SCHOOL PERSONNEL GUIDE

ADMINISTRATION
Jennifer Daddio, Principal ..................... Ext. 520
Betty Scheppmann, Assistant Principal ........ Ext. 502

Special Education Administration Designees
Janita Fitz, SEIL ............................................. Ext. 530
Crystal Mendez, SEIL .................................... Ext. 506

SUPPORT STAFF
Toni Caputo, Administrative Assistant .......... Ext. 507
Maureen Storz, Attendance Secretary ............. Ext. 514
Tina Vigil, Registrar ....................................... Ext. 500
Sheryl Bauer, Counselor .................................. Ext. 528
Gage Romansky, Counselor ............................. Ext 540
TBA, Social Worker ........................................ Ext. 527
Julie Amador, Nurse ....................................... Ext. 506
Teresa Montoya, Health Assistant ..................... Ext. 519
Susan Hall, Librarian ..................................... Ext. 512
Daniel Cunningham, Custodian Foreman ............ Ext. 144

CLASS SCHEDULE
MONDAY, TUESDAY, THURSDAY, FRIDAY
Period HR/P1: 8:11am – 8:35am
Period 2: 8:39am – 9:36am
Period 3: 9:40am – 10:37am
Period 4 for 7/8: 10:41am – 11:38am
Period 4/5 for 6/8: 11:42am – 12:12pm
Period 5 for 6/7: 12:16am – 1:13pm
Period 6: 1:17pm – 2:14pm
Period 8: 2:18pm – 3:15pm

OFFICIAL SCHOOL CALENDAR
2018 – 2019
August 7, 8 & 9 In-service day – No students
August 12 First day of school
September 2 Labor Day holiday
October 9, 10 & 11 No Students In-Service/Fall Break
October 26 Parent-Teacher Conferences/Credentialing
November 11 Veteran’s Day Holiday
November 26, 27, 28 & 29 Credentialing-Thanksgiving Holiday
December 2 Bus Rider Count Day (Ride the Bus)
December 23 – Jan 3 Winter Break
December 20 Exams Make-up Day
January 6 In-service day – No students
January 7 Classes resume
January 20 Martin Luther King, Jr. holiday
February 12 Bus Rider Count Day (Ride the Bus)
February 17 President’s Day
March 6 Parent-Teacher Conferences/Credentialing
March 30 – April 3 Spring Break
April 10 Vernal Holiday
May 19 Last day of school
May 20 Exams Make-up Day

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 strive to provide programs that focus on students' needs.

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

A positive educational climate, conducive to the needs of early adolescence, provides a smooth transition from elementary school, and prepares students for high school. Special interest is taken to provide guidance in decision making. High expectations from all stakeholders (parents, staff and students) are necessary for both student achievement and school success. LMS is a place for children to grow, while learning responsibility and consideration for themselves and others.
Education is a lifelong process; we are committed to teaching children as well as helping them develop learning skills 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’s community. They recognize their primary purpose at Lincoln is to learn and are expected to participate in and contribute to the learning experience. Students at Lincoln Middle School are expected to:

Respect People and Property
- welcome all guests politely;
- report vandalism;
- keep the entire campus clean and litter free;
- 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, and 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;
- do 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
- recognize that fighting, shoving, and abusing others on and off school grounds will have consequences

Be Responsible
- 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.

PARENT EXPECTATIONS
As a parent, what can LMS 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 child 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 clarify misunderstandings with the person involved.
- Contact your child’s teacher, counselor, or the principal’s office when you have a concern or wish to set-up 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.

LINCOLN LEOPARDS HAVE P. R. I. D. E!

P ersonal
R esponsibility
I n  daily
D aily
E ndeavors

GENERAL INFORMATION

ATTENDANCE
Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important components of the educational process. State law requires that all children of appropriate age and condition attend school regularly.

New Mexico 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 may 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:

Reporting 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, the school 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.514.
Absences may be excused for the following reasons:

- Doctor’s appointment
- Illness (after 10 must have Dr. note)
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- School sponsored activity
- Excessive circumstances, as agreed to by school administration

If parents have not reported their 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, in-school suspension or other consequence 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, will contact parents or legal guardian to give notice of the student’s absence.

