LINCOLN ACADEMY

Boarding Student Handbook

Revised, March 2026

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Welcome to Lincoln Academy!

This **Boarding Student Handbook** is designed to help you have a great experience as a member of the Lincoln Academy Boarding Community. It provides information specific to residential life and should be read **alongside the Lincoln Academy Student Handbook**, which contains additional

important information about school policies, expectations, and student life. In the event of any conflict between this handbook and the Lincoln Academy Student Handbook, the provisions of this handbook will control.

Everyone at Lincoln Academy is kind, thoughtful, and eager to help. We want you to feel at home here, so if you ever have a question or need support, please don't hesitate to ask.

As you begin your time at Lincoln Academy, we invite you to reflect on an important question:

"What does it mean to be a member of the Lincoln Academy Boarding Community?"

There are as many answers to that question as there are people who live here, but we all share certain core values.

We are involved.
For over 200 years, Lincoln Academy has prepared students to be active, engaged citizens. Being a citizen means contributing to the life of your community, and as a boarding student, you play an important role in our vibrant campus life.

We communicate.
There's always something happening at Lincoln Academy. We value open, respectful communication to stay connected, share information, and keep our community running smoothly.

We practice respect and growth.
Respect for ourselves and for others helps make Lincoln Academy a welcoming place for everyone. We strive to learn, grow, and improve each day—both as individuals and as a community.

And we have fun.
Life at Lincoln Academy is full of laughter, friendship, and shared experiences. The people who live here like living here, and we're excited to share that experience with you.

Once again, welcome to Lincoln Academy! Our community is here to support and guide you—so if you ever need anything, just ask.

Ms. Tan
Director of Residential Life

Mr. Vesery
Assistant Director of Residential Life

Mr. Hussian
Residential Life Coordinator

Mr. Abbott
Dean of Students

Communicating with Lincoln Academy

For most questions or concerns related to boarding students, Monica Tan, the Director of Residential Life, is your primary point of contact. She will either assist you directly or connect you

with the appropriate person or department at Lincoln Academy.

Monica Tan: Director of Residential Life
Email: mtan@lincolnacademy.org
Office phone: (207) 563 - 3596. Ext. 2224
Cell phone: (415) 757-7723

Isaac Vesery: Assistant Director of Residential Life
Email: veseryi@lincolnacademy.org
Office phone: (207) 563 - 3596. Ext. 2225

Other important phone numbers

Lincoln Academy Main Office: (207) 563-3596
Lincoln Academy Fax: (207) 563-1067
Lincoln Academy Admissions Office: (207) 563-3596, ext. 1107

Lincoln Academy Head of School

Head of School, Jeffrey Burroughs
Email: burroughs@lincolnacademy.org
Office phone (207) 563-3596, ext 2100

Lincoln Academy Dean of Students

Dean of Students, Jake Abbott
Email: jabbott@lincolnacademy.org
Office phone (207) 563-3596, ext 2222

Reaching staff and faculty via e-mail

All faculty and staff at Lincoln Academy have email addresses. Use the School Directory to find contact information for faculty and staff.

Lincoln Academy Mission, Vision, Values & Principles

Lincoln Academy Mission

Lincoln Academy, an independent, comprehensive secondary school for day and boarding students.

Grounded in community, global in vision, and rich in opportunity, Lincoln Academy challenges all students to grow in skills and scholarship, serve others, and lead fulfilling lives.

Vision

Lincoln Academy will:

- Guide and empower students to develop the skills they need to build lives of meaning and purpose.
- Promote global citizenship, problem solving, creativity, and critical thinking to prepare students for an increasingly complex and interconnected world.
- Offer opportunities for faculty and staff enrichment that enhance education, model lifelong learning, and foster a culture of personal.
- Utilize our unique Coastal Maine location as an educational laboratory, enriching understanding of environmental stewardship, ecology, culture, history, and economic opportunity.
- Ensure a well-resourced and financially sustainable institution.
- Position Lincoln Academy as a community hub of learning and excellence that contributes to the economic vitality of our region. , enhancing the economic future of mid-coast Maine.

Core Values

- **Community:** Lincoln Academy, with proud ties to the local community since 1801, is more than a school, it serves as a social, educational, and community center. We believe that community is the foundation for student learning and growth, and we encourage students to seek opportunities for community engagement that enriches themselves and our region.

- **Diversity:** Students at Lincoln Academy have a rich diversity of strengths, skills, and life experiences. We believe that these differences create a stronger learning environment for all students. We are committed to meeting the needs and supporting the aspirations of all students within their wide range of cultures, learning styles, socioeconomic backgrounds, and national and individual identities.

- **Character:** We believe that the character of our students is vital to their success, and to the school as a whole. We model excellence, compassion, honesty, fairness, perseverance, and service to others to inspire students to develop traits that will strengthen future relationships and ability to lead fulfilling lives.

- **Exploration:** We provide ALL students with opportunities for discovery and growth. We encourage them to study subjects that challenge, engage in extracurricular activities, consider travel opportunities, collaborate, and follow their passions both in and out of the classroom.

- **Communication:** Communication is a foundational skill that we nurture throughout the school. We encourage students to convey their ideas effectively, and listen to and respect the opinion of others.

- **Supporting Students:** We believe that students learn best in a safe and respectful environment that provides academic, social and emotional support. We strive to connect those in need with the resources and assistance necessary to fully access their education.

Boarding Program Philosophy

At Lincoln Academy, Residential Life is an essential part of the school's educational mission and an integral part of the student experience. We believe that meaningful learning happens not only in the classroom, but also in the everyday experiences of our boarding students.

Staff, students, and programming work together to foster personal growth, independence, and a strong sense of community among residents of Kiah Bailey Hall. Developing personal, social, and intercultural skills is a vital part of each student's growth.

We encourage boarding students to fully engage in our vibrant campus life by discovering new interests, building lasting friendships, and making the most of their time at Lincoln Academy. With activities, community events, and expectations that align with the Academy's mission, the Residential Life experience provides a supportive and enriching environment where students learn to live with empathy, responsibility, and curiosity; skills that prepare them for success both at Lincoln Academy and beyond.

Core Principles

In the Residential Life Program at Lincoln Academy, we emphasize three core principles:

Citizenship:

Boarding students are encouraged to immerse themselves fully in the life of the dorm, the school, and the wider Midcoast Maine community. From academics and the arts to athletics, student government, and local service, countless opportunities exist to learn, lead, and contribute.

While these opportunities are available, it is each student's responsibility to engage actively, embrace new experiences, and help build a vibrant, inclusive, and thriving community.

Communication:

Communication is a vital part of the Lincoln Academy boarding experience. Families are encouraged to stay in regular contact with the school, and we are committed to maintaining open and consistent communication with parents and guardians of boarding students. Likewise, students are expected to stay connected with dorm faculty and staff, who are actively engaged in supporting and communicating with them throughout their time on campus.

It is also important to recognize that the primary language of our community is English. Students are expected to use English during the academic day and in structured settings such as dorm meetings. Understanding when it is appropriate to speak English, and when other languages can be used respectfully and inclusively, is an important part of being a member of the Lincoln Academy community.

Respect:

At Lincoln Academy, respect guides our community. We expect all members to show respect for themselves, for one another, and for the spaces we share. This means listening thoughtfully to different ideas, honoring the diverse experiences of individuals within our community, and taking care of our campus and facilities.

The most successful boarding students are those who practice respect every day, by being kind and considerate, embracing differences, and helping to keep our campus welcoming, cared for, and inclusive for everyone.

The Residential Life Team

The Residential Life Program at Lincoln Academy depends on the efforts of many members of the school community. Oversight and coordination are led by the Director of Residential Life, the Assistant Director of Residential Life, and the Residential Life Coordinator. This core team works closely with the Director of Admissions and the Dean of Students to support all aspects of the program.

The dorm parent team typically includes seven individuals: five Dorm Parents who live in Kiah Bayley (KB) Hall, the Director of Residential Life, and at least one Dorm Aunt or Dorm Uncle. Dorm Aunts and Uncles live off campus but serve in the same capacity as on-site Dorm Parents.

Additional support comes from school administrators, who rotate through the role of Administrator on Duty (AOD), and from non-dorm faculty, who primarily contribute to weekend programming.

The Dorm: Kiah Bayley Hall

Kiah Bayley (KB) Hall is the sole dormitory for Lincoln Academy's Residential Life Program and serves as the heart of boarding life on campus. It is not only home to boarding students and dorm staff but also a gathering place for meetings, celebrations, study sessions, recreation, and community events that connect Residential Life with the wider LA community.

KB Hall has five wings, each housing an average of eight to ten students, typically in double-occupancy rooms. Every wing includes a shared bathroom, laundry room, and lounge for boarding students. At the end of each wing is an adjoining staff apartment where dorm parents and dorm families reside. The Director of Residential Life also lives in KB Hall, though their residence is not attached to a student wing.

The Dorm Parent

Dorm Parents live in or near the dorm and serve as the main point of contact for students in each wing, acting as a "parent" during their time at Lincoln Academy. They help maintain a safe and supportive living environment while fostering a strong sense of community. Students are encouraged to seek out their Dorm Parent for guidance, support, or help with any aspect of dorm life, from daily routines and community activities to personal or academic concerns. Dorm Parents are present, engaged, and available to assist students and ensure that the dorm remains a positive home-away-from-home.

Life in the Dorm

Living in a dormitory is an important part of the Lincoln Academy experience. It offers opportunities to build independence, develop routines, and live respectfully with others in a shared space. Each student contributes to the comfort, safety, and health of the dorm community by maintaining good habits, caring for personal spaces, and participating in shared responsibilities. The following guidelines outline expectations for daily life in the dorm.

Community, Cooperation, and Teamwork

Life in the dorm is supported by the principles of community, cooperation, and teamwork. Students contribute to a positive living environment by respecting shared spaces, supporting one another, and working together to solve challenges. By actively participating in dorm routines and helping each other, students help create a safe, inclusive, and welcoming home where everyone can thrive.

Routines

Meal and Dining Commons Expectations

Mealtime is an important part of residential life. Attendance at all scheduled meals is required unless excused in advance by the Teacher on Duty (TOD) or the Residential Life Office (RLO). Absences must be documented, and to-go meals should be requested ahead of time.

Students are expected to keep the dining area clean by disposing of trash properly and returning dishes. From time to time, the community will hold formal or themed dinners, and attendance at these events is also expected.

Weekday afternoon activities

Boarding students at Lincoln Academy are expected to participate in the life of their community. A wide variety of sports, clubs, and programs are offered on weekday afternoons to encourage engagement, connection, and skill-building. The Res Life Office welcomes suggestions from students and are happy to consider ideas for new or additional activities.

