

LINCOLN MIDDLE SCHOOL



STUDENT HANDBOOK

2009 – 2010

2287 Lema Road, SE
Rio Rancho, NM 87124

Office: (505) 892-1100
Fax: (505) 892-9728

Website: www.rrps.net

SCHOOL PERSONNEL GUIDE

ADMINISTRATION

Myra Renwick Roosevelt, Principal.....	Ext. 507
Lynda Kitts, Assistant Principal.....	Ext. 502
Janita Fitz, Site Specialist.....	Ext. 530

SUPPORT STAFF

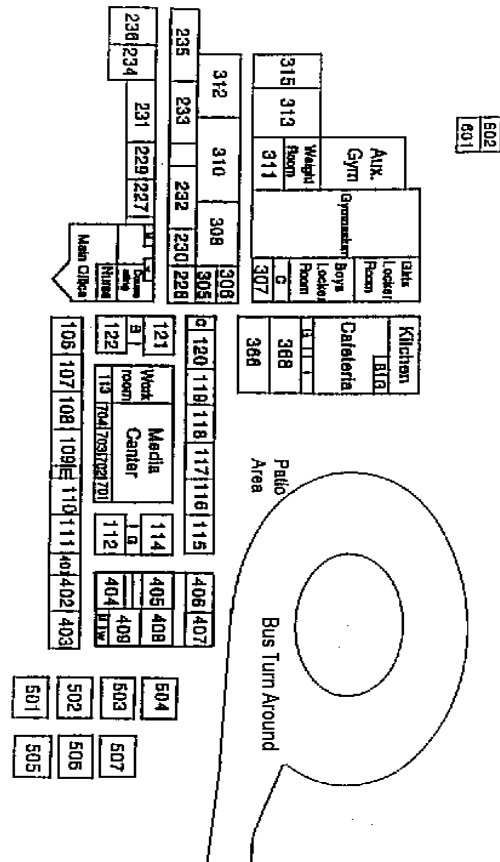
Toni Caputo, Principal's Secretary.....	Ext. 507
Sandra Garcia, Attendance Secretary.....	Ext. 514
Geri Pribble, Registrar.....	Ext. 500
Debbie Easton, Counselor.....	Ext. 528
Julie Ackron, Social Worker.....	Ext. 527
Jeannie Westerfield, Nurse.....	Ext. 519
Michele Mutarelli, Health Assistant.....	Ext. 515
Terry Skinner, Librarian.....	Ext. 512
Randy Torres, Head Custodian.....	Ext. 144

CONTENT LEADERS

Jay Tharinger, Language Arts.....	Ext. 117
Sherry Luna, Math.....	Ext.
Dorothy Satriana, Science.....	Ext. 236
Melissa Holder, Social Studies.....	Ext. 405
Jonathan Saeger, Related Arts.....	Ext. 308

OFFICIAL SCHOOL CALENDAR 2009 - 2010

August 10-12	Staff in-service
August 13	Staff planning day
August 14	First day of class
September 7	Labor Day holiday
October 7	Staff in-service
October 8 - 9	Fall break
October 15	End of first quarter
October 29-30	Credentialing conferences (no school for students)
November 25 - 27	Thanksgiving holiday
December 18	End of second quarter/Semester
December 21-January 4	Winter break
January 4	Staff planning day
January 18	Martin Luther King, Jr. holiday
February 15	Presidents day/weather make-up day
March 12	End of third quarter
March 15-19	Spring break
April 1-2	Credentialing conferences (no school for students)
April 5	Holiday/weather make-up day
April 29	Staff in-service
April 30	Holiday/weather make-up day
May 25	End of fourth quarter/Last day of school



Map of Lincoln Middle School Campus

THE PHILOSOPHY OF LINCOLN MIDDLE SCHOOL

Lincoln Middle School is dedicated to the intellectual, physical, social, and emotional development of students during the transition from childhood to adolescence. We recognize the uniqueness of this time and strive to provide programs that are centered around students' needs.

A core of academic courses complemented by a program of related arts activities stressing inquiry and creativity are essential. These courses and programs are primarily designed to allow active participation and result in positive educational experiences.

Lincoln Middle School believes that a positive educational climate that is conducive to the needs of early adolescence will provide a smooth transition from elementary school, and prepare students for high school. Special interest is taken to provide guidance in values and decision making. High expectations from all stakeholders (parents, staff and students) are necessary for student achievement and the success of our school. This is a place for each child to grow as a person while learning responsibility and consideration for themselves and others.

Education is a lifelong process and we are committed to helping children develop learning skills as well as teaching them to adapt to change. At Lincoln Middle School we value the learner as well as what is to be learned.

STUDENT EXPECTATIONS

Lincoln Middle School students are proud of themselves and of their school and community. They recognize their primary purpose at Lincoln is to learn and that they are expected to participate in and contribute to the learning atmosphere. Toward that end, staff at Lincoln Middle School expects students to:

Respect People and Property

- welcome guests politely, including substitutes;
- report vandalism;
- keep food in the lunchroom or patio area;
- keep the entire campus clean and litter free;
- use appropriate language ;
- express yourself in a respectful manner;
- respond to reasonable requests of adults and other students; and
- respect the property of others

Be there, and be prepared

- attend school regularly;
- get to class on time;
- take all necessary materials to class;
- stay on task;
- use a school agenda;
- complete homework and class work, including make up work;
- dress appropriately for school;
- celebrate academic success;
- not disrupt the learning of others

Listen and Follow Directions

- accept the rules of each classroom
- listen to all announcements
- always use a signed pass
- ask for clarification
- follow the rules of this agenda book

Keep Hands and Feet to Self

- obey bicycle and pedestrian safety rules;
- stay on campus during the school day;
- volunteer information in matters relating to the health, safety, and welfare of the school community;
- recognize that fighting, shoving, and abusing others on and off school grounds will have consequences

Be Responsible

PARENT EXPECTATIONS

As a parent, what can the school expect of you? Please:

- Send your child to school ready to learn: on time, clean, healthy, rested, suitably dressed, and adequately nourished.
- Treat school as important: show interest, ask questions, listen enthusiastically, and participate in school activities.
- Teach your youngster respect and cooperation: the rules of fair play, safety, and skills for getting along with others.
- Enrich your child's life: read, converse, and support your child's interests.
- Require reasonable standards of conduct of your child and yourself: make an honest effort to straighten out misunderstandings directly with the person involved.
- Contact your child's teacher, team, counselor, or the principal's office when you have a concern or desire a conference.
- Be an interested, informed, and intelligent partner with the school in the education of your child – the ultimate responsibility for your child is yours.

GENERAL INFORMATION

ATTENDANCE

Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. For that reason, and others, state law requires that all children of appropriate age and condition attend school regularly.