**Make Up Work** - All students are expected to make-up work that is missed due to any absences. Students will have one day for each day missed to complete and return make-up work. Unexcused absences may result in a penalty of up to one letter grade. Teachers will make allowances for individual circumstances based on consultation with the student and/or parent(s).

Failure to make up missed class work and assignments will affect the student’s grades. 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, complete the work, and turn it in on time. Students who are absent from school three consecutive days or longer may request homework by contacting the student’s teachers. Teachers are given 24-hours to compile make-up work. Requested work must be picked up at the main office. Teachers are happy to provide work, and expect that it be picked-up, completed, and returned.

**Family Vacations** – Interrupting schooling for family vacations is highly discouraged and are considered unexcused. Family trips taken during the instructional calendar year must be pre-approved by administration; these may or may not be excused.

**Excessive Absences** – During a semester, if a student accumulates three unexcused absences the school principal or his or her designee will notify parents or legal guardian. This letter will provide the parent or legal guardian with the provisions of the Compulsory Attendance Law. Parents or legal guardians of the student must contact the school regarding absences. Appropriate consequences will be assigned for unexcused absences.

Following the letter, if a student accrues additional unexcused absences he/she student may be reported to the truancy office, which may lead to an investigation into whether the student is considered to be a neglected child or a child in need of supervision, and 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.

**BACKPACKS**

Students are permitted to carry a backpack to and from school but must store their backpacks in their locker during school hours. Students are permitted to carry a bag that is smaller than 8 1/2 x 11 in order to carry personal belongings during the day. It is also recommended that students use a binder with a strap to store supplies. Some students need a backpack during the day to carry necessary medical or technology devices that are larger than would fit in the 8 1/2 x 11 bag. These students will receive a backpack pass on a case-by-case basis.

**BEHAVIORAL EXPECTATIONS AND REFERRAL PROCESS**

Students are expected to behave in an appropriate manner and 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, which may include lunch detention, Friday school, in-school suspension, out-of-school suspension or long-term suspension. Parents will be involved in disciplinary proceedings at every level. Our goal is to correct student behavior and re-teach expectations so each student has the opportunity to be a positive member of our school community.

If a student’s behavior violates the discipline policy a referral may be written. The teacher, or administrator, depending on the nature of the violation, will assist with the behavior referral. Level I or II infractions are typically addressed by the teacher. If inappropriate behavior continues or violations are particularly flagrant (Level III) administration will assign consequences and notify parents. Our discipline matrix is progressive; if there are repeated offenses consequences become more severe. Please refer to the discipline matrix for specific descriptions. Parents may be asked to meet with their student’s teacher and/or principal or assistant principal in certain cases. If the student’s behavior is habitually disruptive a behavior contract may be put into place. This contract reiterates expectations and subsequent consequences for failure to comply. If inappropriate behavior continues the student may be taken to an administrative hearing, which may result in long term suspension. Please review the discipline policy for specific infractions and consequences.

**Disruptive Conduct** constitutes “disruption in the classroom, on school grounds, in school vehicles, at school activities or events...which is initiated, willful, and overt and which requires attention of school personnel to deal with the disruption.”

**CAFETERIA**

Breakfast is served at full and reduced prices each morning at 7:40.

Students may bring lunch or purchase lunch from the cafeteria or school snack bar. Students are allowed one charge, which must
Responsibility for a student to change his/her name is required to buy lunch.

Food must remain in the cafeteria. Students are responsible for clearing their plates, utensils, and trash. If the cafeteria or snack bar area is not cleared, privileges may be suspended for a period of time. Students are not permitted to take food to the patio area.

Students wishing to leave the Café must have a pass.

**CLASS INTERRUPTIONS**
Research on effective schools indicates that classroom interruptions detract from teaching and learning. Please help limit distractions by not asking school staff to deliver messages regarding after school plans, appointment reminders, house keys, homework, projects, any other supplies, etc. – arrangements that can be made before school. If a lunch is dropped off in the office, students will not be called. Please remind your child that they are to check the front office if they forget their lunch. Our primary goal is the education of our students; therefore, only true emergencies will warrant class interruptions.

**Students will not be released from class the last 30 minutes of the day.** If a parent/guardian wishes to check out their child at the end of the day, they must arrive more than 30 minutes before the end of the day.