Nighttime Routines and Expectations

Quiet Hours

- During Quiet Hours, students are expected to keep noise to a minimum and respect others who are studying or sleeping.
- Begin on wings at 7:00 PM (Sunday-Thursday) and at 9:00 PM (Friday and Saturday), and continue until the following morning (7AM).
- Noise violations during Quiet Hours are considered disrespectful and may result in disciplinary referrals.

Study Hall

Study Hall is a key part of the boarding student's academic experience, providing a quiet and productive space for homework and studying.

- Begins generally at 7:00 PM and ends at 8:30 PM (Sunday–Thursday). On evenings with Community Meetings or other all-dorm events, Study Hall times may be adjusted.
- Dorm staff supervise Study Hall, ensuring students stay on task and that the environment remains productive.
- Doors are open, and students are expected to remain quiet and focused.
- Students may earn Study Hall privileges in the dorm based on academic standing.
- Students must remain engaged in productive, academic work throughout Study Hall. Once academic work is completed, students are expected to use the remaining time quietly and purposefully, such as by cleaning their rooms, doing laundry, or reading, until study hall concludes.
- Students on academic warning or probation may have additional, structured Study Hall requirements.

School Nights (Sunday–Thursday)

- Students must return to the dorm by 9:45 PM.
- By 9:55 PM, students should be in their wing and preparing for sleep.
- Recommended bedtime is 10:30 PM, aiming for at least 8 hours of sleep.
- Dorm staff will set building alarms and perform occasional late-night wing checks.
- Violations of Quiet Hours or nighttime expectations may result in disciplinary referrals.

Weekend Nights (Friday–Saturday)

- Students must return to the dorm by 10:45 PM.
- By 10:55 PM, students should be on their wing and be respectful of noise levels.
- Dorm staff will set building alarms and perform occasional late-night wing checks.
- Violations of Quiet Hours or nighttime expectations may result in disciplinary referrals.

Community Meetings

The boarding community meets regularly throughout the year to discuss dorm life, upcoming events, and important announcements. Meetings are led by the Residential Life Director or dorm staff, and attendance is required. Wing meetings are also held periodically as determined by each wing parent, and are used to disseminate timely information, as well as a time to check in with wing communities.

Room Inspections

Room inspections are generally completed on Thursday evenings and provide students an opportunity to reset their rooms and communal spaces. Students are required to clean their rooms, put away clothing, dispose of trash, and tidy lounges, hallways, and bathrooms. Dorm Parents check student rooms on Thursday evening. If a student fails the initial inspection, they have another opportunity to have their room checked by the TOD when they return to their wings at 10:00 p.m.

Weekends

Weekend Activities and Outings

Weekends at Lincoln Academy are filled with fun and engaging activities for boarding students. While many activities are designed specifically for boarding students, there are also events throughout the year that include participation from the Lincoln Academy day student community. Weekend schedules and activity sign-ups are generally shared mid-week, and students register on a first-come, first-served basis. Each weekend offers a variety of cultural and recreational opportunities for all students.

Off-Campus Activities
Examples include roller skating, movies, thrift shopping, sightseeing in Midcoast towns, walks and hikes, trips to Portland and Freeport for larger shopping experiences, visits to Acadia National Park, and excursions on area lakes, rivers, and waterways. Other activities include indoor rock climbing, skiing and snowboarding trips in the winter, and community service opportunities. Students also attend sporting events such as minor league baseball, basketball, and hockey games, as well as occasional university or major league football and basketball events. Several times a year, the Residential Life Program also organizes trips to Boston.

On-Campus Activities
On-campus offerings include pickup basketball, tennis on Lincoln's courts, time in the fitness center, game nights, and karaoke performances. A central goal of the weekend activity program is to help students experience Maine's unique culture and environment. Activities such as the Damariscotta Pumpkinfest, lobster bakes at Pemaquid Lighthouse, and seasonal excursions allow students to enjoy the best of each season—fall, winter, spring, and summer—while connecting with the local community.

Costs and Sign-Up Policies
Most activities are free for all students. However, in some cases, the Residential Life Office (RLO) may ask boarding students to cover a portion of the trip cost. Any associated costs will be communicated at the time of sign-up. Students are responsible for any charges incurred if they withdraw after signing up, but they may find another student to take their place to avoid losing their investment.

Personal Time
Weekends also provide students with valuable time to rest, recharge, and catch up on schoolwork.

Rooms and Property

Care of rooms and other school property
Students are expected to keep their rooms, bathrooms, common rooms, and other areas of the dormitory neat and clean as part of their community responsibility. Dorm staff inspect rooms on a regular basis. Failure to pass weekly room inspection will result in a student not being allowed to leave campus for activities until the room inspection has been passed. Repeated failure to meet room standards may result in a loss of privileges or disciplinary action. If the school believes that a student is suspected of a violation of school rules, including Board Student Handbook or Student Handbook rules, it reserves the right to conduct a room check incident with that review. Room checks will be inspections for prohibited items, which, if found, may lead to separate disciplinary consequences.

During inspections, staff focus on four areas:

1. Bed is made
2. Room and desk are free of trash and clutter
3. Clothes and other belongings are picked up and put away
4. No safety hazards are present

Furniture and Room Layout

Students may rearrange furniture with approval from the Residential Life Office (RLO). Only maintenance staff may move large items. Room layouts must allow easy access to doors and windows in case of emergency.

Decorations and Room Standards

Students are encouraged to decorate their rooms in ways that are comfortable and respectful. Decorations must not be vulgar, sexually explicit, discriminatory, or related to drugs, alcohol, or tobacco. Nothing may be hung from ceilings, and nails or adhesives that damage walls are not allowed. Empty alcohol containers are considered evidence of possession and carry significant disciplinary consequences.

Appliances and Open Flames

Appliances with heating elements (microwaves, kettles, coffee makers, rice cookers, etc.) are not permitted. Candles, incense, lighters, matches, and any open flames are strictly prohibited.

Technology and Noise

Televisions, gaming systems, and stereos are allowed, but must be used responsibly. Excessive noise, use during study hall, or use after lights-out may result in loss of privileges or removal of

equipment. Personal internet or network devices may not be used to create private networks or non-Lincoln Academy-supported internet/network services.

Shared Spaces and Damage

Students share responsibility for the cleanliness of common areas such as hallways, lounges, laundry rooms, bathrooms, and stairwells.

- Damage to an individual's room or furnishings will be billed to the responsible student.
- Damage to shared areas will be charged to the responsible person(s). If responsibility cannot be determined, costs may be shared among dorm residents.

End-of-Year Checkout

Students must leave their rooms in the same condition as upon arrival, ordinary wear and tear excepted. Cleaning and damage fees will be billed as necessary. Failure to return a room key will result in a $50 charge.

Documents

Important student documents (passports, I-20s, etc.) are consistently turned in to the Residential Life Director upon arrival and stored securely for the duration of a student's time at Lincoln Academy. Students have access to these documents as needed.

Changing Dorm Rooms

Room changes are not permitted during the first six weeks of school. After that time, several steps need to be taken in order for a boarding student to change rooms.

1. A boarding student requesting a room change must meet with the Residential Life Director to discuss the student's reasons for wanting to change rooms.

2. The Residential Life Director will determine if dorm faculty are comfortable with the proposed changes.

3. The Residential Life Director will determine if all students involved in the change are comfortable with the proposed changes.

4. If the Residential Life Director is satisfied that the proposed change is acceptable, in their sole discretion, they will notify the students involved and arrange the change.

Visitors

Boarding Student Visitation

Boarding students may visit other dormitory rooms and common spaces during approved hours, as communicated by the Residential Life Office. Visits should be purposeful, such as studying or socializing, and follow all dorm expectations.

Overnight Guests (Day Students)

Boarding students may request to host a Lincoln Academy day student overnight with permission from the Residential Life Office. Permission must be requested at least 24 hours in advance, and the visiting student's parent or guardian must also give consent.

Family Visits

Family members may visit dormitories and their student(s). The Residential Life Office appreciates at least 24 hours' notice for visits and/or students departing campus with family visitors. The Residential Life Office reserves the right to limit visit duration, direct visitors to certain spaces, or end a visit to protect privacy and community well-being.

Gender-Based Access

Students are not permitted to enter dorm wings or rooms assigned to students of another gender. Members of another gender may visit designated common spaces, such as the KB Lounge, or other areas specifically approved by dorm staff on duty. Violation of gender-based dormitory access rules is a Category 1 violation and subject to disciplinary action.

Safety and Security

Safety and Conduct

Jeopardizing the health or safety of others, including leaving doors open or providing access after curfew, is considered a Category 1 violation and subject to disciplinary action.

Access and Key Cards

Dormitories are locked 24 hours a day for safety. Students receive key cards that provide access to the dormitory exterior and their personal room. Doors must remain locked when students are away. Duplicate keys may not be made under any circumstances.

Lost key cards should be reported immediately and will incur a $25 replacement fee. Creating or possessing unauthorized duplicates of campus keys and keycards is a Category 1 violation.

Private, Shared, and Public Spaces

A student's room, including their desk, wardrobe, dresser, and bed is their *private* space. Hallways, laundry rooms, bathrooms, dorm lounges, kitchen, and the main lobby are *public* spaces.

While some areas are considered private spaces, all space inside the dormitory is school property

and designated Lincoln Academy staff (Director of Residential Life, Dean of Students, and/or their designees) are permitted to enter a dorm room or space for the purpose of inspection, for improving neatness or cleanliness, or if reasonable suspicion of a policy or violation of law necessitates a search of the space.

Public areas are where many people will be at the same time. These spaces include lounges, laundry rooms, kitchens, hallways, and bathrooms. It is important that these areas are kept clean. All students share this responsibility. Storage of personal items in public spaces is not permitted. A primary goal is to ensure safety, security, and cleanliness in these areas. Video gaming equipment is not allowed to be set up and used in common spaces except with permission of the dorm parent assigned to the wing, or in the case of the lobby, without the permission of the Residential Life Office.

Restricted Areas

Accessing restricted areas, including dorm basements, without permission is prohibited.

Personal Property

Students are responsible for safeguarding their belongings. Lincoln Academy is not liable for lost or stolen items. Valuables and cash may be stored in the Business Office or with the Residential Life Director.

Fire Safety

Fire safety equipment, including extinguishers, hoses, alarms, and sprinklers, must not be tampered with or obstructed. Misuse or interference with fire safety systems is a serious safety violation and may result in disciplinary action.

Fire Alarms and Drills

The safety of our students is a top priority. Fire alarms can occur at any time, and when one sounds, all occupants of the dorm, including students, staff, family members, and guests, must immediately exit the building and proceed to the designated meeting location in the ATEC lobby, provided it is safe to do so. Students will organize by dorm wing, report attendance to the adult in charge, and remain quiet, orderly, and efficient during evacuation. It is never safe, nor permitted, to re-enter a building while the fire alarm is sounding.