New Mexico's Children's Code provides that a child who has more than ten unexcused absences is a "child in need of supervision" by the youth authorities. State law requires the schools to report violations of the compulsory school attendance laws to the Juvenile Probation Office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance for all students is the joint responsibility of parents and educators. In keeping with this obligation the Board of Education/Superintendent prescribes the following rules for school attendance:

Excusing Absences - Parent or legal guardians must telephone the school each day their child will be absent and state the reason for the absence. If a student is absent and parents have not contacted the school, schools will make a reasonable attempt to contact parents before the end of the day. The phone number for the attendance line is 892-1100 Ext.781.

Absences may be excused for the following reasons:

- Doctor's appointment
- Illness
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- School sponsored activity
- Extenuating circumstances, as agreed to by school administration

Upon the first day a student returns to school, if parents have not called to report the student absent, the student must present a signed, dated note from his or her parent or legal guardian stating the reason for the absence.

Unexcused Absences: An unexcused absence is an absence for which no appropriate excuse is provided by the student's parent or legal guardian. A student may receive detention or in-school suspension (or other discipline) for any unexcused absence.

If a student is absent for three (3) consecutive school days, during which time his or her parent or legal guardian has not contacted the school and given an appropriate reason for the absence, the principal or his or her designee, shall, by the end of the school day, of the first day following the three day period, contact the parents or legal guardian by telephone or in person to give notice of the student's absence and to learn the reason for the absence.

Make Up Work - All students are expected to make up work that is missed due to excused or unexcused absences. If an absence

is an excused absence, students will have one day for each day missed to complete and return make up work. Teams will make allowances for individual circumstances based on consultation with the student and/or parent(s).

A student with an unexcused absence is required to make up the work missed in the same time period; however, a penalty of up to one letter grade may be assessed. Failure to make up missed class work and assignments will affect the student's reportable grades and may result in no earned credit for the semester. Students who are suspended or on an approved vacation, must turn in all work on the day they return to school.

It is the responsibility of the student to initiate requests for make up work at a time convenient for the teacher, complete the work, and hand it in on time. Students who are absent from school three consecutive days or longer may request homework by calling the attendance office at 892-1100 Ext 781 or by contacting the student's team leader. Teachers are given 24-hour notice in order to compile the make up work. The requested make up work should be picked up at the main office, at the agreed-upon time. If make up work is not picked up after the first request students will not be allowed to request work again. Teachers are happy to provide the work, but they do expect that it be picked up from the front office and completed by the student

Family Vacations – Interrupting schooling for family vacations is highly discouraged. Family trips taken for good reasons must be pre-approved by the administration for the absences to be excused.

Excessive Absences – If a student accumulates three unexcused absences, during a semester, the school principal or his or her designee shall notify the parents or legal guardian in writing, by certified mail or personal service. This letter will request a meeting with the parents and provide the parent or legal guardian with the provisions of the Compulsory Attendance Law. The parent or legal guardian of the student must contact the school regarding the student's absence. Appropriate consequences will be assigned for unexcused absences.

If a student accrues additional unexcused absences, not to exceed a total of ten days following the letter and/or meeting, the student may be reported to the Probation Services Office of the judicial district in which the student resides for an investigation as to whether the student should be considered a neglected child or a child in need of supervision, and thus subject to the provisions of the Children's Code. While grades may not be reduced as a direct penalty for nonattendance, a student's ability to earn grades and credit is affected by poor attendance.

Violations of the Compulsory Attendance Law following the report required by this paragraph may be grounds for student disciplinary action.

BEHAVIORAL EXPECTATIONS AND THE REFERRAL PROCESS

Our expectation is that students will always behave in an appropriate manner and that they will show respect for each

other, staff, visitors, and the facility. Students who persistently display patterns of poor citizenship and/or offensive behaviors will be subject to disciplinary actions such as lunch detention, in-school suspension, home suspension, and/or expulsion. Parents will be involved in disciplinary proceedings at every level. Our goal is to correct student behavior so that each student can be a positive member of our school community.

When a student's behavior violates the discipline policy, staff members write a behavior referral. The individual teacher, team or administrator, depending on the nature of the violation, will deal with the behavior referral. For Level I or II infractions, teachers will assign consequences and notify parents. If inappropriate behavior continues or violations are particularly flagrant (Level III,) administration will assign consequences and notify parents. A progressive discipline policy is used in which consequences increase if the same offense is repeated. Consequences are described in the discipline matrix. Parents are always notified if their child must stay for after-school detention. Parents will be asked to meet with the student's team and or principal or assistant principal in certain cases. If the student is habitually disruptive, parents and the student will be asked to sign a behavior contract stating that if the inappropriate behavior continues, the student will be taken to a hearing at district office with the possibility of a long term suspension and/or expulsion. Please review the discipline policy for specific infractions and consequences.

CAFETERIA

Breakfast is served at full and reduced prices each morning for those who wish it and / or qualify.

Students may bring a lunch or purchase lunch from the cafeteria or school snack bar. A regular lunch costs \$1.90. Students are allowed only one charge, which must be arranged through the cafeteria manager. Free and reduced lunches are provided to families who qualify. Applications are available at registration.

Food must remain in the cafeteria or patio area. Students are responsible for clearing away their own trays, utensils, and trash. If the cafeteria or snack bar area is not cleared, the privilege of using the snack bar may be suspended for a period of time.

CLASS INTERRUPTIONS

Research on effective schools indicates that classroom interruptions detract from teaching and learning. Please help by not asking the school to deliver messages to students regarding after school plans, appointment reminders, house keys, etc. – issues which can easily be arranged before school each morning. Our primary goal is the education of your child therefore only a true emergency will warrant class interruption.

CLOSED CAMPUS

Lincoln Middle School is a closed campus. Students may not leave school grounds for any reason without first having their parent sign them out in the front office.

Parents are always welcome to visit and observe classes. A parent / visitor must first check in at the front office

and receive a visitor's pass. Although this may seem restrictive, please understand our need to verify the identity of people who come on campus. Further, parents are welcome to observe but asked to refrain from interfering with instruction or student concentration. If information is needed from your child's teacher, you are encouraged to place a phone call or make an appointment.

Students may not bring friends or relatives to school to visit for the day. Also, for safety consideration, younger brothers and sisters may not come to school.

DAILY ANNOUNCEMENTS

Students receive informational announcements every day. Teachers will make sure students can hear the announcements. Students have the responsibility to listen to the announcements.

DISCIPLINE MATRIX

See pages 11 and 12.

EMERGENCY CARDS

Each student must have an emergency card on file in the front office containing the daytime telephone numbers of his/her parents. Any changes in home or work telephone numbers should be reported to the front office immediately.

EMERGENCY SCHOOL CLOSURE

Radio or TV will alert the community of delayed start days or school closures. It is recommended that families have a plan for such emergency closures. A "delayed start" means students are due at school by 10:10 a.m.

FIELD TRIPS

Field trips are a valuable extension of the learning process. Each trip may incur some cost to cover transportation and/or admission cost. A completed RRPS Field Trip Permission Form is required. It is expected that students act as ambassadors for Lincoln Middle School or forfeit the right to attend future field trips. Parents are often requested as chaperones and are encouraged to assist. Field trip transportation will be on buses only in accordance with state regulation.