**CLOSED CAMPUS**
LMS is a closed campus. Students may not leave school grounds for any reason without first being signed-out by a parent/guardian, in the front office.
Parents/Guardians are welcome to observe classes provided they have completed an observation request form and received the proper approval. We ask they refrain from interfering with instruction or student concentration. All visitors must first check-in with a photo ID at the front office to receive a visitor’s pass; all persons on our campus must be identified.

To ensure the safety of all, students may not bring friends, relatives or siblings to visit during the school day.

**DAILY ANNOUNCEMENTS**
Each day, students receive informational announcements via intercom & teachers. It is the students’ responsibility to listen and pay attention to all announcements. These are also posted on line.

**EMERGENCY INFORMATION**
All students must have current information in PowerSchool for emergency purposes; this information must include daytime phone numbers for parents/guardians. Any changes phone numbers must be reported to the front office as soon as possible.

**EMERGENCY SCHOOL CLOSURE**
Radio, TV and/or RRPS’s automated phone system will alert the community of delayed start days or school closures.

**FIELD TRIPS**
Fieldtrips are a valuable extension of the learning process. Fieldtrips may incur some costs to cover transportation or admission fees. A completed and signed RRPS fieldtrip permission form is required for all fieldtrips. Students are expected to act as ambassadors for LMS.

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. There is a positive correlation between homework and achievement.

Students should expect to spend time in study each day, even if the work is not written. Students are provided with a copy of the student handbook, and expected to record assignments within. Parents are responsible for establishing a daily homework schedule for their child and a “study place” for homework. Please review your child’s homework 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 LMS’s Honor Roll. 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 ROAR**
The Lincoln Roar is a newsletter provided to all community members. The Lincoln Roar provides important event dates, information about our programs, highlights of student achievement, and helpful hints for students and parents.

**LOCKERS**
Lockers are the property of the school and are provided by the school as a service and a privilege. 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 cell phones, money, cameras, jewelry, etc., and items not applicable to the school setting should NEVER be stored in lockers. Students may go to their lockers before school, before and after lunchtime, and after school. Permission is required for a student to change his/her assigned locker. Student should only go to lockers during periods if time allows.

Drawstring backpacks are highly encouraged as our classrooms are tight and this prevents safety hazards. Your child may carry a regular backpack to and from school if needed. These backpacks can be stored in lockers during the day.

**PARENT TEACHER ASSOCIATION (PTSO)**
LMS is generously supported by its Parent Teacher Student Organization (PTSO). It is the goal of this organization to provide personal as well as financial support to our school. Please take time to join the PTSO, and look for volunteer sign-up tables both at registration and other PTSO meetings.

**PARENT-TEACHER CONFERENCES**
Conferences may be initiated by parents/guardians, teachers and/or administration. Please contact your student’s Advisory or Core teacher to schedule a conference.
PARTIES/CELEBRATIONS
Celebrating Birthdays or other family celebrations with flowers, balloons, cakes, etc., are a distraction/disruption in school. Please be aware that such items are not to be brought to school. Please plan your large gatherings for the home setting.

PROGRESS REPORTS
All students receive progress reports every four and half weeks. Please also remember to use Google Classroom and PowerSchool for easy and up-to-date access to your student’s progress.

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

Some/not limited to ~ of the items students may NOT have at school are aerosol sprays, chains, cameras, cologne/perfume, permanent markers, matches, lighters, games, electronic devices, dangerous objects, valuable objects, laser pointers, toys, wifi speakers... Students are not permitted to bring skateboards, roller skates, in-line skates or scooters to school.

Students may have cellular phones in their synch sacks; however, they must remain powered off and must not be used during the school day or while in the building. If a cellular phone is seen, heard or in use during the school day it will be confiscated. For first offense confiscations the phone will be returned to the student at the end of the school day. A second offense will result in phone confiscation, hold for parent pick-up, and the completion of an “Electronics Use Agreement.” A third offense will result in phone confiscation through the end of the semester.

Prescription/OTC (over the counter) medication must be taken to the nurse’s office by a parent and a release signed by a parent.

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 of the search and its results.

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 or discarded.

REPORT CARDS
Report cards are available online through PowerSchool approximately one week after the quarter ends not including holiday breaks. You may also request a hard copy through the front office.