Shelter In Place and Lockdown

Emergency evacuation routes and rally points are posted throughout campus. Evacuation drills, or real evacuations, may be announced by the fire alarm, intercom, or phone system. Quiet, calm, and orderly conduct is essential during all drills and emergencies.

If the campus must be secured due to a medical emergency, unregistered visitor, or other safety concern, a Secure Campus will be announced. During a Secure Campus, everyone should return to their assigned spaces and lock doors. In the dorm, this may include returning to rooms, wings, or other designated safe areas.

The school also conducts Lockdown Drills to prepare for more serious emergencies. A Lockdown is announced via the intercom, not by an alarm. When a Lockdown is declared, all students and staff must remain in place, lock doors, and stay quiet until further instructions are given. Events and activities pause, and all spaces remain secure. In the dorm, occupants, including students, staff, family members, and guests, should move to secure, lockable spaces, with second or third floor areas preferred.

Health and Wellness

Medicines and Prescription Drugs

The State of Maine Department of Education requires a physician's written order and authorization from a parent or guardian to administer medications in the school setting. Medications must be in pharmacy-prepared containers and labeled with the name of the student, name of the drug, strength, dosage, frequency, physician's name and date of original prescription. The school nurse will evaluate the situation and develop a plan for storage and administration of the medication (s). School policy allows only inhalers, epi-pens, diabetic medications and some topical medications to be kept in a student's possession for self-administration. All other prescriptions and over-the-counter medications, vitamins, herbs, and supplements will be dispensed by the school nurse or school staff who have been trained in medication administration. The parent is responsible for notifying the school of any changes and/or discontinuation of a prescribed medication that is being administered to the student at school. Medication not used or no longer required will be disposed of at the end of a school year.

The nurse must have on file the Guidelines for Boarding Student Medication Administration Permission Form which clearly states whether or not the school may administer any over-the-counter medications. This form also grants school personnel, designated by the school nurse, to administer over-the-counter medications per standing orders of a physician. Students are not permitted to transport, carry on their person or store any prescription or over-the-counter medications in their dorm room without the permission of the school nurse and/or residential staff. These medications include but are not restricted to any prescription or any over-the-counter medications, including pain relievers, cold medications, vitamins, herbal remedies, or supplements. Exceptions include student prescribed inhalers, epi-pens, diabetic medications and some topical medications. These exceptions are only allowed when the school nurse and the director of residential life or their designee have been made aware and granted permission for the prescribed exception to be kept in a student's possession for self-administration.

Boarding students must follow a doctor's instructions for taking medications. This includes for the purpose of expected visitations, follow-ups, and prescribed medications. Failure to do so may result in disciplinary action (please see the Disciplinary Information section for more details).

Hygiene

At Lincoln Academy, students are expected to maintain personal cleanliness and contribute to a healthy community environment.

Students should wash or sanitize their hands:

- When hands are visibly soiled
- After coughing or sneezing
- Before and after eating
- Before and after using the restroom
- After contact with bodily fluids

Students are also expected to maintain good hygiene through regular showers, hair washing, and daily oral care. Clothing should also be washed regularly.

To help prevent illness and reduce the spread of infection:

- Cover your mouth and nose with a tissue or your elbow when coughing or sneezing
- Avoid sharing food or drinks
- Refrain from using common areas when sick, and wear a mask when around others if unwell

A reminder: Students placed on sick leave are not permitted to participate in any activities outside the dorm for the remainder of the day, and will generally be restricted to their wing and room for rest and recuperation.

Illness

If a student is sick, they must report to the school nurse for evaluation. If they wake feeling unwell, they must arrive at the Health Center before the bell has rung for the beginning of First Period; otherwise, they will be considered tardy and need a tardy slip from the Front Office. If a student becomes ill during the school day, they must also report to the school nurse for evaluation and possible dismissal.

Only the nurse can determine if a student is to be excused from class for medical reasons. If a dismissal is necessary, the nurse will issue a Health Center dismissal and notify the Residential Life Director and other relevant staff. The nurse or Health Center Coordinator will also record the dismissal and any pertinent medical notes in the appropriate documentation before the end of the school day.

Once dismissed, the student must return directly to the dorm and check in with a staff member in the Residential Life Office. Students placed on sick leave during school days are not permitted to participate in any activities outside the dorm for the remainder of the day, and will generally be restricted to their wing and room for rest and recuperation..

Dorm faculty, in consultation with the school nurse, may occasionally determine that a student is

too ill to attend class. For example, if a student receives a Health Center dismissal on Monday and has not improved by Tuesday morning, residential faculty and the school nurse may decide the student should remain on health dismissal for a second day. Otherwise, students must check in with the school nurse again the following day if they continue to feel unwell.

On weekends or other days without school, students who feel unwell must report to a Residential Life staff member instead of the school nurse. Staff will assess the student's condition and determine if rest or additional care is needed. Students placed on sick leave during non-school days will generally be restricted to their wing or room, and will adhere to the same protocols and expectations as on school days. If a student's illness persists, worsens, or requires urgent attention, staff will arrange for follow-up with the school nurse on the next school day or, in more serious cases, seek medical care at a hospital or clinic.

Room Cleanliness

Your dorm room is your responsibility. Please follow these expectations:

- Place trash outside your room regularly for custodial pickup
- Bring dirty dishes and utensils to the kitchen daily and place them in the dishwasher
- Keep tabletops clean and organized
- Sweep floors and keep them clear of obstructions or safety hazards
- Wash sheets weekly and make your bed for room inspection
- Store personal items safely (under the bed or on top of the wardrobe)

Laundry

Laundry facilities are provided for student use. Students are responsible for providing their own detergent and washing their own clothing. Full loads are recommended for efficiency. Please remove clothing promptly from machines to allow others access.

Off-Campus Permissions and Boundaries

Leaving campus is a privilege that comes with responsibility. Clear communication in this regard helps staff maintain a safe environment and ensure everyone's well-being.

Signing Out and Returning

Whenever a boarding student leaves campus, they must sign out in person with the on-duty member of the Residential Life staff. This applies whether a student is walking to town, attending an event, or going out with a day student. Upon returning, students must sign back in face-to-face with the on-duty staff member.

Driving with Others

Boarding students may not ride in a vehicle driven by anyone other than a Lincoln Academy staff or faculty member unless prior permission is granted by their parent, guardian, or the Director of Residential Life. Permission must be provided in writing via email or given over the phone to the Director of Residential Life. Students may not relay permission verbally. All permissions will be formally documented in Orah and the Residential Life Duty Notes. Requests must be made in advance, as last-minute requests are difficult to accommodate and, in most cases, will not be approved.

Families are encouraged to provide the Residential Life Office (RLO) with blanket permission allowing their student to ride with non-Lincoln Academy drivers who have been reviewed and approved by the RLO. In these cases, the dorm considers information and factors about the requested drivers that families may not have access to. As a general guideline, no more than two boarding students may ride with a non-Lincoln Academy driver at one time; however, this number may be adjusted at the discretion of the Director of Residential Life.

Even with permissions in place, students must still check-in and check-out with an on-duty staff member.

Overnight Visits

If a boarding student plans to spend the night off-campus with someone other than their parent or guardian, the following steps must be completed in advance. Similar to driving permissions, requests must be made in advance, as last-minute requests are difficult to accommodate and, in most cases, will not be approved.

1. The boarding student's parent or guardian must provide written or verbal authorization (email or phone).

2. The host adult must confirm directly with the Residential Life Office or on-duty teacher that they accept responsibility for the student.

Both permissions must be received before the student is allowed to leave campus. Face-to-face sign-out is still required to confirm that all documentation and approvals are in place.

Campus Boundaries

The Lincoln Academy campus is bounded by:

- North: The far end of Colonel Stanley Waltz Athletic Field (upper soccer field)
- South: The railroad tracks crossing Academy Hill Road
- East: The continuation of those same railroad tracks
- West: The baseball field

Students who wish to walk on the cross-country trails must first notify the on-duty dorm staff.

Note: It is against the law to walk along or near the railroad tracks. They are not to be used as a walking path under any circumstance.Note: It is against the law to walk along or near the railroad tracks. They are not to be used as a walking path under any circumstance.



Additional Dorm Details

Recycling

Lincoln Academy encourages all students to recycle in accordance with Maine's recycling practices. Recycling bins are provided throughout the dormitory.

Pets

Students are not permitted to keep pets of any kind. This includes warm-blooded and cold-blooded animals, including fish.

Swimming

When participating in Residential Life Programming, boarding students may only swim under the supervision of an approved adult lifeguard. When swimming outside the scope of the Residential Life program, it is the responsibility of the students to make sure they are appropriately safe and supervised.

Shipping and Storing Personal Belongings

At the end of the school year, all personal belongings of non-returning students must be removed from dorm rooms, kitchens, and common areas. Limited on-campus storage may be available with approval from the Residential Life Director. Stored items must be securely packaged and clearly labeled with the student's name.

Arrangements can be made to have items shipped home. Students are responsible for all packing and shipping costs. The Residential Life Office can assist with arrangements using student emergency funds and once shipments are complete, any remaining funds will be returned to the student.

At the end of the year, items left in the dorm by non-returning students will be donated locally. Items left behind by returning students, but improperly labeled or stored may be donated. The Residential Life Office and dorm staff are not responsible for personal belongings left behind.

Mail and Packages

Boarding students receive mail and packages at Lincoln Academy. Families and students should be mindful that all mail and packages are subject to school review for safety and security purposes. When ordering items online, sending care packages, or receiving shipments from outside the United States, please allow sufficient time for delivery and clearance through U.S. Customs. Students and families are responsible for any fees, tariffs, duties, or customs charges incurred.

All mail and packages should be addressed as follows:

Student Name
℅ Lincoln Academy
89 Academy Hill Road
Newcastle, ME 04553
USA

Students are encouraged to check their mail daily and are responsible for picking up packages in a

timely manner. Any items left unclaimed for an extended period may be returned to the sender or stored at the discretion of the Residential Life Office.

Academics

At Lincoln Academy, academics are central to the boarding experience. Students are expected to engage fully in their studies while balancing other aspects of dorm life. This section outlines the privileges, responsibilities, and expectations that guide academic performance, as well as the resources available to support student success.

The School Day

Classes at Lincoln Academy begin at 8:00 am and end at 2:35 pm

- Lincoln Academy has a 2-day, block-rotation schedule.
- Classes meet for 70 minutes, every other day.
- Third period is broken into three blocks with lunch occurring in one of the 3 blocks.
- Focused learning block is a 40 minute period after 4th period which is used for Community Meetings, clubs and extracurriculars, support study, and more.
- Advisor period meets daily for 20 minutes.
- Students are expected to be on campus for the full day of school.

