

# Lincoln Intermediate School

*Home of the "Lions"*

**Be Respectful. Be Responsible. Be Safe.**

**Lincoln Lions have PRIDE**



## **Student Handbook**

**Lincoln Intermediate School**

7815 W Lapham Street

West Allis, WI 53227

414-604-4200

[www.lincoln.wawm.k12.wi.us](http://www.lincoln.wawm.k12.wi.us)

## **Lincoln Lions have PRIDE - PBIS**

- **Positive Behavior Intervention Support** is the process used at Lincoln for creating safe and encouraging learning environment for all. We follow the expectations; Be Respectful, Be Responsible, Be Safe.
- We recognize students who demonstrate expected behaviors. Recognition includes prize drawings, incentive field trips, and assemblies.
- Students participate in lessons related to the Lion PRIDE. Topics may include bullying, punctuality, tolerance, time management or issues related to the Students Rights and Responsibilities Handbook.

## **Discipline**

- Discipline is progressive; ranging from classroom detentions, school detentions, in-school suspension, and out-of-school suspension to pre-expulsion or expulsion. If a student is suspended out-of-school, parent(s)/guardian will be required to attend a reinstatement conference with the student and his/her administrator.
- Students may be subject to school discipline for behaviors that endanger the property, health, or safety of others. Students are responsible for proper behavior at school and in the classroom. If problems arise, parents will be contacted and required to meet with administration and/or student support services.

## **Dress Code**

- If at any time a teacher calls Miss Close or Mrs. Kayzar for a dress code concern you will be given a pair of school gym shorts and/or school t-shirt to wear for remainder of the day. All Phy Ed shorts and t-shirts given out due to inappropriate dress **MUST** be returned to the school office otherwise you will be charged for these items.
- If refusal to wear school provided clothing, your parent/guardian **MUST** bring you appropriate clothing or you will serve in-school suspension for refusal.

### **1. Skirts/dresses**

- a. Mid-thigh or lower
- b. Anything mid-thigh or higher **MUST HAVE** visible leggings underneath.
- c. All dress tops must be cut at an appropriate neck length so that bra's and/or cleavage are not visible
- d. All dress straps must be thick enough to fully cover your bra straps.
  - Using 3 fingers width is a great way to determine if your dress straps are school appropriate

### **2. Shorts/pants**

- a. Shorts must be an appropriate length - preferably mid-thigh or lower.
  - If you have long legs be careful with your choice of shorts
    - a) If deemed too short you will be provided a pair of school gym shorts
- b. No low hanging pants showing boxers/briefs

### **3. Shirts/Hoodies/Coats**

- a. Absolutely no crop tops allowed
- b. No shirts referencing to drugs, alcohol, weapons, sex or anything else deemed distracting
- c. All tops must overlap your shorts/skirt/pants by at least 1 inch.
- d. You should be able to do normal hallway walking and your stomach should not be visible. Standing with your arm covering your stomach or pulling down your shirt is not acceptable.
- e. If your shirt is deemed to be too short, then you will be given a school Phy Ed t-shirt
- f. Hoodies must be worn with the hood down at all times.
- g. Outside coats must be stored in your lockers during the school day.

### **4. Tank tops/Muscle Shirts**

- a. All tank tops worn must be long enough to cover your stomach at all times
- b. Your bra straps should not be visible at any time so your straps must be thick enough to cover your straps. A three (3) finger width would be an appropriate tool to determine if your top is school appropriate.
- c. All parts of a bra must be covered including under armpit
- d. If your top is deemed to be inappropriate you will be given a school issued t-shirt to wear for the remainder of the day.
- e. No Muscle shirts allowed
- f. No large arm holed shirts

5. **Headgear/hats** can NOT be worn in the school building between 7:45 a.m. and 3:00 p.m. (This includes baseball caps, fashion knit hats, do-rags, and hoodies.)

## **Bullying and Harassment**

- Bullying of any kind (physical or verbal) is not permitted. Victims of bullying should report the problem to an adult (e.g., teacher, counselor, or administrator). Students that *observe* bullying are also encouraged to report. Students should note that gossip and negative comments (spoken, written, texted, or posted online) can result in behavior consequences. It is important that we work together to solve problems and get along with one another in a positive way.
  - If you see a problem – report it to a teacher, counselor, or administrator.
  - If you are experiencing a problem – report it to a teacher, counselor, or administrator.

## **Electronic Equipment**

- Students are allowed to use Electronic Devices (laptop computers, tablets, cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, headphones etc.) **for instructional purposes as directed by school staff**. During class time, students may use personal devices only under the direction and supervision of staff members. **Cell phones/ headphones should be stored in student lockers at all times.** Students are prohibited from possessing or bringing laser pointers onto school premises at all times. Students are expected to follow directions by school staff to put away personal devices when requested. Responsibility for the care of personal devices and behavior while using the device belongs solely to the owner, the school will not be held responsible for any damage/theft of personal devices.
- Electronic devices are not allowed to be used in restrooms or locker rooms under any circumstances.