HOMEWORK POLICY

Homework is an important component of the learning process. A positive correlation exists between homework and achievement.

Students in middle school can anticipate about one to one-and-a-half hours of homework per night. Expect to spend time in study each day, even if it is not written work. Each student is provided with a copy of this agenda book where they are encouraged to record assignments. Parents are responsible for establishing a daily homework schedule for their child and a "study place" for homework. Please look at your child's homework regularly to ensure it is of high quality and submitted on time.

HONOR ROLL

Students who achieve a grade point average of 3.25 or higher for each nine-week period will be placed on the Lincoln Honor

Roll. Students who are on the honor roll are eligible for special assemblies, recognition, and awards. The honor roll will be published in the *Rio Rancho Observer*. Students with a grade point average of 3.25 or higher for the first three quarters of the school year will be recognized at an awards night at the end of the year.

LINCOLN LIFE

The Paw is a newsletter provided by the school to Lincoln parents and other interested community members. Look for it on gold-colored paper. The first issue will be sent in September. *The Paw* provides dates of important events, information about our educational program, highlights of student achievement, and helpful hints to parents. We strongly encourage you to read it and to call us with comments, suggestions, and concerns regarding information found in the newsletter. If your copy does not arrive, please call the school at 892-1100 Ext. 507.

LOCKERS

Lockers are the property of the school and are provided by the school as a service and a privilege to our students. Any violation of rules or vandalism will result in immediate locker suspension. Locker assignments will be made for one academic year.

Locker security is the student's responsibility. Students are not to share lockers or locker combinations. Valuables such as money, cameras, jewelry, etc., and items not applicable to the school setting should NEVER be stored in lockers. Students may go to their lockers at the 8:10AM bell before school, before and after their lunchtime, and after school. Teacher/administrator permission is required for a student to change his/her assigned locker.

PARENT TEACHER ASSOCIATION (PTSO)

Lincoln Middle School is generously supported by the Parent Teacher Association Student Organization (PTSO). It is the goal of this fine organization to provide personal as well as financial support to our school. Please take the time to join our PTSO during our membership drive, and look for our volunteer sign up tables both at registration and other PTSO meetings. PTSO can be reached at 892-1100.

PARENT-TEACHER CONFERENCES

Parents or teachers may initiate a conference request. To schedule a conference, parents should call or email their student's team leader and/or Mrs. Easton at 892-1100 Ext. 528.

PROGRESS REPORTS

Students in all grades will bring home progress reports every three weeks. The purpose of these reports is to inform you of your child's progress in each class.

PROHIBITED MATERIALS

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items that students may **not** have at school: hats, sunglasses, headphones, chains,

baseball cards, cameras, Walkmans, squirt guns, toys of any kind, permanent marking pens, matches, lighters, video games, radios, CD's, CD players, MP3 players, scooters, dangerous objects, valuable objects, pagers, laser pointers. Students are not permitted to bring skateboards, roller skates, in-line skates or scooters to school.

Students may have cellular phones in their backpacks; however, they must remain powered off and must not be used during the school day. If a cellular phone is seen, heard, or in use during the school day it will be confiscated. Upon return of the cellular phone, an "electronics use" agreement will be signed by the student, a parent/guardian, and an administrator.

Prescription/OTC (over the counter) medication must be taken to the nurse's office.

Any student searches for contraband materials will be done in accordance with district policy. State law allows students, lockers and/or personal property (bags, backpacks, purses etc.) to be searched, based on reasonable suspicion that a student is in possession of illegal or unauthorized materials. Parents/guardians will be notified that the search was done, the reasons, and results of the search.

The school is not responsible for confiscated materials. All items confiscated throughout the school year must be picked up *no later* than one week after the last day of school. Any items not picked up, will be donated to Storehouse West.

REPORT CARDS

Report cards are disseminated to parents at credentialing conferences at the end of quarters 1 and 3 and mailed home approximately one week after the end of quarters 2 and 4. In general, a grade should reflect quality of work done, effort put forth in relation to ability, attendance and punctuality, and participation. The grading scale at Lincoln is the following:

A	90-100	outstanding progress
B	80-89	very good progress
C	70-79	satisfactory or average progress
D	60-69	poor progress or improvement needed
F	Below 60	no significant progress shown

SCHOOL HOURS

To insure safety, students should not arrive at school earlier than 7:30 a.m. Students who arrive between 7:30 and 8:00 a.m. may enter the school through the cafeteria doors and remain in the cafeteria until the 8:10 a.m. bell. Students may also enter the building through the patio doors, go directly to the Library, and remain in the Library until the 8:10 a.m. bell. All students may come into the building at other entrances at 8:10 a.m. Homeroom begins at 8:15 a.m. Afternoon dismissal is at 3:05 p.m. Students needing help, a conference, or makeup work, or those participating in a club or activity are welcome in the building under staff supervision. All other students are expected to be out of the building by 3:10 p.m.

SCHOOLWEAR POLICY

See pages 16-17

SECTION 504

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS' 504 Coordinator Jerry Reeder can be reached at (505) 896-0667. The 504 Coordinator for LMS is Debbie Easton, counselor; she may be reached at 892-1100, ext. 528.

STUDENT AGENDA

Students are given a copy of this student agenda to help organize information, materials, and time. This notebook helps students keep track of classes and homework. It is also a convenient means of communication between school and home. Students will want to share their agenda books with their parents as they discuss daily school activities.

STUDENT INSURANCE

Supplemental student insurance is available for anyone who wishes it. Forms may be obtained during registration or picked up at the Main Office.

STUDENT RECORDS

Rio Rancho Public Schools maintains the following education records directly related to students: academic, personal information, disciplinary, attendance, health, progress and standardized testing. Access to individual education records is limited to: parents of students under 18, parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code, students, employees of this school district who have a legitimate educational interest, state and local officials to whom information is required to be reported, certain testing organizations, accrediting organizations, persons who need to know in connection with an emergency, pursuant to subpoena or court order, any person with the written consent of the parent of students under 18 or the student over 18, a school or schools in which a student seeks or intends to enroll.

RRPS policy requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted.

RRPS policy limits the right of access to education records to the persons and under the circumstances indicated above. RRPS policy requires that copies be made available to persons entitled to access at the cost of 25 cents per page. RRPS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

Student directory information may be released without prior consent unless the parent of the student informs the principal within a reasonable period of time that any or all of the information should not be. Directory information includes:

student's name, class, name of school, eligibility and participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, identification in photographs depicting school programs or activities. Questions regarding records should be directed to the principal. See SBP 326 for all details.

SUPPLIES

The following list represents items that all LMS students are expected to carry to classes on a daily basis:

- 1 2" wide three-ring binder with subject dividers
- 1 package wide-rule loose leaf notebook paper
- 2 #2 pencils with erasers
- 1 3-ring zippered pouch for pencils and pens
- 1 Student Agenda Book
- 1 combination lock for locker (no key locks)
- Blue or black ink pens

Other required supplies vary by team and classroom needs. These lists will be sent home at the beginning of each term.