The Academic Day Schedule

Monday, Tuesday, Thursday, Friday

Bell Schedule	A Day	B Day
8:00-9:10	Period A1	Period B1
9:15-9:35	Advisor	Advisor
9:40-10:50	Period A2	Period B2
10:55-11:28 (L#1) 11:28-12:02 (L#2) 12:02-12:35 (L#3)	Period A3 + 3 lunches Lunch #1 Lunch #2 Lunch #3	Period B3 + 3 lunches Lunch #1 Lunch #2 Lunch #3
12:40-1:50	Period A4	Period B4
1:25-2:35	Focused Learning Block**	Focused Learning Block**

** On Fridays the Focused Learning Block is replaced with Community Meeting.

Wednesday (*Early Release Day*)

Bell Schedule (Every Wednesday)	Early Release Day A/B
8:00-9:10	Period 1
9:15-9:35	Advisor
9:40-10:50	Period 2
10:55-11:30 (L#1) 11:30-12:05 (L#2) 12:05-12:40 (L#3)	Period A3/B3 + 3 lunches Lunch #1 Lunch #2 Lunch #3
12:45-2:00	Period 4

Meals:

School Days:

Breakfast - 7:30-7:55 am

Lunch at school (see

Dinner - 5:00 pm

Non School Days:

Brunch 11:30 am

Dinner - 5:00 pm

Students are expected to arrive at Brunch/Dinner within 15 minutes of the start of the meal time.

Reporting to School

Punctuality is an important part of being a responsible and respectful community member. All boarding students are expected to arrive at school on time each morning. Breakfast begins at 7:30 a.m., and students must be in class by 7:55 a.m.

Students who arrive late must check in at the Front Office for a tardy pass and may receive a Dean's Referral. Repeated tardiness may result in disciplinary consequences, loss of overnight technology privileges, and/or parent or guardian involvement to address the issue.

Attendance

For detailed information on all Lincoln Academy attendance policies consult the Lincoln Academy Student Handbook.

A student at Lincoln Academy may not miss more than fifteen (15) days of school (excused or unexcused) during one academic year. Although both excused and unexcused absences will count towards a student's fifteen-day limit, extenuating circumstances will be reviewed administratively. If a student reaches the 15-day limit, they may be denied credit for coursework. A meeting will be called by the Director of Curriculum and Instruction or designee to discuss the situation with the student and their parent/guardian. If credit is denied, an appeal may be made to the Head of School, who will review the facts and make the final decision.

Athletics and Attendance

A student involved in sports or other co-curricular activities may not participate in those activities on the days the student is absent from school or dismissed early for illness. Further, students are expected to attend all of their scheduled classes, including advisor periods, study halls and focused learning blocks, to be eligible to attend practice or games that day. Students without an excused absence must be in attendance during Period 1 to be eligible to participate that day. If a student is absent for reasons other than illness, permission may be granted by the Athletic Director or Dean of

Students for the student to participate in extracurricular events. Attendance at school the day following an evening event is always expected and habitual school absences following an evening event will not be tolerated. For athletic or academic purposes, early dismissals for reasons other than those of a medical and/or educational nature will not be permitted and will be scrutinized for their legitimacy.

Tardy to School/Class: School-Wide Policy

School begins at 8:00 a.m. Students are expected to be on time. If a student is late to school, they must check in at the Main Office and a tardy slip will be issued. Students accumulating at least four tardy slips (to school or class) may be assigned Academic Recovery Time, detention or both.

Planned Absences

Lincoln Academy discourages students from taking family trips/vacations during the school year. All absences due to vacation shall be counted toward the student's total number of absences. Please fill out a planned absence form (available at the office) and submit it one week prior to the start of the planned absence.

Dress Code for School

Lincoln Academy is a diverse community of learners who are engaged in a variety of activities during the day, after school, and on weekends. For this reason, we do not attempt a strict "dress code." Rather, we expect our students, like the adults who work with them, to wear clothing that is neat and appropriate to the mission of our school and to the activities in which they are engaged. As a guide, clothing that would be appropriate to wear for a retail job in town would be considered appropriate during the academic day. It is important to note that all students must wear clothes in such a way that their genitals, buttocks, and nipples are covered with opaque materials. Clothing with slogans that promote drugs, alcohol, tobacco products, violence, criminality, or are overtly sexual or discriminatory, is considered inappropriate at any time. Lincoln Academy trusts that individual students and parents/guardians will take responsibility for using sound judgment and will reflect respect for themselves and others in dress and grooming. The Dean of Students, Director of Special Education, or other administrators designated by the Head of School reserve the right to require a student to change to more appropriate clothing.

Access to the Dormitory During the Academic Day

Boarding students are not permitted in the dormitory during the academic day (7:00 AM–2:30 PM). Access is allowed only in rare circumstances and must be approved in advance by Residential Life Office staff.

Seniors and other students may earn academic privileges that allow them to enter the dorm under clearly defined conditions. These privileges are granted on a case-by-case basis and specify when and how dorm access is permitted. For seniors, dorm access may also be guided by privileges implemented by the senior class in coordination with the Dean of Students and the Residential Life Office (RLO).

Faculty Advisor

Each student is assigned a faculty advisor, with whom they will meet every academic day. Advisors serve as advocates for students and are available to answer questions on a wide range of topics, including course selection, extracurricular opportunities, and non-academic concerns. Students are encouraged to use their advisor as a resource and as another supportive adult in their life at Lincoln Academy.

Academic Counselor

Students have access to the Office of Career and Academic Counseling (CAC), which supports them from their introduction to Lincoln Academy through graduation and post-secondary planning. CAC counselors serve as partners in helping students identify opportunities that fit their academic, personal, and post-school goals. While counselors provide guidance on course planning, college selection, standardized testing, and applications, students lead the decision-making process. Counselors also work closely with families, keeping them informed and providing resources to support students' academic and career planning.

Homework

Homework is the responsibility of every student. Students are expected to complete all assignments on time and stay engaged with their learning.

Academic Responsibilities

Students should use a planner or another organizational system to track assignments, deadlines, and events, ensuring they fulfill all academic obligations.

Technology Requirements

Boarding students must bring their own laptop for use at Lincoln Academy. If a student cannot provide a computer, they should contact the Residential Life Director for assistance.

Communicating Grades to Parents

At mid-trimester and end of trimester marking periods, grade reports will be sent to parents along with Residential Life narrative comments. Please communicate with the Residential Life Office for additional information outside of normal grading periods.

Academic Privileges

Eligibility

The Residential Life Office regularly reviews student's grades beyond the regular midpoint and end of trimester grading periods. Boarding students who achieve an average of 90% or higher (85% for athletes) at these monitoring points may receive academic privileges. Academic privileges are also

contingent upon a student's community standing.

Scope of Privileges
Academic privileges are determined by the Residential Life Director or their designee and may include access to additional freedoms or opportunities within the dormitory.

Academic Restrictions

Levels of Restriction
Academic restrictions help ensure students maintain satisfactory growth and academic standing. There are two levels of academic restriction: *Academic Concern* and *Academic Probation.*

Academic Concern

At any grading point, a boarding student with a 70% or lower, an incomplete, or with a teacher request, may be placed on the academic concern list.
Students on the academic concern list may be required to attend a structured study hall in a common area designated by the Residential Life Director, rather than in their room.

Academic Probation

At any grading point, a boarding student with a grade below a 60% will be placed on academic probation.

Students on academic probation:

- Will complete Study Halls in a common area designated by the Residential Life Director
- May be required to turn in their computer to the Residential Life Office at 10 PM on nights with study hall; and
- Are placed on an academic contract and are subject to review by the Student Review Committee.

Academic Integrity

Lincoln Academy's community expectations focus on the guiding principles of character, community, and respect. Dishonesty, particularly lying, cheating, plagiarism or misrepresenting the origin or attribution of content are in direct conflict with these guiding principles. Additionally, academic dishonesty is in opposition to learning, may damage relationships, and prevents individual growth. Violations of this type are considered serious and will be referred to the Director of Curriculum and Instruction.

At Lincoln Academy, we recognize that incidents of academic dishonesty are often tied to feeling academically overwhelmed or misunderstanding expectations for documentation. The Director of Curriculum & Instruction and the teacher will work with students to teach them how to cope with

academic challenges. However, repeated violations will result in escalating consequences, up to and including, removal from the Lincoln Academy community.

Students who intentionally or repeatedly use generative AI in ways that are not disclosed, approved, or attempt to pass off work produced or edited by those tools as their own are subject to disciplinary action under Lincoln Academy's academic integrity policy. Academic Policies Please see the Course Catalogue for more information regarding the Academic Integrity Policy. The Course Catalogue also contains information on graduation requirements, required course loads, and other policies and procedures pertaining to academics.

Technology

The following information on technology and use should be referenced alongside the information presented in the Lincoln Academy Student Handbook.

Lincoln Academy's computers, networks, and internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The rules apply to all computers and devices that students use on the school's networks or that access its internet services or that are issued to students, whether in use at school or off school premises.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Academy's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked.

Student Computer and Internet Use Rules

Each student is responsible for their actions and activities involving the Academy's computers, networks, and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the Academy's computers, networks, and Internet services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact an Academy administrator or the Director of Information Technology.

In accordance with the federal Children's Internet Protection Act ("CIPA"), Lincoln Academy uses filtering technology designed to block materials that are obscene or harmful to minors, including child pornography. Although Lincoln Academy takes precautions to supervise student use of the Internet, parents should be aware that Lincoln Academy cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of these policies and rules, including access to objectionable materials and communication with persons outside of the school and is not responsible for the accuracy or quality of information that students obtain through the Internet.

Responsible Use

Lincoln Academy's computers, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and

instructional goals. All policies, rules, and expectations concerning student conduct and communications apply when students are using computers and communications systems. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school's computers and communications systems.]

Prohibited Uses

Examples of expressly prohibited uses of Lincoln Academy's computers, networks, or Internet services include, but are not limited to, the following:

- *Accessing or posting inappropriate comments or content*
  Accessing, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal comments or content.

- *Illegal Activities*
  Using the school's computers, networks, and Internet services for any illegal activity or in violation of the Academy's policy or rules. The school assumes no responsibility for illegal activities of students while using school computers.

- *Violating Copyrights*
  Copying, downloading, sharing any type of copyrighted materials (including music, films, or software) without the owner's permission. Copyright violations expose the violator to substantial civil and criminal penalties. The Academy assumes no responsibility for copyright violations by students.

- *Plagiarism*
  Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When the Internet sources are used in student work, the author, publisher, and web site must be identified,

- *Non-School-Related Uses*
  Using the Academy's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes is prohibited. Highest priority of the Academy's computers, networks, and Internet services is reserved for educational use.

