell Phone #:

Guardian #2:

Name:

Relationship to Student:

Cell Phone #:

Sport: _____

___ ***Parking***

Acknowledgement of Receipt of Student Handbook

I understand and consent to the responsibilities outlined in this student handbook including *athletic consent and parking on campus* procedures. I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the handbook at school, school-sponsored and/or school-related activities, including school-sponsored travel regardless of time or location. I understand that any student violates the rules of this handbook and/or the Lincoln High School Student Code of Conduct is subject to disciplinary action up to and including referral for criminal prosecution for violation of the law.

Student's Name _____ **Grade** _____

1st Block Teacher _____

Parent/Guardian Signature _____

Student Signature _____

Date _____