SCHOOL HOURS
For safety and supervision purposes students should not arrive at school earlier than 7:45am. Students who arrive between 7:45 AM and 8:05 AM may enter the school through the cafeteria doors and remain in the cafeteria until the 8:07 AM bell. Students may also enter the building through the patio doors, go directly to the library, and remain in the library until the 8:07 AM bell. A pass is required for all morning activities to specific areas of the school.

Homeroom begins at 8:11am; afternoon dismissal is at 3:15pm. Students needing help or participating in a club or activity are welcome in the building ONLY under staff supervision. All other students are expected to be out of the building/off campus by 3:25pm.

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 students whose disabilities are not so severe as to create IDEA eligibility. RRPS’s 504 coordinator, Theresa Griffin-Golden, can be reached at (505) 896-0667. The 504 coordinator at LMS is our counselor, who may be contacted at (505) 892-1100, ext. 528.

STUDENT AGENDA
A REQUIRED student agenda is to help organize information, materials, and time. It is also a convenient means of communication between school and home. Students should share their agendas with parents/guardians.

STUDENT INSURANCE
Supplemental student insurance is available to those who are interested; forms may be obtained during registration or picked up in the main office.

STUDENT RECORDS
RRPS maintains the following education records directly related to students: academic, personal, discipline, 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 the 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 written consent of parents of students under 18 or the student if over 18, and schools in which a student intends to enroll.

RRPS policy requires 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 that any or all
SUPPLIES
LMS students are required to carry the following supplies on a daily basis:

- LMS lanyard
- LMS student ID card
- Something to write with: pencil and/or pen

Other required supplies vary by classroom needs; lists will be available at the beginning of each year.

TARDY POLICY
LMS students are expected to report to all classes on time with the necessary materials, and prepared to work. 4 Unexcused Tardies to the same class will result in 1 day of ISS.

Students who are tardy due to doctors’ appointments must provide proof of the appointment to the front office. Students revert back to zero tardies at the start of the second semester. See Discipline Matrix for unexcused Tardies.

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 Rio Rancho 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 and around school property. For purposes of this policy, a “weapon” is any firearm, knife, any explosive device, or any other objects (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 this policy, and for purposes of compliance with the federal Gun-Free Schools Act, a “firearm” is defined as any 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. Any student found to be in violation of this policy shall be subject to discipline, including 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
Students withdrawing LMS to attend another school must complete the withdrawal process through the school’s registrar, in person. Students then take the withdrawal form to each class for teacher signatures, grades, and verification of textbook returns. Students must also have the form signed by the librarian and cafeteria manager indicating all materials have been returned and all fines paid. The return of the completed form to the registrar concludes the withdrawal process.

SELF-DISCIPLINE

ASSEMBLY BEHAVIOR
Assemblies are a privilege; students maintain this privilege by behaving appropriately.

Students are expected to be courteous and respectful. Applauding is acceptable and encouraged. At no time are students permitted to “boo,” scream out, pounce on bleachers with their feet or behave in an uncivilized manner. Inappropriate behaviors such as these will result in consequences.

CHARACTER
Character is defined by a pattern of behavior; each person must own his/her behavior. Actions determine one’s reputation and influence how people respond to one another. Trust, respect, and friendship of others must be earned; patterns of behavior determine levels of trust, respect, and friendship that are gleaned from others.

Students are expected to make genuine efforts to develop and maintain good characters.

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; simply, it is appropriate, self-controlled behavior. LMS stresses an effective discipline policy, which includes re-teaching opportunities.

SELF-CONTROL
Students have rights; among these is the right to receive the best education possible in a safe and orderly environment. To protect the rights of all students it may be necessary for students to control personal desires. Students must always examine their behavior and how it affects 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 and respectful to students and adults at all times. Students are expected to be prepared with materials, prompt, complete assigned work, behave appropriately, maintain good attendance, and respect the property of others. Respectful behavior includes refraining from inappropriate public displays of affection. In addition 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, as they are expressions of intent to do harm or act-out violently against someone or something.

Threats can be spoken, written or symbolic. All threats will be taken seriously and consequences assigned as appropriate.

SAFETY DRILLS
Fire drills are conducted often during the first two weeks of school, and monthly for the remainder of the school year. Throughout the year, additional safety drills are conducted periodically. 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 must pick-up their child during a safety drill must wait until the drill is completed.