- *Misuse of Passwords/Unauthorized Access*
  Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

- *Malicious Use/Vandalism*
  Any malicious use, disruption, or harm to the Academy's computers, networks, or Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

- *Unauthorized Access to Sites and Avoiding School Filters*
  Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.

No Expectation of Privacy

Lincoln Academy's computers, school provided learning management systems, cloud-based productivity & collaboration tools, and other school provided software remain under the control, custody, and supervision of the school at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files, and Internet access logs. This rule also applies to students' personal computing devices (including cellular phones) that access the school's networks and Internet services.

Compensation for Losses, Costs, and/or Damages

The student and their parents are responsible for compensating Lincoln Academy for any losses, costs, or damages incurred by the school for violations of Academy's policies and rules while the student is using the school's computers, networks, Internet services, or the student's personal computing devices.

Student Security

A student should not reveal their full name, address, telephone number, Social Security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

System Security

The security of Lincoln Academy's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify their teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having their computer privileges limited, suspended, or revoked.

Bring Your Own Device (BYOD) Program

We expect that every Lincoln Academy student will bring their own laptop or tablet device capable of functional academic use. Lincoln Academy strongly recommends a Chromebook as the best device for students. A limited number of Chromebooks and mobile hotspots are available in classrooms for class use, and in the library for short term loans.

Social Media Policy

Students are expected to conduct themselves online and on social media in the same manner as is expected in the classroom, on the athletic field, or any other public space. The same standards that

govern appropriate behavior in our community applies to one's online/virtual actions. All of Lincoln Academy's conduct policies apply to online behavior, including (without limitation) its Bullying, Harassment and Sexual Misconduct, and Retaliation policies (see Student Handbook Appendix). This policy covers all aspects of online or social media, including TikTok, Snapchat, Instagram, Reddit, Facebook, X (Twitter), YikYak, Discord, WhatsApp, WeChat, and any other form of online communication. Students' actions reflect the spirit and values of our school.

Communication

All boarding students are expected to make a significant effort to be effective and respectful communicators. This includes both in-person and electronic forms of communication.

The following guidelines are designed to help students understand how to communicate clearly, respectfully, and responsibly, as well as what behaviors to avoid in order to maintain a safe and respectful community

Languages Spoken

English is the primary language of the Lincoln Academy community. Students are expected to use English during the academic day and in structured settings such as dorm meetings.

At the same time, our diverse boarding population is one of the greatest strengths of our community. The many languages and cultures represented within the Residential Life Program enrich our shared experience, helping us learn from one another and see the world from new perspectives. Language is an important part of every student's identity, and speaking a language other than English can offer comfort, connection, and moments of mental rest, especially in a boarding environment far from home.

Being a thoughtful and engaged member of this community means understanding that there is a time and place for English, and a time and place for other languages. Respectful and inclusive language use helps ensure that everyone feels welcome, supported, and understood.

Outside of classes, and outside of the KB Dorm Lobby, use of any language is acceptable in settings where a *semi-private conversation* would normally be appropriate, except when:

- The conversation's content is inappropriate
- The conversation excludes others
- The conversation distracts from or impedes programming and processes

Students are expected to use English in the KB Dorm Lobby and at tables during meals, as these spaces are specifically intended as places for communal conversation. This expectation does not apply when everyone at a dining table speaks the same language.

Use of another language for quick clarification during class or programming is encouraged *when appropriate*, but if faculty feel this use is excessive with a particular student, they should talk about their concerns with the student and the Director of Residential Life.

Face-to-Face Communication

Whenever possible, face-to-face communication with peers and adults in the Lincoln Academy is preferred. Any time a boarding student is signing-out from campus, or returning from being off-campus, they must communicate face-to-face with a member of the boarding staff that is on-duty.

Electronic Communication Expectations with Dorm Staff

The boarding community will use a variety of forms of electronic communications between dorm staff, students, and their families. This includes Email, Orah, WhatsApp, Canvas, and GoogleChat, to name a few. The intent of electronic communication is to relay important information and programmatic details to other individuals.

All boarding students are required to maintain a functional cell phone with active cellular service in Maine while enrolled at Lincoln Academy.

Group Chats

The boarding program may create and use WhatsApp and GoogleChat groups that include both students and staff. These groups are used to share important information, updates, and announcements related to the boarding community.

To maintain transparency, any WhatsApp group that does not include parents or guardians must have at least two Lincoln Academy employees included in the chat.

Individual Messages/Chats

Electronic communication between individual students and dorm staff should be limited to information sharing and time-sensitive updates related to daily life in the boarding program (for example, sign-outs, attendance, or schedule changes).

Beyond these purposes, staff may not communicate with students through personal social media accounts. This includes, but is not limited to, platforms such as Facebook, Instagram, WhatsApp, Twitter/X, TikTok, Snapchat, or other personal messaging services. Staff are not permitted to follow, friend, or message students from their personal accounts on any platform.

Electronic Communication Expectations with Non-Dorm Staff

There may be times when boarding students participate in off-campus trips led by non-dorm staff. During these trips, all communication should be directed to the trip leader through the dorm “trip phone.” The “trip phone” number will be provided to all boarding students and should be saved in their contacts.

For all other communication with Lincoln Academy faculty and staff, students should use school-approved platforms such as school email, Canvas LMS, or Google Chat.

It is not appropriate to text or message faculty or staff member's personal phone or contact them through social media platforms.

The Use of Technology and Social Media

All faculty and staff (boarding and non-boarding) are prohibited from directly text messaging, following, friending, or direct messaging students or former students/alumni under the age of 18 on social media platforms from their personal social media accounts, which include, but are not limited to Facebook, Instagram, WhatsApp, Twitter, Tik Tok, Snapchat, and other social media messaging platforms, unless outlined by the exceptions above. Lincoln Academy uses Google Chat for school-sanctioned group/class/club communications only.

Any direct messaging of students should be through approved channels (such as school e-mail or messaging platforms). There are three exceptions to this prohibition: (1) emergency communications, (2) official Lincoln Academy channels, and (3) communication with alumni.

- Emergency Exception: In the case of emergencies, employees may use their personal cellphones to communicate with students in order to alert and advise students on an emergency.
- Official Channels: Employees may friend, direct message, or follow students or potential students using an official Lincoln Academy social media account(s) where the Administration always has access to the messages.
- Graduates: Lincoln Academy employees may exchange personal phone numbers or social media accounts with students at graduation for keeping in touch with alumni if they are over the age of 18.

Any student who observes or has evidence of inappropriate conduct between another student and an employee shall immediately report such conduct to the Dean of Students or the Head of School.

Travel

Approved Travel Dates

Students and families are expected to make all travel arrangements according to the approved travel dates. These dates serve two key purposes: first, to ensure that students do not miss academic class time, as absences and late arrivals affect not only the individual student but also the learning environment for classmates and teachers; and second, to support efficient coordination of transportation and logistics for a large number of boarding students.

Students who arrive or depart on non-approved dates will be assessed a transportation fee, which will be billed directly to the student account. Approved travel dates for the 2025–2026 school year are outlined below.

We anticipate the 2026 - 2027 school year approved travel dates will be released by December of the current school year for planning purposes.

2026-27 Boarding Student Travel Information

Start of School Arrival in August

Students playing soccer, field hockey, golf and cross country: **arrival on Sunday, August 16, 2026**

- Lincoln Academy will provide transportation from Portland, Maine airport (PWM) at no cost on this date.
- Students flying into Boston (BOS) will be provided information for how to take the Concord Coach bus to Portland, where they will be transported to Lincoln Academy by LA staff.

Students NOT playing a fall sport: **arrival on Tuesday, August 25, 2026**

- Lincoln Academy will provide transportation from Portland, Maine airport (PWM) at no cost on this date.
- Lincoln Academy will provide transportation from the Concord Coach bus terminal in Portland at no cost on this date.
- Lincoln Academy will also provide transportation from Boston airport (BOS) at no cost on this date.

**** Flight information for arrival in August MUST be sent to reslife@lincolnacademy.org by July 15, 2026.****

Thanksgiving Vacation: Saturday, November 21, 2026 - Sunday, November 29, 2026

- The dorm will remain open during this vacation. Students can stay on campus for no extra cost. Activities, meals, and supervision will be provided.
- If students choose to depart campus for the vacation, their departure flight must be booked for Saturday, November 21, 2026 and return flight for Sunday, November 29, 2026. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost.

Winter Vacation: Saturday, December 19, 2026 - Sunday, January 3, 2027

- The dorm is closed to students during this vacation.
- All students must depart campus for the vacation. Their departure flight must be booked for Saturday, December 19, 2026 and return flight for Sunday, January 3, 2027. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost.
- Saturday, December 19, 2026 is the departure date for students staying only for fall semester.

February Vacation: Saturday, February 13, 2027 - Sunday, February 21, 2027

- Lincoln Academy will provide a 'winter camp' dorm experience during this vacation. The cost for this experience is expected to be between $1,300-1,500 and activities, meals, and supervision will be provided. More details will be provided at a later date.
- If students choose to depart campus for the vacation, their departure flight must be booked for Saturday, February 13, 2027 and return flight for Sunday, February 21, 2027. Lincoln

Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost.

April Vacation: Saturday, April 17, 2027 - Sunday, April 25, 2027

- The dorm is closed, but Lincoln Academy will provide a regional travel experience during this vacation. Space for this experience is limited and on an application basis. The cost for this experience is expected to be between $1,500-2,000 and activities, meals, and supervision will be provided. More details will be provided at a later date.
- All other students must depart campus for the vacation, their departure flight must be booked for Saturday, April 17, 2027 and return flight for Sunday, April 25, 2027. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost.

End of Year Departure in June

Grade 12 students: departure on Saturday, June 5, 2027

- Lincoln Academy will provide transportation to Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on this date for no extra cost.

Grade 9, 10, 11 students: departure on Friday, June 11, 2027

- Lincoln Academy will provide transportation to Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on this date for no extra cost.

**** Flight information for arrival in August MUST be sent to reslife@lincolnacademy.org by July 15, 2026.**

**If you have any questions about this information, please contact Isaac Vesery, Director of Residential Life, at reslife@lincolnacademy.org

**Travel on approved travel dates comes at no additional cost to the family.

**Travel on non-approved dates comes at an extra cost that will be billed directly to families.

Transportation for Boarding Students

Lincoln Academy provides complimentary transportation to and from Portland on approved travel dates as published by the Residential Life Office (RLO). Transportation outside of these dates, including weekends or other non-scheduled times, may be available for a fee when a driver is on duty. If no driver is available, the RLO can help arrange taxi transportation to the Portland Transportation Center or Portland Jetport (PWM) at the student's expense. All special transportation requests must be coordinated in advance with the RLO.

Students may not use Uber, Lyft, or other third-party transportation services without prior approval from the RLO.