TARDY POLICY

A primary responsibility of Lincoln students is to report to all classes in a timely fashion. All students are expected to be in the classroom, with the necessary materials, and prepared to work, on time. This will give all students in the class an opportunity to take full advantage of the learning time provided. Please see discipline policy for consequences.

Students who are tardy because of a doctor or dentist appointment must provide proof of the appointment to the front office in order to avoid disciplinary consequences. This is the only circumstance where a tardy will be excused with no consequence. If a student is running late because a parent is running late, the student will be issued an unexcused tardy. Students revert back to zero tardies at the start of the second semester.

TITLE IX

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS' Title IX Coordinator oversees compliance with the provisions of Title IX and for investigating complaints. RRPS' Title IX Coordinator can be reached at (505) 896-0667.

WEAPONS IN SCHOOL

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun-Free Schools Act, 33 U.S.C. & 3351, and it is the intention of the Board that it be interpreted to conform to provisions of applicable law.

For the purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

For purposes of the policy, and for purposes of compliance with the federal Gun-Free Schools Act, a “firearm” is defined as a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

This policy shall be enforced according to the Board’s Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation Section 6.11.2.1, as amended, and the policies of the district.

Any student who brings a firearm or weapon to a school sponsored activity shall, in addition to penalties imposed under School Board Policy, be referred to appropriate law enforcement authorities for prosecution.

Any student found to be in violation of this policy shall be subject to discipline, including short-term, in or out of school suspension not to exceed ten days, long-term suspension, and expulsion.

In compliance with the federal and state Guns Free Schools Acts, any student found to be in violation of this policy, shall, at a minimum, be expelled from school for a period of not less than one year, provided that the Superintendent or the Board of Education may modify such penalty in appropriate cases at their discretion.

This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

WITHDRAWAL PROCEDURES

Any student leaving to attend another school withdraws from Lincoln through the School Registrar. A parent/legal guardian must come to the office to complete the proper paperwork in person. The student then takes a withdrawal form to each class for teacher signature, grades, and verification of textbook returns. The student also has the form signed by the librarian and cafeteria manager indicating that all materials have been returned and all fines paid. The return of the form to the Front Office completes the withdrawal process.

SELF-DISCIPLINE

ASSEMBLY BEHAVIOR

Assemblies are a privilege. Students who wish to maintain this privilege must behave in an appropriate manner.

During an assembly, students will be courteous and respectful. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, scream out, beat on bleachers with feet, or perform in any other uncivilized manner. Disruptions will result in a consequence.

CHARACTER

Character is defined by a total pattern of behavior. Each person owns his/her behavior. Actions determine ones reputation and also influence how people react to one another. Trust, respect, and true friendship of others must be earned. Patterns of behavior determine the levels of trust, respect, and friendship that are inspired from others. All students are encouraged to make a genuine effort to develop and maintain good character.

PHILOSOPHY OF SELF-DISCIPLINE

Discipline is not the same as punishment. The dictionary defines “discipline” as training that develops self-control, character, or orderliness and efficiency. Good discipline is what we ask of all students. It is simply good, self-controlled behavior. With this definition in mind, the need for stressing an effective discipline policy at Lincoln Middle School will become obvious.

SELF-CONTROL

All students have rights. Among these rights is the right to receive the best education possible in a safe and orderly environment. In order to protect this right for all students at all times, it may be necessary to control your own personal desires at any one time. You should always examine your own behavior and how it will affect others. Self-control is the preferred method of assuring that the rights of all are protected.

SELF-DISCIPLINE IN ACTION

Self-discipline in action uses common sense rules of etiquette and politeness. This includes being courteous to fellow students and respectful to adults at all times. Students are expected to be prepared with materials, be on time, do all work assigned by the teacher, be well behaved, maintain good attendance, and respect others’ property. Being respectful of others includes refraining from inappropriate public displays of affection. (Kissing is not appropriate for school time.) Students are prohibited from using, possessing, distributing, or trafficking alcohol, tobacco, and/or other illegal substances on school property.

THREATS

Students are prohibited from making threats toward other students or staff members. Threats are an expression of intent to do harm, or act out violently against someone or something. They can be spoken, written or symbolic. All threats will be taken very seriously and consequences will be determined using the discipline matrix.

STUDENT SERVICES

SAFETY DRILLS

Practice fire drills are conducted twice during the first two weeks of school and monthly during the remainder of the school year. Additional safety drills are conducted periodically throughout the year. Students need to know that setting off a false alarm is punishable by a fine of \$300, ninety (90) days in jail, or both, as set forth by law. Parents/ guardians who need to pick up their child during a drill must wait until the drill is completed.

GUIDANCE

Lincoln has one full-time counselor. Our counselor is trained to provide students and parents with information and suggestions relating to many subjects including career and future planning, study skills and time management, relating skills (with friends, parents, teachers), decision-making, self-understanding, and mediation.

Students are encouraged to consult with the counselor on a regular basis for advice for both personal and academic concerns. Students and parents can easily schedule an appointment by contacting the counseling office at **892-1100 ext. 528**.

HEALTH CARE

It is the goal of the health office to promote the optimal health of each student, which in turn enhances optimal learning. In order to achieve this goal, the health office is open everyday during normal school hours. Students must have a pass to visit the nurse or health assistant unless there is an emergency. The health office is located near the main office. The nurse is readily available to respond to any situation requiring professional attention. The nurse and health assistant handle all minor injuries and illnesses and contact parents in these matters. In the event of an emergency, if none of the telephone numbers on the emergency card can be reached, then DPS (911) will be called. When an emergency exists and DPS is contacted, parents are liable for any associated charges.

The school nurse and health assistant will dispense over-the-counter medication if the parent has filled out the appropriate form, and prescription medication if a doctor's order form is completed by both the parent and the doctor. The only medications that may be carried on campus are inhalers. However, this too requires the completion of the appropriate form by the parent and physician. Forms may be obtained in the health office. Students must deliver their medications to the health office at the beginning of the day. Empty vials will be given to the student for the parent to replenish. Parents must pick up any unused medication at the end of the year. Any medications not picked up will be destroyed.

LIBRARY

The library is open before school (in lieu of the cafeteria to read or study), during the school day, and during passing period. Students may go to the library during lunch with a written pass.

Lost library materials should be reported immediately to the librarian and the appropriate fees paid. If the materials are later found, fees will be reimbursed to the student.

LOST AND FOUND

"Found" valuables are kept with the secretary in the Main Office. Found textbooks will be located in the Library. Clothing is stored in the "lost and found" cabinet, which is located in the Library workroom. Students and parents are encouraged to check the lost and found often. At the end of each 9-week grading period, the lost and found clothing items will be donated to charity.

PHONE FOR STUDENT USE

A phone is available in the front office for emergency use only. The student should have a signed pass in their agenda book. Students must sign a phone log and give a reason for use. A student will not be refused phone use if the student needs to contact their parent or guardian.