GUIDANCE
LMS has one full-time and one half-time counselor. Our counselors are 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 for advice regarding both personal and academic concerns. Students and parents can easily schedule an appointment by contacting the counseling office at 892-1100 ext. 528 or 540 (6th grade).

HEALTH CARE
The goal of the health office is to promote optimal health for students, which in turn enhances learning. The health office is open everyday during normal school hours, and is located near the main office. Students must have a pass to visit the nurse or health assistant unless there is an emergency. They will address all minor injuries and illnesses, and contact parents. In an emergency, if no one on the student’s emergency card can be reached (911) will be called; parents are responsible for any associated charges.

Over-the-counter medication may be dispense by the nurse and/or health assistant if parents/guardians have completed the appropriate form. Prescription medication may be dispensed if a doctor’s order form is completed by both the parent and the doctor. Students may only carry inhalers on campus; however, these also require completion of the appropriate form by both the parent and physician.

Forms may be obtained in the health office.

Medications must be delivered to the health office at the beginning of the day; empty vials will be given to the student for parents to replenish. Unused medications must be picked-up, by parents/guardians, at the end of the school year; medications not picked-up will be destroyed.

LIBRARY
The library is open before school, during all lunches, and throughout the school day: 7:55-3:20.

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

LOST AND FOUND
Found items are stored as followed: valuables are kept in the main office, clothing is stored in the workroom’s “lost-and-found” cabinet, and textbooks are returned to the library. Students and parents are encouraged to check the lost and found cabinet if missing an item. At the end of each quarter, clothing items that remain in lost and found will be donated to charity, announcements will be made.

STUDENT ASSISTANCE TEAM
Students having difficulty in their classes, for any reason, may be referred to the Student Assistance Team (SAT.) The SAT is comprised of administrators, counselors, and general education teachers.

Parents/Guardians are invited and encouraged to attend their student’s SAT meetings. During these meetings, the team reviews school records of the student, obtains information from his/her teachers, and makes recommendations to promote greater success for the student.

TRANSPORTATION
Bicycle
Riding a bicycle to LMS is a privilege students must earn and keep; all laws regarding bicycle safety must be obeyed. Students may lose the privilege of riding a bike to school if safe riding rules are not followed. Bicycles must be walked on campus and adjoining sidewalks. Students must provide their own lock and chain and secure their bicycles.

All students are encouraged to wear helmets. Bicycles must 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 that may occur. Bicycles may not to be ridden on school grounds; students must walk their bikes.

Bus
Bus transportation is a privilege, and may be denied to students who behave inappropriately. The driver is in full-charge of the bus and its passengers. Students may ride only the bus assigned to them based on their home address, and may not change buses. Students who are not assigned to a bus may not ride on any bus.

The following bus rules of conduct apply to all students riding the bus:

• 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 fighting, pushing, spitting, or using inappropriate language
Students and parents must sign the bus contract that follows. Should your child have a problem at the bus stop or on the bus please notify the school.

BUS CONTRACT

This contract supersedes all other published bus rules.

Drivers will remind students regularly of safe bus behavior rules. If infractions occur the bus driver will document a written referral and make parent contact. It is expected the parent/guardian will work with his/her student to help ensure bus safety.

The first bus referral will result in contact with the parent by the transportation department. Continuing misbehavior may result in a referral to school administration up to, and including, bus suspension.

Dangerous or Illegal Behavior
Dangerous and/or serious behaviors will result in immediate suspension of transportation privileges for a period of time. Violations of this type supersede all other levels of infractions. The transportation department, in conjunction with 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 RRPS are of interest to the public. Therefore, we occasionally produce or allow to be produced, photographs, videos, and films. Also, 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 may be replayed or reprinted at a later time.

You will be asked to sign permission for this during online registration. This will include your permission for your child to participate in school photographs, films or recordings. We appreciate your helping us present our students and programs to the community.

PowerSchool

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

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

For instructions and pre-registration, click on the PowerSchool link located on LMS’s home web page. 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 User ID & Password can be obtained at any RRPS school... 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. It is not intended to generate daily phone calls and/or emails; please attempt to resolve individual concerns with your child prior to contacting his/her teachers. Thank you.
Lincoln Middle School
Emergency Procedure Guide
Communications for Students and Parents

Lockout Condition
Lockout is called when there is a threat or hazard outside of the school building.