Travel by Plane

Students are expected to arrive at Portland Jetport (PWM) on approved travel dates. All travel

information must be coordinated through the Residential Life Office.. Students flying into Boston Logan (BOS) will need to take a bus service to Portland.

Vacation Travel

Students should plan departures for long weekends or vacations only after their last academic commitment. Travel that interferes with academic day will be considered unexcused.

Athletic and Other Extracurricular Activities

Students at Lincoln Academy have opportunities to participate in a sport during each of our athletic sports seasons (Fall, Winter, Spring). See a dorm parent or the Director of Residential Life, if you are interested. Students also have the opportunity to participate in any number of clubs or activities. These clubs or activities will either meet during the school day, or after the school day. While we do not require students to participate in athletics, it is believed that when students are involved in activities, there are many positive benefits to be gained. Involvement helps foster relationships with students and teachers, and can help in learning good time management skills. Some activities may be seasonal or associated with a specific event, for example Homecoming or Winter Carnival. Intramural activities, when available, are also excellent opportunities. All students are encouraged to join a club or athletic team. Lincoln Academy offers the following clubs (offerings are subject to change):

Unified Sports Team	Civil Rights Team	Climate Action Club
Outing Club	International Club	Speech and Debate Team
Math Team	Interact Club	National Honor Society
Library Team	Gay Straight Trans Alliance (GSTA)	LA Ambassadors
Sigma Sigma Chi	Big Brothers Big Sisters	Tech Team
Robotics Team	Players with a Purpose	LA Newspaper
National Art Honors Society (NAHS)	Student Council	ESports
Photo Club	Freshmen Mentors	Science Club / Science Olympiad
		MUN Model United Nations

Athletic Eligibility and Academic Eligibility for Co-Curricular Participation

Please consult the Lincoln Academy Student Handbook for the policies on athletic eligibility and academic eligibility for co-curricular and extra-curricular participation.

Disciplinary Information

Student Behavioral Expectations at Lincoln Academy

All boarding students are expected to follow the student policies and behavioral expectations outlined in the Lincoln Academy Student Handbook. These standards apply at all times, both on-campus and off-campus, and are designed to support a safe, respectful, and productive community.

Rules and Disciplinary Expectations Specific to Boarding Students

Boarding students are held accountable for their behavior at all times. When a student does not meet established expectations, they will meet with the Director of Residential Life, the Dean of Students, and/or Dorm Parents to address concerns. Lincoln Academy handles behavioral concerns quickly, fairly, and consistently, assigning consequences that are appropriate to the situation.

Parents or guardians will be notified of serious incidents that result in disciplinary probation, in- or out-of-school suspension, or dismissal.

The Director of Residential Life has the responsibility to maintain the disciplinary system as it applies to boarding students. The Dean of Students supports the Director in investigating and determining outcomes for major policy violations and category one infractions. The Dean of Students is responsible for suspending boarding students and also recommending dismissal of students to the Head of School. Dorm Parents are responsible for enforcing all school and program rules with dorm students and administering in-dorm discipline.

Disciplinary Consequence Definitions

Gating to Campus

One form of discipline for student behavior is being gated to campus. When a student is gated, they are restricted to campus for a designated period and may not participate in off-campus activities, as well as some on campus activities as indicated by the Director of Residential Life. Common reasons for gating include failing a room inspection, being on academic probation, or not following basic residential life rules.

Detention

Detention is time assigned to a student outside the school day that must be served in a proctored setting. When serving detention, a student is expected to be quiet and academically productive with their time. Phones and technology are not allowed to be used except for schoolwork. Detentions range in time from one to three hours.

Suspension

Suspension is the removal of a student from school for a specified time period. Suspension is implemented based on the seriousness of the infraction and will occur immediately for certain infractions. Often, suspension will be conducted on campus with the removal of the student from

the academic school program but supervised by an adult. **Lincoln Academy charges $200 per day of school supervised suspension.** This cost will be automatically deducted from the student emergency account. When necessary, applicable, and/or feasible, Lincoln Academy may employ the services of an outside (third-party) organization for the purposes of suspension. A student's relatives may also be expected to assist in a suspension. If a student is sent to a third-party suspension house, the student's family is responsible for any charges incurred separate from what the school charges. Lincoln Academy's administration reserves the right to determine if the host for a suspended student is acceptable to the school.

A suspended student is responsible for any academic work assigned and/or missed during a suspension period. Students on suspension are not eligible for participation in extracurricular activities during their suspension. In the event of an on-campus, or "in-school suspension" the student is grounded to campus (possible to their room) during this time and often for much more time.

Dismissal from School (Expulsion)

Lincoln Academy reserves the right to determine whether any particular action or attitude is so injurious to the health of the overall community as to warrant a student's immediate removal from school, regardless of previous disciplinary history. If a student is expelled, their student visa may be transferred or terminated by Lincoln Academy.

Residential Life Disciplinary Offences

Category I - Major Residential Life Disciplinary Offenses

All drug and alcohol-related offenses shall be treated as major disciplinary offenses. Due to the potential threat of safety to the community, certain drug and alcohol-related offenses may result in immediate dismissal from Lincoln Academy. A Category I drug and alcohol-related offense includes, but is not limited to, possession or being under the influence or being in the presence of alcohol, illegal drugs or prescription medications (without the authorization of the school nurse), and/or possession of empty alcoholic beverage containers or drug paraphernalia. Consult the Lincoln Academy Student Handbook for more detail.

Consequences for illegal drug or alcohol use may include any or all of the following:

- Suspension from school
- Mandatory counseling sessions
- Scheduled sessions with outside counseling organizations
- Restricted to campus following suspension
- Community service and/or Dean's Detention, at the discretion of the Dean of Students and the Director of Residential Life
- Disciplinary probation
- Dismissal from Lincoln Academy

Other Category I Major Residential Life Disciplinary Offenses

The following list contains other examples of Category I Major Residential Life Disciplinary Offenses. Please be advised that this list is subject to change, depending on nature and severity of offense.

- Theft
- Curfew violation
- Illegal possession of keys
- Harassment
- Discrimination
- Hazing
- Bullying, including cyber-bullying
- Sexual misconduct
- Cheating, lying, plagiarism, or other deceitful behavior
- Fighting, bullying
- Creation of a fire hazard: use of an open flame, smoking inside a school building, discharging a fire extinguisher, or setting off a false alarm
- Failure to follow the directions of school staff during an emergency/evacuation drill
- Possession of unauthorized weaponry, including but not limited to, knives, BB guns, pellet guns, air pistols or paintball guns
- Endangering the welfare or safety of others
- Vandalism
- Trespassing
- Unauthorized use of a motor vehicle
- Gambling
- Unauthorized absence from campus
- Fighting, physical, or verbal abuse

NOTE: Detailed information on various infractions can be found in the Lincoln Academy Student Handbook and Student Handbook Appendix.

Consequences for violations of Category I Offenses, excluding drugs and alcohol, may include any or all of the following

First Offense:

- Suspension from school.
- Disciplinary probation for one calendar year from date of offense.
- Campus restriction.
- Dormitory work/Community service.
- May be removed from school.

Second Offense:

- Recommended removal/expulsion from school.

  Note: Harassment, sexual assault, premeditated theft and/or actions with malicious intent may result in dismissal or expulsion after the first offense.

Category II --Residential Life Disciplinary Offenses

Unexcused absences from class or non-academic activities/functions are considered Category II infractions. All Lincoln Academy students are expected to attend classes and scheduled activities regularly unless an absence is excused by the Health Center, a parent/guardian, or through a pre-arranged visit or appointment. Accumulated absences may result in detention time, with assignments ranging from 1 to 3 hours.

Welcome to Lincoln Academy!

This **Boarding Student Handbook** is designed to help you have a great experience as a member of the Lincoln Academy Boarding Community. It provides information specific to residential life and should be read **alongside the Lincoln Academy Student Handbook**, which contains additional important information about school policies, expectations, and student life.

Everyone at Lincoln Academy is kind, thoughtful, and eager to help. We want you to feel at home here, so if you ever have a question or need support, please don't hesitate to ask.

As you begin your time at Lincoln Academy, we invite you to reflect on an important question:

"What does it mean to be a member of the Lincoln Academy Boarding Community?"

There are as many answers to that question as there are people who live here, but we all share certain core values.

We are involved.
For over 200 years, Lincoln Academy has prepared students to be active, engaged citizens. Being a citizen means contributing to the life of your community, and as a boarding student, you play an important role in our vibrant campus life.

We communicate.
There's always something happening at Lincoln Academy. We value open, respectful communication to stay connected, share information, and keep our community running smoothly.

We practice respect and growth.
Respect for ourselves and for others helps make Lincoln Academy a welcoming place for everyone. We strive to learn, grow, and improve each day—both as individuals and as a community.

And we have fun.
Life at Lincoln Academy is full of laughter, friendship, and shared experiences. The people who live here like living here, and we're excited to share that experience with you.

Once again, welcome to Lincoln Academy! Our community is here to support and guide you—so if you ever need anything, just ask.

Ms. Tan
Director of Residential Life

Mr. Vesery
Assistant Director of Residential Life

Mr. Hussian
Residential Life Coordinator

Mr. Abbott
Dean of Students

Communicating with Lincoln Academy

For most questions or concerns related to boarding students, Monica Tan, the Director of

Residential Life, is your primary point of contact. She will either assist you directly or connect you with the appropriate person or department at Lincoln Academy.

Monica Tan: Director of Residential Life
Email: mtan@lincolnacademy.org
Office phone: (207) 563 - 3596. Ext. 2224
Cell phone: (415) 757-7723

Isaac Vesery: Assistant Director of Residential Life
Email: veseryi@lincolnacademy.org
Office phone: (207) 563 - 3596. Ext. 2225

Other important phone numbers

Lincoln Academy Main Office: (207) 563-3596
Lincoln Academy Fax: (207) 563-1067
Lincoln Academy Admissions Office: (207) 563-3596, ext. 1107

Lincoln Academy Head of School

Head of School, Jeffery Burroughs
Email: burroughs@lincolnacademy.org
Office phone (207) 563-3596, ext 2100

Lincoln Academy Dean of Students

Dean of Students, Jake Abbott
Email: jabbott@lincolnacademy.org
Office phone (207) 563-3596, ext 2222

Reaching staff and faculty via e-mail

All faculty and staff at Lincoln Academy have email addresses. Use the School Directory to find contact information for faculty and staff.

Lincoln Academy Mission, Vision, Values & Principles

Lincoln Academy Mission

Lincoln Academy, an independent, comprehensive secondary school for day and boarding students.
Grounded in community, global in vision, and rich in opportunity, Lincoln Academy challenges all students to grow in skills and scholarship, serve others, and lead fulfilling lives.