## **Electronic Equipment - Disciplinary Guidelines**

- All teachers will teach classroom procedures for appropriate use of personal devices.
- Upon non-compliance of classroom procedures and guidelines:
  1. **First offense** of misuse in a classroom: Teacher Warning
  2. **Second Offense:** Teacher takes device until end of the period.
  3. **Third Offense:** Teacher confiscates device, takes to office with a minor behavioral infraction slip. This is recorded in the logbook. Student may pick up the device at the end of the day.
  4. The second time any electronic device is sent to the office, the student may pick it up at the end of the day, it will be recorded in the logbook, and a parent will be notified.
  5. The third time a parent will need to come to school to pick up the device. This is recorded in the logbook. Further consequences, such as dropping the device off at the start of each day, may be imposed if necessary.

## **Parents & Emergency Phone Messages**

There is an office phone available for student use before school, after school and during the student's lunch hour. Please note that parents should call the office phone (604-4200) regarding EMERGENCY messages only to students. Likewise, students should be using the office phone to make calls to parents. Students are not to use the classroom phones or their own phone to get permission from a parent to go home. That call should be made from the connect room with Ms. Zaja confirming the approval.

## **Electronic Equipment - Texting and Posting (Social Media)**

- Students should know that texting or posting vulgar, indecent, or offensive, threatening messages on or off school grounds can cause serious problems. Students should NOT write, send or post negative material as bullying and harassment using technology will not be tolerated. Should these messages be posted that disturbs the educational environment, students will be subject to both school and municipal (West Allis Police Department) disciplines and consequences.
- Don't text or post anything that is hurtful, negative, or sexually explicit. Never take pictures or film in restrooms or locker rooms. School consequences for bullying and harassment using technology can include suspension and referral to the West Allis Police. Use cell phones and/or Facebook/Twitter/ Instagram/etc. responsibly.

## **Electronic Equipment – Loss, Theft or Damage**

- The District is not liable for loss, theft, damage, or misuse of any personal device. Electronic equipment should be labeled with name, address, and telephone number. Students are responsible for the electronic equipment they bring to school from home.
- Students are urged to engage the **GPS application** on their electronic devices.
- If there is a problem with your school issued device, report it immediately.

## Weapons

- It is extremely important that students realize that weapons are not permitted in school. It is violation of the Student Rights and Responsibilities Handbook and the Board defines a dangerous weapon as a firearm (whether loaded or unloaded), knife (refers to **all types of knives** without regard of blade length), razor, box/carpet cutter, karate stick, nunchaku, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. Chemical irritants or sprays, such as pepper spray or mace, shall also be considered dangerous weapons.
- The Board defines and considers a weapon facsimile to include toys and other objects which could be reasonably mistaken for the actual dangerous weapon whether or not it was manufactured solely for that purpose.
- No student, employee, or other individual shall bring on school grounds, possess, use, distribute, or store a dangerous weapon or weapon facsimile in any School District building, on school premises, in a District owned or leased vehicle/bus, at any School District or Recreation Department-sponsored activity, or in a personal/school District vehicle on school property.
  - If you bring something to school that is not permitted – bring it to an administrator immediately.
  - If you are aware that a student is in possession of something that should not be in school, report it to an administrator immediately.

## After School Expectations

- Our bell rings at 3:00 p.m. to signal the end of our school day. All students need to leave the school building by 3:15pm, unless they are supervised by a staff member. Students may remain in school under the supervision of a teacher or coach (e.g., clubs, sports, PASS Program, Action 300.).
- Following dismissal from after school activities or clubs, students are expected to leave the building immediately following the end of the meeting/practice. Students will need to make arrangements for transportation prior to leaving the building.

## Bicycles/Skateboards/Rollerblades

Students must lock their bikes on the school bike rack which is located on the 79<sup>th</sup> Street side of the building. Students must supply their own locks. Bicycles are not allowed in school. Skateboards/scooters must be stored and locked in a locker. Skateboards/scooters are not allowed in the classrooms and must not be ridden in the hallways.

## Visitation

Parents/guardians are free to visit our school. We do ask that they make arrangements with the main office or principal. On the visitation day, the parents are to stop at the school office to sign in before going to the classroom.

## Weather Emergency

When it appears that severe weather conditions are developing, listen to area radio and TV stations for early announcements regarding the possible closings of schools. The announcements will be made periodically starting about 6:00 a.m. over the following local radio/TV stations:

|                                                             |                                                      |                                        |
|-------------------------------------------------------------|------------------------------------------------------|----------------------------------------|
| WTMJ AM 620<br>WKTI FM 94.5<br>WOKY AM 920<br>WMIL FM 106.1 | WEMP AM 1250<br>WMYX FM 99.1<br>WISN-TV 12<br>CBS-58 | FOX6<br>TMJ4<br>WEST ALLIS CABLEVISION |
|-------------------------------------------------------------|------------------------------------------------------|----------------------------------------|

**It is understood that the above rules and expectations are not all inclusive. Students are also responsible for the information listed in the STUDENTS RIGHTS AND RESPONSIBILITIES HANDBOOK issued by the West Allis – West Milwaukee, et al. School District.**