Examples of Lockout Conditions
The following are some examples of when a school or emergency dispatch might call for a Lockout.
1. Dangerous animal on school grounds
2. Criminal activity in area
3. Civil disobedience
Lockout uses the security of the physical facility to act as protection.

Lockdown Condition
Lockdown is called when there is a threat or hazard inside of the school building. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat.

Examples of Lockdown Conditions
The following are simply some examples of when a school or emergency dispatch might call for a Lockout.
1. Dangerous animal within school building
2. Intruder
3. Angry or violent parent or student
4. Active shooter

Evacuate Condition
Evacuate is called when there is a need to move students from one location to another.

Examples of Evacuation Conditions
a. Fire
b. Gas Leak
c. Bomb threat
d. Post incident evacuation

Shelter Condition
Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants.

Examples of Shelter Conditions
1. Tornados or Earthquakes
2. External explosive devices
3. External airborne irritants or Hazmat
4. Flood

Secondary Evacuation Plan
Once it has been determined that entry can not be made back into the building steps will be taken to do a secondary evacuation.
1. In situations that only involve Lincoln Middle School
   a. Students will be transported to RRHS
   b. No parent pick up will be done at Lincoln Middle School.
   c. Parents will be directed to the appropriate pick up point will go to the command post to check out their student(s).
2. In the event that there are multiple situations in the school district going on at the same time and evacuation can not be done to the high school(s), alternative preparations will be made for students to be picked up.
   a. In the event of a secondary evacuation Parents will be notified by phone (Robo-call) as to the situation and the location to pick up students. Only designated pickup points will be utilized.
Releasing Students
Upon arrival to the command post parents, guardians and personnel authorized to receive students will check in with the administrator/ coordinator with the attendance/ check out sheet. A release form must be signed by any authorized person picking up a student.

The coordinator will communicate with radio or runner to the station that have those students to have them meet at the pickup zone.

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<td>○ Keep hands and feet to self</td>
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<tr>
<td>○ Use chairs and tables appropriately</td>
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<td>○ State your purpose politely</td>
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Student DISCIPLINE MATRICES 2019-2020
Please refer to rrps.net and/or see attached
NOTIFICATION OF RIGHTS FOR RRPS ELEMENTARY AND SECONDARY SCHOOLS: 2019-20 SCHOOL YEAR

GENERAL RIGHTS UNDER FERPA. The federal Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older or are enrolled in a postsecondary school (“eligible students”) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the RRPS Principal of your student's school (“School”) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the School to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RRPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

EXCEPTIONS TO DISCLOSURE WITHOUT PRIOR CONSENT. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student’s enrollment or transfer. RRPS will forward these records on request without notifying a parent or eligible student unless the parent or eligible student has notified the Principal in writing within fifteen (15) days of publication of this notice, or fifteen days of enrollment (whichever is later) that prior written consent is necessary.

DIRECTORY INFORMATION. RRPS may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised the School to the contrary in accordance with RRPS District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RRPS to include this type of information from student education records in certain school and district publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School and district websites and newsletters
- Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

PII can also be disclosed under Public Education Department regulations, without prior notification or consent, to outside organizations for legitimate educational purposes. "Legitimate educational purposes" are defined as educational opportunities, services and/or information offered or provided by accredited educational entities or professional educational organizations. In addition, two federal laws require RRPS, which receives assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

For the 2018-2019 school year, RRPS has designated the following information as directory information:

1. Student’s name
2. Grade in school;
3. Name of school;
4. 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;
5. Weight and height of members of athletic teams;
6. Honors and awards received;
7. Yearbooks; and
8. Identification in print, electronic or visual media, including photographs, videotapes, and video images, depicting school programs or activities.

If you do not want RRPS to disclose directory information from your student’s education records, information for legitimate educational purposes or military recruiters, without your prior written consent, you must notify the Principal of the School where the records are kept in writing within fifteen (15) days of publication of this notice or within fifteen (15) days of enrollment, whichever is later. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within the applicable fifteen (15) day period, the information will be classified as directory information until the beginning of the next school year.

A complete list of disclosures of PII that the School may make without parental consent is on the RRPS website (rrps.net) and available at the School Principal's office.