PUBLICATIONS

The yearbook is available to students who pre-order using a pay ahead program. Order forms are sent home with students during the first semester of school. Yearbooks will be distributed during the last week of school. If a student chooses to write inappropriate words in someone's yearbook, the student who wrote the inappropriate words will be asked to reimburse the owner of the yearbook for the cost of the book or have the writer's yearbook taken away.

STUDENT ASSISTANCE TEAM

Students who are having difficulty in their regular classes for any reason may be referred to the Student Assistance Team. The Student Assistance Team is comprised of an administrator, counselor, and general education teachers.

Parents are notified when their student is going to be discussed at a Student Assistance Team meeting. The team reviews all school records of the student, obtains information from the student's teachers, and makes recommendations, which will promote greater success for that student.

TRANSPORTATION

Bicycle

Riding a bicycle to Lincoln is a privilege students must earn and keep. Students are to obey all laws regarding bicycle safety. We encourage students to wear helmets. A student may lose the privilege of riding a bike to school if safe riding rules are not followed. All bikes are to be parked in the bicycle enclosure and are to be chained and locked. The school will take precautions to secure these vehicles by locking the bicycle enclosure during school hours but cannot assume responsibility for any damage or loss, which may occur. Bikes are not to be ridden on school grounds; students are reminded to walk their bikes.

Bus

Bus transportation is a privilege. It will be denied to students who cannot accept the responsibility for proper behavior. The driver is in full charge of the bus and passengers. Students who create problems at the bus stop or fail to obey rules or instructions of the

bus driver will suffer natural consequences for their behavior and may be denied the privilege of riding the bus. Students can only ride the bus assigned to them using their home address. Students may not switch buses and non-bus riders are not allowed on a bus at any time.

The following Bus Rules of Conduct apply to all students riding the bus to and from Lincoln Middle School:

- Follow directions the first time they are given.
- Keep objects and all parts of your body inside the bus.
- Remain seated in your assigned seat at all times.
- Keep hands, feet, and objects to yourself.
- No eating, drinking, or smoking.
- No fighting, pushing, spitting, or using inappropriate language at any time.

Student and parent must sign the Bus Contract that follows. See the Lincoln Discipline Matrix for consequences issued for inappropriate bus behavior. Should your child have a problem at the bus stop or on the bus, please call the school to let us know.

BUS CONTRACT

This contract supercedes all other published bus rules.

Drivers will remind students regularly of safe bus behavior rules. If infractions continue, the bus contractor will document a written referral and make a parent contact. It is expected that the parent/guardian will work with his/her student to help insure safe bus behavior.

The first bus referral will result in contact with the parent by the bus contractor. Continuing misbehavior will result in a referral to school administration. The administration will make a parent and student contact, and student will be removed from bus for a minimum of one day.

Dangerous or Illegal Behavior

Dangerous, serious behavior will result in immediate suspension of transportation privileges for a minimum of three days. Violations of this type supersede all other levels of infractions. School Administrators will make final decisions related to such offenses.

Parents and students are required to sign, the Student Acknowledgement Form that accompanies this agenda book, indicating understanding and compliance with bus rules. Failure to sign or return the contract will not change the contract.

PARENT PERMISSION TO PHOTOGRAPH/ RECORD

Many programs, activities and events taking place in the Rio Rancho Public Schools are of interest to the public. Often civic, educational, students and other groups are interested in learning about our students and programs. From time to time, we produce or allow to be produced, photographs, video recorded programs, and films to provide information to the public about our programs. In addition, newspaper coverage, broadcast television programs and cable television programs sometimes feature our classes and activities. When any such videotape, film or photograph is produced and released, it becomes the property of the party to whom it is released, and it may be replayed or reprinted at a later date. Please sign below giving us your permission to include your child in such photographs, films or recording. We appreciate your helping us present our students and programs to the community.

Parent/guardian signature

PARENT CONNECT

Parents/guardians of LMS students may now view their student's grades, attendance, demographic data, and more via the web. Your ability to view this information will assist with early intervention of academic, attendance, and/or discipline concerns, as well as ensure that your student's data is current within our student information system.

Please review the online instructions and documentation for the use of ParentConnect prior to pre-registering.

For instructions and pre-registration click on the ParentConnect link on the home web page of LMS. If you have not previously accessed this site log on to the district web site, www.rrps.net, choose "Our Schools" on the left side of the window, select one of the applicable schools, and then "School Website."

Please note: your userid/password may be picked up at the school your child attends... at least 5 school days after you pre-register, unless you receive an email regarding a discrepancy in your pre-registration. *You must show a photo ID.*

Please use this service as a guide to your student's progress and as a means to be proactive in communicating with your child. It is not intended to generate numerous, daily phone calls and/or emails to teachers. Please attempt to resolve individual assignment grades/concerns with your child prior to contacting his/her teachers. *Thank you.*