Vision

Lincoln Academy will:
• Guide and empower students to develop the skills they need to build lives of meaning and purpose.
• Promote global citizenship, problem solving, creativity, and critical thinking to prepare students for an increasingly complex and interconnected world.
• Offer opportunities for faculty and staff enrichment that enhance education, model lifelong learning, and foster a culture of personal.
• Utilize our unique Coastal Maine location as an educational laboratory, enriching understanding of environmental stewardship, ecology, culture, history, and economic opportunity.
• Ensure a well-resourced and financially sustainable institution.
• Position Lincoln Academy as a community hub of learning and excellence that contributes to the economic vitality of our region. , enhancing the economic future of mid-coast Maine.

Core Values

• **Community:** Lincoln Academy, with proud ties to the local community since 1801, is more than a school, it serves as a social, educational, and community center. We believe that community is the foundation for student learning and growth, and we encourage students to seek opportunities for community engagement that enriches themselves and our region.

• **Diversity:** Students at Lincoln Academy have a rich diversity of strengths, skills, and life experiences. We believe that these differences create a stronger learning environment for all students. We are committed to meeting the needs and supporting the aspirations of all students within their wide range of cultures, learning styles, socioeconomic backgrounds, and national and individual identities.

• **Character:** We believe that the character of our students is vital to their success, and to the school as a whole. We model excellence, compassion, honesty, fairness, perseverance, and service to others to inspire students to develop traits that will strengthen future relationships and ability to lead fulfilling lives.

• **Exploration:** We provide ALL students with opportunities for discovery and growth. We encourage them to study subjects that challenge, engage in extracurricular activities, consider travel opportunities, collaborate, and follow their passions both in and out of the classroom.

• **Communication:** Communication is a foundational skill that we nurture throughout the school. We encourage students to convey their ideas effectively, and listen to and respect the opinion of others.

• **Supporting Students:** We believe that students learn best in a safe and respectful environment that provides academic, social and emotional support. We strive to connect those in need with the resources and assistance necessary to fully access their education.

Boarding Program Philosophy

At Lincoln Academy, Residential Life is an essential part of the school's educational mission and an integral part of the student experience. We believe that meaningful learning happens not only in the classroom, but also in the everyday experiences of our boarding students.

Staff, students, and programming work together to foster personal growth, independence, and a strong sense of community among residents of Kiah Bailey Hall. Developing personal, social, and intercultural skills is a vital part of each student's growth.

We encourage boarding students to fully engage in our vibrant campus life by discovering new interests, building lasting friendships, and making the most of their time at Lincoln Academy. With activities, community events, and expectations that align with the Academy's mission, the Residential Life experience provides a supportive and enriching environment where students learn to live with empathy, responsibility, and curiosity; skills that prepare them for success both at Lincoln Academy and beyond.

Core Principles

In the Residential Life Program at Lincoln Academy, we emphasize three core principles:

Citizenship:

Boarding students are encouraged to immerse themselves fully in the life of the dorm, the school, and the wider Midcoast Maine community. From academics and the arts to athletics, student government, and local service, countless opportunities exist to learn, lead, and contribute.

While these opportunities are available, it is each student's responsibility to engage actively, embrace new experiences, and help build a vibrant, inclusive, and thriving community.

Communication:

Communication is a vital part of the Lincoln Academy boarding experience. Families are encouraged to stay in regular contact with the school, and we are committed to maintaining open and consistent communication with parents and guardians of boarding students. Likewise, students are expected to stay connected with dorm faculty and staff, who are actively engaged in supporting and communicating with them throughout their time on campus.

It is also important to recognize that the primary language of our community is English. Students are expected to use English during the academic day and in structured settings such as dorm meetings. Understanding when it is appropriate to speak English, and when other languages can be used respectfully and inclusively, is an important part of being a member of the Lincoln Academy community.

Respect:

At Lincoln Academy, respect guides our community. We expect all members to show respect for themselves, for one another, and for the spaces we share. This means listening thoughtfully to different ideas, honoring the diverse experiences of individuals within our community, and taking care of our campus and facilities.

The most successful boarding students are those who practice respect every day, by being kind and considerate, embracing differences, and helping to keep our campus welcoming, cared for, and inclusive for everyone.

The Residential Life Team

The Residential Life Program at Lincoln Academy depends on the efforts of many members of the school community. Oversight and coordination are led by the Director of Residential Life, the Assistant Director of Residential Life, and the Residential Life Coordinator. This core team works closely with the Director of Admissions and the Dean of Students to support all aspects of the program.

The dorm parent team typically includes seven individuals: five Dorm Parents who live in Kiah Bayley (KB) Hall, the Director of Residential Life, and at least one Dorm Aunt or Dorm Uncle. Dorm Aunts and Uncles live off campus but serve in the same capacity as on-site Dorm Parents.

Additional support comes from school administrators, who rotate through the role of Administrator on Duty (AOD), and from non-dorm faculty, who primarily contribute to weekend programming.

The Dorm: Kiah Bayley Hall

Kiah Bayley (KB) Hall is the sole dormitory for Lincoln Academy's Residential Life Program and serves as the heart of boarding life on campus. It is not only home to boarding students and dorm staff but also a gathering place for meetings, celebrations, study sessions, recreation, and community events that connect Residential Life with the wider LA community.

KB Hall has five wings, each housing an average of eight to ten students, typically in double-occupancy rooms. Every wing includes a shared bathroom, laundry room, and lounge for boarding students. At the end of each wing is an adjoining staff apartment where dorm parents and dorm families reside. The Director of Residential Life also lives in KB Hall, though their residence is not attached to a student wing.

The Dorm Parent

Dorm Parents live in or near the dorm and serve as the main point of contact for students in each wing, acting as a "parent" during their time at Lincoln Academy. They help maintain a safe and supportive living environment while fostering a strong sense of community. Students are encouraged to seek out their Dorm Parent for guidance, support, or help with any aspect of dorm life, from daily routines and community activities to personal or academic concerns. Dorm Parents are present, engaged, and available to assist students and ensure that the dorm remains a positive home-away-from-home.

In Loco Parentis

During the school year and while in the United States, the Residential Life Staff serving as "dorm parents" to boarding students are guided by the principle of *in loco parentis*, a Latin term meaning "in place of a parent." Residential Life Staff are responsible for maintaining a safe and supportive living environment that promotes both personal and academic growth.

In fulfilling this role, Residential Life Staff uphold school policies and expectations. There may be

times when staff have questions or concerns about instructions or expectations from a student's family. In such cases, the Director of Residential Life or Dean of Students will confirm guidance with the student's guardians to ensure clarity.

Students are expected to cooperate with all Lincoln Academy faculty, staff, and associated individuals at all times. Failure to do so may result in disciplinary consequences (see the *Disciplinary Information* section for more details).

Life in the Dorm

Living in a dormitory is an important part of the Lincoln Academy experience. It offers opportunities to build independence, develop routines, and live respectfully with others in a shared space. Each student contributes to the comfort, safety, and health of the dorm community by maintaining good habits, caring for personal spaces, and participating in shared responsibilities. The following guidelines outline expectations for daily life in the dorm.

Community, Cooperation, and Teamwork

Life in the dorm is supported by the principles of community, cooperation, and teamwork. Students contribute to a positive living environment by respecting shared spaces, supporting one another, and working together to solve challenges. By actively participating in dorm routines and helping each other, students help create a safe, inclusive, and welcoming home where everyone can thrive.

Routines

Meal and Dining Commons Expectations

Mealtime is an important part of residential life. Attendance at all scheduled meals is required unless excused in advance by the Teacher on Duty (ToD) or the Residential Life Office (RLO). Absences must be documented, and to-go meals should be requested ahead of time.

Students are expected to keep the dining area clean by disposing of trash properly and returning dishes. From time to time, the community will hold formal or themed dinners, and attendance at these events is also expected.

Weekday afternoon activities

Boarding students at Lincoln Academy are expected to participate in the life of their community. A wide variety of sports, clubs, and programs are offered on weekday afternoons to encourage engagement, connection, and skill-building. The Res Life Office welcomes suggestions from students and are happy to consider ideas for new or additional activities.

Nighttime Routines and Expectations

Quiet Hours

- During Quiet Hours, students are expected to keep noise to a minimum and respect others who are studying or sleeping.

- Begin on wings at 7:00 PM (Sunday-Thursday) and at 9:00 PM (Friday and Saturday), and continue until the following morning (7AM).

- Noise violations during Quiet Hours are considered disrespectful and may result in

disciplinary referrals.

Study Hall

Study Hall is a key part of the boarding student's academic experience, providing a quiet and productive space for homework and studying.

- Begins generally at 7:00 PM and ends at 8:30 PM (Sunday–Thursday). On evenings with Community Meetings or other all-dorm events, Study Hall times may be adjusted.
- Dorm staff supervise Study Hall, ensuring students stay on task and that the environment remains productive.
- Doors are open, and students are expected to remain quiet and focused.
- Students may earn Study Hall privileges in the dorm based on academic standing.
- Students must remain engaged in productive, academic work throughout study hall. Once academic work is completed, students are expected to use the remaining time quietly and purposefully, such as by cleaning their rooms, doing laundry, or reading, until study hall concludes.
- Students on academic warning or probation may have additional, structured Study Hall requirements.

School Nights (Sunday–Thursday)

- Students must return to the dorm by 9:45 PM.
- By 9:55 PM, students should be in their wing and preparing for sleep.
- Recommended bedtime is 10:30 PM, aiming for at least 8 hours of sleep.
- Dorm staff will set building alarms and perform occasional late-night wing checks.
- Violations of Quiet Hours or nighttime expectations may result in disciplinary referrals.

Weekend Nights (Friday–Saturday)

- Students must return to the dorm by 10:45 PM.
- By 10:55 PM, students should be on their wing and be respectful of noise levels.
- Dorm staff will set building alarms and perform occasional late-night wing checks.
- Violations of Quiet Hours or nighttime expectations may result in disciplinary referrals.

Community Meetings

The boarding community meets regularly throughout the year to discuss dorm life, upcoming events, and important announcements. Meetings are led by the Residential Life Director or dorm staff, and attendance is required. Wing meetings are also held periodically as determined by each wing parent, and are used to disseminate timely information, as well as a time to check in with wing communities.

Room Inspections

Room inspections are generally completed on Thursday evenings and provide students an opportunity to reset their rooms and communal spaces. Students are required to clean their rooms, put away clothing, dispose of trash, and tidy lounges, hallways, and bathrooms. Dorm Parents check student rooms on Thursday evening. If a student fails the initial inspection, they have another opportunity to have their room checked by the TOD when they return to their wings at 10:00 p.m.