Protection Of Pupil Rights ("PPRA") Notice

The federal Protection of Pupil Rights Act (PPRA) affords parents and eligible students, including students who are emancipated under state law, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  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. Sex 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 lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

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1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).
3. Instructional material used as part of the educational curriculum.

RRPS has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RRPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RRPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RRPS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

RRPS administers an annual “Student Safety and Satisfaction Survey” to a random sample of students in grades 5-12 that includes questions related to area 4 above. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

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, S.W. Washington, D.C. 20202-5901.

Teacher, Instructional Support Provider, and Principal Qualifications

The federal No Child Left Behind Act and the New Mexico Public School Code afford parents the right to request information about the licensure and other qualifications, teaching assignment, and training of their children’s teachers, instructional support providers including paraprofessionals, and school principals. Questions about teacher and staff qualifications should be directed to Dr. Susan Passell, Rio Rancho Public Schools Executive Director of Human Resources, 500 Laser Rd. NE, Rio Rancho, NM, 87124, (505) 896-0667 ext. 136.
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 and/or Leggings are 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”*
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

Internet Ticket #1

Brief explanation of problem:

Staff Signature

Date

Internet Ticket #2

Brief explanation of problem:

Staff Signature

Date
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<tr>
<th>Support Staff</th>
<th>Extension</th>
<th>Related Arts</th>
<th>Extension</th>
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<tr>
<td>Jennifer Daddio</td>
<td>Principal</td>
<td>Frank Slife</td>
<td>Band/Orchestra</td>
</tr>
<tr>
<td>Betty Scheppmann</td>
<td>Assistant Principal</td>
<td>Paula Blaggrave</td>
<td>Robotics</td>
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<tr>
<td>Janita Fitz</td>
<td>SEIL</td>
<td>Natosha Barricklow</td>
<td>AVID</td>
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<td>Crystal Mendez</td>
<td>SEIL</td>
<td>Pamela Elam</td>
<td>Art</td>
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<tr>
<td>Sheryl Bauer</td>
<td>Counselor</td>
<td>Rachel Garretson</td>
<td>Family/Consumer Science</td>
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<td>Gage Romansky</td>
<td>Counselor</td>
<td>Dominic Savinelli</td>
<td>Reading Intervention</td>
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<td>TBA</td>
<td>Social Worker</td>
<td>Forrest Konetzni</td>
<td>Math Intervention</td>
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<tr>
<td>Deborah Hill</td>
<td>Education Tech</td>
<td>Kelly Pearce</td>
<td>Journalism/Media-Lit</td>
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<tr>
<td>Julie Amador</td>
<td>Nurse</td>
<td>Victoria Griego</td>
<td>Gifted</td>
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<tr>
<td>Toni Caputo</td>
<td>Administrative Asst.</td>
<td>Mika Proctor</td>
<td>Chorus</td>
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<tr>
<td>Maureen Storz</td>
<td>Attendance Secretary</td>
<td>Cynthia Cook</td>
<td>Health</td>
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<tr>
<td>Tina Vigil</td>
<td>Registrar</td>
<td>Jennifer King</td>
<td>Physical Education</td>
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<td>Trina Mangin/TBA</td>
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<td>Racquel Cuaderes</td>
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<td>Theresa Montoya</td>
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<td>Alan Sanchez</td>
<td>Spanish / Physical Education</td>
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<tr>
<td>Susan Hall</td>
<td>Librarian</td>
<td>Ray Rodriguez</td>
<td>Drama</td>
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<tr>
<td>Liz Hill-Rue</td>
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<tr>
<td>Daniel Cunningham</td>
<td>Athletic Coordinator</td>
<td>Lateefa Archuleta</td>
<td>6th Language Arts</td>
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<tr>
<td>Jonathan Thompson</td>
<td>ISS</td>
<td>Trish Pope</td>
<td>6th Language Arts</td>
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<tr>
<td>Michelle Mutarelli</td>
<td>Workroom Assistant</td>
<td>Mariah Tolzmann</td>
<td>7th Language Arts</td>
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<tr>
<td>Sandra Sisneros</td>
<td>Cafeteria Manager</td>
<td>Greer Gessler</td>
<td>7th Language Arts</td>
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<td>Erin Lopez</td>
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