Lincoln Middle School Behavioral Expectations

	<i>Expectation and/or Safety</i>	<i>Responsibility</i>	<i>Respectfulness</i>
Agenda	<ul style="list-style-type: none"> ○ Agenda passes will be the only acceptable passes ○ Homework/classwork/etc. must be recorded in agenda ○ Agenda fact sheets 	<ul style="list-style-type: none"> ○ Student “pass” pages must remain in the agenda ○ Assignments recorded according to team requirements 	<ul style="list-style-type: none"> ○ Passes required for any classroom leave ○ Teacher directions followed appropriately
Assemblies/Events	<ul style="list-style-type: none"> ○ Upon entering the presentation follow seating instructions from staff ○ Sit quietly during presentation ○ Wait for dismissal instructions 	<ul style="list-style-type: none"> ○ Focus on presentation ○ Do not “stomp” on bleachers 	<ul style="list-style-type: none"> ○ Listen responsibly ○ Applaud appropriately
Attendance	<ul style="list-style-type: none"> ○ A parent/guardian must call in each day you are absent ○ Report to every class on-time, ready to work 	<ul style="list-style-type: none"> ○ Phone calls should be made before 8:30am ○ Move in a timely fashion to each class 	<ul style="list-style-type: none"> ○ If a phone call is not received a LMS staff member will call home to check on student status
Bathrooms	<ul style="list-style-type: none"> ○ Bathroom sign-out sheets will be used in each classroom ○ Keep water in sink ○ Wash hands ○ Put used paper towels in garbage 	<ul style="list-style-type: none"> ○ Flush toilets ○ Inform adult(s) of any vandalism 	<ul style="list-style-type: none"> ○ Give people privacy ○ Respect property – yours and others’
Bicycles	<ul style="list-style-type: none"> ○ Walk and ride bikes safely ○ Walk bike when on campus ○ Wear helmets ○ Secure bicycles ○ No loitering 	<ul style="list-style-type: none"> ○ Touch others’ property only with their permission ○ Pick up litter 	<ul style="list-style-type: none"> ○ Use kind words and actions ○ Respect property – yours and others’
Bus area	<ul style="list-style-type: none"> ○ Do not block bus door ○ Stand behind yellow line ○ No running/jumping in courtyard area 	<ul style="list-style-type: none"> ○ Wait in line patiently ○ Pick up litter 	<ul style="list-style-type: none"> ○ Use kind words and actions ○ Keep hands and feet to self
Cafeteria	<ul style="list-style-type: none"> ○ Walk at all times ○ Eat only your own food ○ Have school ID ready ○ Snack line must be single file ○ Do not cut in any line 	<ul style="list-style-type: none"> ○ Wait in line patiently ○ All food and drink stays in the cafeteria/patio area ○ After eating students must go outside ○ Place litter in trash can 	<ul style="list-style-type: none"> ○ Use good manners ○ Clean up your area
Cell Phones	<ul style="list-style-type: none"> ○ Must be in the “off” position ○ Must be in students’ backpacks and/or lockers throughout the school day 	<ul style="list-style-type: none"> ○ No texting, picture taking, and/or cell phone use during the school day 	<ul style="list-style-type: none"> ○ Respect property – yours and others’
Classroom	<ul style="list-style-type: none"> ○ Keep hands and feet to self ○ Ask permission to leave assigned areas ○ Follow directions and safety procedures ○ Keep walkways clear 	<ul style="list-style-type: none"> ○ Treat others’ property with respect ○ Follow directions and classroom assignments ○ Actively listen to teacher and/or designated speaker ○ Use appropriate voice and words 	<ul style="list-style-type: none"> ○ Be prepared and on time ○ Stay on task ○ Sign in/out when leaving the room with a pass ○ Clean up after self
Dress Code	<ul style="list-style-type: none"> ○ All dress code guidelines must be adhered to 	<ul style="list-style-type: none"> ○ Review the guidelines ○ Prepare to be in compliance 	<ul style="list-style-type: none"> ○ Comply with school/district dress code guidelines
Gym	<ul style="list-style-type: none"> ○ Sit properly in bleachers/chairs ○ Use equipment properly ○ No food or drink 	<ul style="list-style-type: none"> ○ Show good sportsmanship ○ Return equipment to designated area 	<ul style="list-style-type: none"> ○ Be a team player, encourage others
Hallways	<ul style="list-style-type: none"> ○ Walk to the right at all times ○ Keep hands and feet to self ○ Move to class on time ○ Do not pull on other students’ backpacks ○ Use lockers appropriately 	<ul style="list-style-type: none"> ○ No open food or drink ○ Use drinking fountains appropriately ○ No open food or drink left in lockers overnight ○ Locks should be used for all assigned lockers 	<ul style="list-style-type: none"> ○ Use kind words and actions ○ Respect property – yours and others’ ○ Do not share locker combinations with others
Library	<ul style="list-style-type: none"> ○ Keep hands and feet to self ○ Use chairs and tables appropriately 	<ul style="list-style-type: none"> ○ Return materials to proper places on time ○ Use Internet appropriately, print only what is needed ○ No food, drink or gum 	<ul style="list-style-type: none"> ○ Use kind words and actions ○ Respect property – yours and others’
Office	<ul style="list-style-type: none"> ○ Keep hands and feet to self ○ Use chairs and tables appropriately 	<ul style="list-style-type: none"> ○ State your purpose politely ○ Obtain permission to use the phone 	<ul style="list-style-type: none"> ○ Use kind words and actions

*Rio Rancho Public Schools
Discipline Matrix for Middle Schools*

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of RRPS middle school students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences.

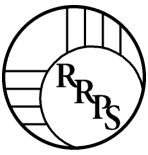
These represent the recommended guidelines in the disposition of discipline situations for the elementary school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

Level I			
Behavior	1st Offense	2nd Offense	3rd Offense
Bus Disruptions	Refer to Transportation Handbook		
Dress Code Violation	Parent Notification and Warning Options: Change into other clothing they may have Clothing provided by school Be Sent home	Parent Notification and Warning Same as 1 st offense 1 Day ISS	Parent Notification 2 Days ISS Same as 1 st offense 4 th Offense could result in OSS
General Disruptive Conduct (profanity, rudeness, dishonesty, etc.)	Team Interventions Parent Notification	Team Interventions Parent Notification	1 Day ISS Team Interventions Parent Notification
Gossip, Passing Rumors, Instigating	Team Intervention Parent Notification	Team Notification Parent Notification	1 Day ISS Parent Notification
Public display of affection	Verbal Warning	Parent Notification Detention or 1 Day ISS	1 Day ISS
Tardy	1 st -3 rd Offense Team Interventions Parent Notification	4 th Offense 1 Day ISS Team Interventions Parent Notification	5 th Offense 2 Days ISS Team Interventions Parent Notification
Level II			
Behavior	1st Offense	2nd Offense	3rd Offense
Bullying, Threats, Aggressive Behavior	1 Day ISS Parent Notification	3 Days ISS Parent Notification	3 Days OSS Parent Conference Behavior Contract
Cheating or plagiarism	Loss of assignment credit Parent Notification	Loss of assignment credit 1 Day ISS Parent Notification	Loss of Assignment Credit 2 Days ISS Parent Notification
Chronic Disruptive Conduct	1 Day ISS Parent Notification	2 days ISS Parent Notification	3 days ISS Behavior Contract Parent Notification
Disrupting a school activity	Removal from event Parent Notification	Removal from Event 1 Day ISS Parent Notification	Removal from Event Loss of Privileges for the Remainder of the Year 2 Day ISS Parent Notification
Ditching (out of class without permission)	1 Day ISS Team Interventions Parent Notification	2 Days ISS Team Interventions Parent Notification	1 Day OSS Parent Notification Team Interventions Behavior Contract
Electronic Devices	Confiscate and student may pick-up at the end of the day	Parent Notification Confiscate and parent must pick-up in the office Behavior Contract	Parent Notification Confiscate and hold until end of the school year
Truancy Handbook	Referral to Truancy Officer		
Failure to comply with disciplinary consequences (including skipped detention)	Twice the Previous Consequences	Administrative Referral	Administrative Referral
Falsifying or misuse of any official document or communication (including passes, ID, progress report, call to excuse absence, parent signature, etc.)	Team Interventions and/or 1 Day ISS	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Rough Housing	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Parent Notification Behavior Contract
Inappropriate use/ possession of technology	2 Days ISS Parent Notification	3 Days ISS, Loss of computer privileges for remainder of the school year and restitution Parent Notification	

Insubordination, defiance of authority or showing disrespect	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Possession of Inappropriate material	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification
Possession/use of tobacco, rolling papers, or incendiary devices at school or school sponsored event	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract TUPAC Involvement
Level III- DPS referral may be filled on all Level III			
Behavior	1st Offense	2nd Offense	3rd Offense
Arson	10 Days OSS Pending Hearing		
Assault (physical) of a staff member	10 Days OSS Pending Hearing		
Assault (verbal) of a staff member (including intimidating or threatening remarks and/or directed profanity)	3 Days OSS Behavior Contract	5 Days OSS	10 Days OSS Possible Hearing
False Alarm	1-3 Days OSS	10 Days OSS Pending Hearing	
Bomb Threats/Explosives/ or (possession of)	10 days OSS Pending Hearing		
Assault/Fighting	3 Days OSS Mediation	5 Days OSS Mediation Behavior Contract	10 Days OSS Possible Hearing
Gang Related Activity	2 Days OSS, behavior contract	5 Days OSS Pending Hearing	10 Days OSS Pending Hearing
Habitually Disruptive Conduct	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Harassment / bullying (Physical, racial, verbal, electronic intimidation)	2 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Inappropriate use or possession of technology (tampering/damage to computers/network)	5 Days OSS, loss of computer privileges for the remainder of the year and restitution, behavior contract	10 Days OSS Pending Hearing	
Making a false 911 call	5-10 Days OSS, possible hearing		
Personal substance abuse (consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances and or paraphernalia including OTC drugs and prescription drugs)	5 Days OSS and behavior contract	10 Days OSS pending hearing	
Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs or prescription drugs	10 Days OSS pending hearing		
Sexual Harassment/Misconduct (see definition, page 14)	5 Days OSS pending investigation, behavior contract	10 Days OSS pending hearing,	
Theft/Extortion	3-5 Days OSS, behavior contract, possible restitution	10 Days OSS pending hearing, possible restitution	
Using incendiary devices	5 Days OSS, counseling and possible restitution	10 Days OSS pending hearing and possible restitution	
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	5 Days OSS, loss of privileges, and possible restitution	10 Days OSS pending hearing, possible restitution, loss of privileges	
Possession of Weapons	5 -10 Days OSS pending hearing		

Any school detention takes precedence over activities and athletics. The student may only report to an event or practice after detention is over. While in Out-of-School suspension, the student may not attend any school events on or off campus.



Rio Rancho Public Schools

Notice to Parents and Students

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student education records. Under that law, parents of students or students who are at least 18 years of age (“eligible students”) have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies in the record. Access to these records by persons other than the parents or the student is limited and generally requires prior consent by the parent or the student. The district has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the superintendent’s office and in the principal’s office of each school within the district.

The board of education of the Rio Rancho Public School District No. 94 (RRPS) hereby gives its annual public notice to all parents and eligible students that:

A. RRPS maintains the following education records directly related to students and subject to the limitations on disclosure provided in FERPA:

1. Academic records
2. Personal information records
3. Disciplinary records
4. Attendance records
5. Health records
6. Progress reports
7. Standardized testing records

B. Access to education records is limited to:

1. Parents of students under 18
2. Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
3. The student
4. Officials of this school district who have a legitimate education interest
5. Federal, state, and local officials to whom information is required to be reported
6. Certain test organizations
7. Accrediting organizations
8. Appropriate persons in connection with an emergency
9. Pursuant to subpoena or court order
10. To any person, with the written consent of the parent or eligible student

C. RRPS policy requires that education records be kept to an essential or relevant minimum. Records are reviewed periodically but at least following a student’s transition from primary to upper level schools and to secondary school and non-essential and irrelevant material is deleted.

D. RRPS policy limits the right of access to education records to the persons and circumstances indicated in Paragraph B above. RRPS requires that copies be made available to persons entitled to receive copies. RRPS policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such material and records. RRPS policy provides the right to request in writing an amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

E. FERPA classifies certain types of information that generally would not be considered to be an invasion of privacy or harmful if released as “student directory information.” Unless the parent or eligible student objects in writing as described below, school officials may release directory information, as defined under RRPS policy, to any person, including but not limited to marketers, colleges, and the media, without the consent of the parents or the eligible student. Parents/students who object to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept within fifteen (15) days following the date of the publication of this notice (or the enrollment of the student, if after the beginning of the school year). The objection must state what information the parent or student does not wish released. A form for filing an objection is available at all district schools and at the superintendent’s office. In the absence of timely notice objecting to its release, the listed information will be classified as directory information until the beginning of the next school year.

“Directory information” as defined by RRPS policy includes: the student's name; grade in school; name of school; eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events; weight and height of members of athletic teams; honors and awards received;

yearbooks; and identification in visual media, including photographs, videotapes and video images, depicting school programs or activities.

F. The district will forward, without prior consent, education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for a purpose related to the student's enrollment or transfer.

G. Questions regarding education records shall be directed to the school's principal or to the district office Custodian of Records at 500 Laser Rd. NE, Rio Rancho, NM 87124, 896-0667 ext. 123.

H. Complaints about the failure of RRPS to comply with FERPA may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue SW, Washington, DC 20201.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns any of the following eight specific areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally-recognized privileged relationships, such as with doctors, lawyers, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings ("activities").

RRPS does not currently plan to administer surveys that seek any of the "protected information" detailed above. If a protected information survey or activity needs to be carried out, the District will provide notification to parents within a reasonable period of time prior to the administration of the surveys and activities. Parents will be provided with an explanation of the activity and will have an opportunity to review the surveys and any instructional materials used in connection therewith. Parents will have the opportunity to consent to or opt their child out of participation. The rights granted by PPRA, as well as the opportunity to consent/opt out, transfer from parents to a student who is 18 years old or is an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

August 2009

Dr. V. Sue Cleveland
Superintendent

Student Dress Code

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Rio Rancho Public Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities.

Enforcement of this policy shall be in accordance with District disciplinary procedures for students.

Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Dress Code and Standard of Decency:

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Rio Rancho Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Dress Code and Standard of Decency

The Dress Code and Standard of Decency includes but is not limited to the following:

A. Allowed:

- All colors including, prints, checks, stripes, and plaids
- Shirts with or without collars

B. Not allowed:

- Insignias can be no larger than 3 inches x 3 inches. No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.
- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, shorter three (3) inches above the bend of the knee.
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing
- Bandanas, 'do-rags', shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not "wear . . . any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang"
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses

Other provisions:

- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- If a coat or jacket is worn inside a building, it must remain open
- Hair shall be groomed so that it is clean and safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Spandex is only allowed under approved shirts, shorts, skirts, and dresses
- Approved school spirit wear for all RRPS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-School and high school students' school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code/Standard of Decency

First offense:

Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

- change into other clothing they may have with them if it conforms to this policy, or
- change into clothing provided by the school, or
- be sent home

The time missed from class will be considered “unexcused.” Clothing that is “borrowed” must be returned clean to the main office on the day following the incident.

Second and subsequent offenses:

Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Lincoln Middle School Anti-Bullying Policy

Lincoln Middle School believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and/or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Definitions

1. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
2. “Harassment” means knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
3. “Disability Harassment” is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the district.

Notice of Prohibition against Bullying and Anti-Bullying Interventions

1. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:
 - Placing a student in reasonable fear of physical harm or damage to the student’s property; or
 - Physically harming a student or damaging a student’s property; or
 - Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”

2. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.

*Information gathered from “*Healthy Kids Make Better Students, Better Students Make Healthy Communities*”

RIO RANCHO PUBLIC SCHOOLS RULES OF APPROPRIATE USE OF TECHNOLOGY

Lincoln Middle School has access to the Internet. As a district requirement, each student and their parents or guardians must sign an Acceptable Use Policy (AUP) form indicating understanding and compliance with the following rules of computer use. The AUP will be kept on file. These guidelines, along with RRPS Board Policies, must be followed to prevent loss of network and Internet privileges in RRPS.

1. Do not use a computer to harm other people or their work. (Board Policy, Article 477)
2. Do not damage the computer or the network in any way. (Board Policy, Article 477)
3. Do not install your own software, shareware, or freeware. (Board Policy, Articles 477 & 478)
4. Do not violate copyright laws. (Board Policy, Articles 475 & 477)
5. Do not view, send, or display offensive messages or pictures. Example: Offensive messages or pictures are those that you would not want to share with your children or your students. (Board Policy, Article 477)
6. Tell an Administrator immediately, if by accident, you encounter materials that violate these rules. (Board Policy, Article 477)
7. Do not share your password with another person. (Board Policy, Article 477)
8. Do not open someone else's folder, work, or files without permission. (Board Policy, Article 477)
9. Do not waste limited resources such as disk space or printing capacity.
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network privileges and be subject to disciplinary action. (BP, Article 477)

Privacy: Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students and staff are using the system responsibly.


Storage Space: Users are expected to delete email or other material that takes up excessive storage space.

Illegal Copying: Users should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks without permission. Extra care should be used in downloading email since unknown files may be attached to the email. Nor should students copy other people's work or intrude into other people's files.

Inappropriate Materials or Language: No profane, abusive, impolite, racial, or sexist language should be used to communicate across the school's network or the Internet, nor should materials be accessed which are not in accordance with the RRPS Board Policy. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

Internet Driver's License

In addition to the AUP, LMS uses this Internet Driver's License to indicate which students have permission to use the Internet. This Driver's License must be displayed at the computer workstation while the student is using the Internet. By signing the Driver's License and the Acceptable Use Policy, the student agrees to abide by the rules of Internet use established by the Rio Rancho Public Schools Board of Education. In the event that a student misuses or abuses Internet privileges, any staff member at Lincoln Middle School may sign one of the two tickets below. If both tickets are signed, that student's Internet privileges are immediately revoked for the school year.

Lincoln Middle School Internet Driver's License	
	I, _____, agree to follow the rules of Internet Use as is written in the Acceptable Use Policy. I understand the importance of using the Internet responsibly at school.
_____ Parent Guardian Signature	_____ Student Signature

<u>Internet Ticket #1</u>
Brief explanation of problem: _____
Staff Signature _____
Date _____

<u>Internet Ticket #2</u>
Brief explanation of problem: _____
Staff Signature _____
Date _____

LINCOLN MIDDLE SCHOOL STAFF 2009 - 2010

Support Staff

Myra Renwick Roosevelt • Principal	Ext 520
Lynda Kitts • Assistant Principal	Ext 502
Toni Caputo • Principal's Secretary	Ext 507
Sandra Garcia • Attendance Secretary	Ext 514
Geri Pribble • Registrar	Ext 500
Janita Fitz • Site Specialist	Ext 530
Debbie Easton • Counselor	Ext 528
Julie Ackron • Social Worker	Ext 527
Stephany Kohlrust • EducationTech. Specialist.....	Ext 113
Jeannie Westerfield • Nurse	Ext 519
Michele Mutarelli • Health Assistant	Ext 515
Terry Skinner • Librarian	Ext 512
Liz Hill-Rue • SLP	Ext 526
Randy Torres • Head Custodian	Ext 144
Bernadette Hudson • In School Suspension	Ext 306
Tina Tafoya • Workroom Assistant	Ext 612
Gina Colclasure:	Ext 371
Staffing/conference room.....	Ext 306
Multi-purpose/expansion room.....	Ext 404

Special Education

Jennifer Secrest • Special Education Teacher.....	Ext
Tony Crawford • Special Education Teacher	Ext 401
Cal Deater • Inclusion Teacher.....	Ext 305
Janita Fitz • Site Specialist.....	Ext 530
Julie Frederick • Inclusion Teacher	Ext 615
Annabelle Garcia • Educational Assistant	Ext 602
Natasha Hagerdon • Inclusion Teacher.....	Ext
Bernadette Hudson • Educational Assistant	Ext 334
Sherry Luna • Special Education Teacher	Ext 307
Ray Rodriguez • Special Education Teacher	Ext 305
Carmen Bogran • Educational Assistant.....	Ext 610
Sandra Ross • Inclusion Teacher.....	Ext 307
TBA • Special Education Teacher.....	Ext

Related Arts Department

Corina Kaelin • Spanish	Ext 403
Mike Chavez • Computer/ Keyboarding	Ext 408
Jonathan Saeger • Chorus.....	Ext 308
Cathy Awe • Gifted Seminar.....	Ext 307
Chandra Blackston • Band/ Orchestra	Ext 310
Olivia Kent • Physical Education	Ext 504
Jim Deaton • Art.....	Ext 312
Steven Hill • Physical Education	Ext 314
Margaret Ware • Reading.....	Ext 115
Trish Pope • ESL/Journalism	Ext 406
Vicki Smith • Family and Consumer Science.....	Ext 366

Team 6A

Kimm Platero • Humanities.....	Ext 405
Wes Koerner • Math	Ext 106
Stephanie McDonald • Science	Ext 234
Sherry Luna/Sandra Ross • Inclusion/small group	Ext

Team 6B

Kitty Perez • Humanities.	Ext 122
Hal Makofske • Math.....	Ext 119
Joy Thornhill • Science	Ext 366

Team 6C

Joe Ficklen • Humanities.	Ext 228
Sherry Montoya • Math	Ext 227
Karen King • Science.....	Ext 229
TBA • Inclusion/small group.	Ext

Team 7D

Jay Tharinger • Language Arts.....	Ext 117
Melodee Moeller • Social Studies	Ext 120
Celia Miller • Math.....	Ext 109
Dorothy Satriana • Science.....	Ext 236
Natasha Hagerdon • Inclusion/small group.....	Ext

Team 7E

Denise Wilson • Language Arts.	Ext 118
Karen Williams • Social Studies.....	Ext 114
Jennifer Barrett • Math.	Ext 110
Kelly Lunn • Science.....	Ext 232

Team 7F

Melissa Holder • Language Arts.....	Ext 405
Melissa Holder • Social Studies.	Ext 405
Tanya Baker • Science.....	Ext 230
Tanya Baker • Math	Ext 230
Tony Crawford/Julie Frederick • Inclusion/small group.....	Ext

Team 8G

Jimmi Wright • Language Arts.	Ext 107
Al Gutierrez • Social Studies.....	Ext 111
Cynthia Fresquez • Math.....	Ext 121
Kandy Glaser • Science.....	Ext 235
Jennifer Secrest • Inclusion/small group.....	Ext

Team 8H

Whitney Fenlason • Language Arts.....	Ext 108
Alan Sanchez • Social Studies	Ext 403
Deanna Rieke • Math.....	Ext 116
Burton Melancon • Science.....	Ext 233
Cal Deater/Ray Rodriguez • Inclusion/small group	Ext