Weekends

Weekend Activities and Outings

Weekends at Lincoln Academy are filled with fun and engaging activities for boarding students. While many activities are designed specifically for boarding students, there are also events throughout the year that include participation from the Lincoln Academy day student community. Weekend schedules and activity sign-ups are generally shared mid-week, and students register on a first-come, first-served basis. Each weekend offers a variety of cultural and recreational opportunities for all students.

Off-Campus Activities
Examples include roller skating, movies, thrift shopping, sightseeing in Midcoast towns, walks and hikes, trips to Portland and Freeport for larger shopping experiences, visits to Acadia National Park, and excursions on area lakes, rivers, and waterways. Other activities include indoor rock climbing, skiing and snowboarding trips in the winter, and community service opportunities. Students also attend sporting events such as minor league baseball, basketball, and hockey games, as well as occasional university or major league football and basketball events. Several times a year, the Residential Life Program also organizes trips to Boston.

On-Campus Activities
On-campus offerings include pickup basketball, tennis on Lincoln's courts, time in the fitness center, game nights, and karaoke performances. A central goal of the weekend activity program is to help students experience Maine's unique culture and environment. Activities such as the Damariscotta Pumpkinfest, lobster bakes at Pemaquid Lighthouse, and seasonal excursions allow students to enjoy the best of each season—fall, winter, spring, and summer—while connecting with the local community.

Costs and Sign-Up Policies
Most activities are free for all students. However, in some cases, the Residential Life Office (RLO) may ask residential students to cover a portion of the trip cost. Any associated costs will be communicated at the time of sign-up. Students are responsible for any charges incurred if they

withdraw after signing up, but they may find another student to take their place to avoid losing their investment.

Personal Time
Weekends also provide students with valuable time to rest, recharge, and catch up on schoolwork.

Rooms and Property

Care of rooms and other school property
Students are expected to keep their rooms, bathrooms, common rooms, and other areas of the dormitory neat and clean as part of their community responsibility. Dorm staff inspect rooms on a regular basis. Failure to pass weekly room inspection will result in a student not being allowed to leave campus for activities until the room inspection has been passed. Repeated failure to meet room standards may result in a loss of privileges or disciplinary action.

During inspections, staff focus on four areas:

1. Bed is made
2. Room and desk are free of trash and clutter
3. Clothes and other belongings are picked up and put away
4. No safety hazards are present

Furniture and Room Layout
Students may rearrange furniture with approval from the Residential Life Office (RLO). Only maintenance staff may move large items. Room layouts must allow easy access to doors and windows in case of emergency.

Decorations and Room Standards
Students are encouraged to decorate their rooms in ways that are comfortable and respectful. Decorations must not be vulgar, sexually explicit, discriminatory, or related to drugs, alcohol, or tobacco. Nothing may be hung from ceilings, and nails or adhesives that damage walls are not allowed. Empty alcohol containers are considered evidence of possession and carry significant disciplinary consequences.

Appliances and Open Flames
Appliances with heating elements (microwaves, kettles, coffee makers, rice cookers, etc.) are not permitted. Candles, incense, lighters, matches, and any open flames are strictly prohibited.

Technology and Noise
Televisions, gaming systems, and stereos are allowed, but must be used responsibly. Excessive noise, use during study hall, or use after lights-out may result in loss of privileges or removal of equipment. Personal internet or network devices may not be used to create private networks or non-Lincoln Academy-supported internet/network services.

Shared Spaces and Damage
Students share responsibility for the cleanliness of common areas such as hallways, lounges, laundry rooms, bathrooms, and stairwells.

- Damage to an individual's room or furnishings will be billed to the responsible student.
- Damage to shared areas will be charged to the responsible person(s). If responsibility cannot be determined, costs may be shared among dorm residents.

End-of-Year Checkout
Students must leave their rooms in the same condition as upon arrival. Cleaning and damage fees will be billed as necessary. Failure to return a room key will result in a $50 charge.

Documents
Important student documents (passports, I-20s, etc.) are consistently turned in to the Residential Life Director upon arrival and stored securely for the duration of a student's time at Lincoln

Academy. Students have access to these documents as needed.

Changing Dorm Rooms

Room changes are not permitted during the first six weeks of school. After that time, several steps need to be taken in order for a boarding student to change rooms.

1. A boarding student requesting a room change must meet with the Residential Life Director to discuss the student's reasons for wanting to change rooms.
2. The Residential Life Director will determine if dorm faculty are comfortable with the proposed changes.
3. The Residential Life Director will determine if all students involved in the change are comfortable with the proposed changes.
4. If the Residential Life Director is satisfied that the proposed change is acceptable, they will notify the students involved and arrange the change.

Visitors

Boarding Student Visitation
Boarding students may visit other dormitory rooms and common spaces during approved hours, as communicated by the Residential Life Office. Visits should be purposeful, such as studying or socializing, and follow all dorm expectations.

Overnight Guests (Day Students)
Boarding students may request to host a Lincoln Academy day student overnight with permission from the Residential Life Office. Permission must be requested at least 24 hours in advance, and the visiting student's parent or guardian must also give consent.

Family Visits
Family members may visit dormitories and their student(s). The Residential Life Office appreciates at least 24 hours notice for visits and/or students departing campus with family visitors. The Residential Life Office reserves the right to limit visit duration, direct visitors to certain spaces, or end a visit to protect privacy and community well-being.

Gender-Based Access
Students are not permitted to enter dorm wings or rooms assigned to students of another gender. Members of another gender may visit designated common spaces, such as the KB Lounge, or other areas specifically approved by dorm staff on duty.
Violation of gender-based dormitory access rules is a Category 1 violation and subject to disciplinary action.

Safety and Security

Safety and Conduct
Jeopardizing the health or safety of others, including leaving doors open or providing access after curfew, is considered a Category 1 violation and subject to disciplinary action.

Access and Key Cards
Dormitories are locked 24 hours a day for safety. Students receive key cards that provide access to the dormitory exterior and their personal room. Doors must remain locked when students are away. Duplicate keys may not be made under any circumstances.

Lost key cards should be reported immediately and will incur a $25 replacement fee. Creating or possessing unauthorized duplicates of campus keys and keycards is a Category 1 violation.

Private, Shared, and Public Spaces
A student's room, including their desk, wardrobe, dresser, and bed is their *private* space. Hallways, laundry rooms, bathrooms, dorm lounges, kitchen, and the main lobby are *public* spaces.

While some areas are considered private spaces, all space inside the dormitory is school property and designated Lincoln Academy staff (Director of Residential Life, Dean of Students, and/or their designees) are permitted to enter a dorm room or space for the purpose of inspection, for improving neatness or cleanliness, or if probable cause and/or suspicion of a policy or violation of law necessitates a search of the space.

Public areas are where many people will be at the same time. These spaces include lounges, laundry rooms, kitchens, hallways, and bathrooms. It is important that these areas are kept clean. All students share this responsibility. Storage of personal items in public spaces is not permitted. A primary goal is to ensure safety, security, and cleanliness in these areas. Video gaming equipment is not allowed to be set up and used in common spaces except with permission of the dorm parent assigned to the wing, or in the case of the lobby, without the permission of the Residential Life Office.

Restricted Areas
Accessing restricted areas, including dorm basements, without permission is prohibited.

Personal Property
Students are responsible for safeguarding their belongings. Lincoln Academy is not liable for lost or stolen items. Valuables and cash may be stored in the Business Office or with the Residential Life Director.

Fire Safety
Fire safety equipment, including extinguishers, hoses, alarms, and sprinklers, must not be tampered with or obstructed. Misuse or interference with fire safety systems is a serious safety violation and may result in disciplinary action.

Fire Alarms and Drills

The safety of our students is a top priority. Fire alarms can occur at any time, and when one sounds, all occupants of the dorm, including students, staff, family members, and guests, must immediately exit the building and proceed to the designated meeting location in the ATEC lobby, provided it is safe to do so. Students will organize by dorm wing, report attendance to the adult in charge, and

remain **quiet, orderly, and efficient** during evacuation. It is never safe, nor permitted, to re-enter a building while the fire alarm is sounding.

Shelter In Place and Lockdown

Emergency evacuation routes and rally points are posted throughout campus. Evacuation drills, or real evacuations, may be announced by the fire alarm, intercom, or phone system. Quiet, calm, and orderly conduct is essential during all drills and emergencies.

If the campus must be secured due to a medical emergency, unregistered visitor, or other safety concern, a Secure Campus will be announced. During a Secure Campus, everyone should return to their assigned spaces and lock doors. In the dorm, this may include returning to rooms, wings, or other designated safe areas.

The school also conducts Lockdown Drills to prepare for more serious emergencies. A Lockdown is announced via the intercom, not by an alarm. When a Lockdown is declared, all students and staff must remain in place, lock doors, and stay quiet until further instructions are given. Events and activities pause, and all spaces remain secure. In the dorm, occupants, including students, staff, family members, and guests, should move to secure, lockable spaces, with second or third floor areas preferred.

Health and Wellness

Medicines and prescription drugs

The State of Maine Department of Education requires a physician's written order and authorization from a parent or guardian to administer medications in the school setting. Medications must be in pharmacy-prepared containers and labeled with the name of the student, name of the drug, strength, dosage, frequency, physician's name and date of original prescription. The school nurse will evaluate the situation and develop a plan for storage and administration of the medication (s). School policy allows only inhalers, epi-pens, diabetic medications and some topical medications to be kept in a student's possession for self-administration. All other prescriptions and over-the-counter medications, vitamins, herbs, and supplements will be dispensed by the school nurse or school staff who have been trained in medication administration (20-A M.R.S.A.254(5)(A-C). The parent is responsible for notifying the school of any changes and/or discontinuation of a prescribed medication that is being administered to the student at school. Medication not used or no longer required will be disposed of at the end of a school year.

The nurse must have on file the Guidelines for Boarding Student Medication Administration Permission Form which clearly states whether or not the school may administer any over-the-counter medications. This form also grants school personnel, designated by the school nurse, to administer over-the-counter medications per standing orders of a physician. Students are not permitted to transport, carry on their person or store any prescription or over-the-counter medications in their dorm room without the permission of the school nurse and/or residential staff. These medications include but are not restricted to any prescription or any over-the-counter medications, including pain relievers, cold medications, vitamins, herbal remedies, or supplements.

Resident students must follow doctor's instructions. Failure to do so may result in disciplinary action (please see the Disciplinary Information section for more details).

Students are not permitted to transport, carry on their person or store any prescription or over-the-counter medications in their dorm room without the permission of the school nurse and/or dorm staff. These medications include but are not restricted to prescription or over-the-counter medications, including pain relievers, cold medications, vitamins, herbal remedies, supplements, powders, or protein supplements. Exceptions include student prescribed inhalers, epi-pens, diabetic medications and some topical medications. These exceptions are only allowed when the school nurse and the director of residential life or their designee have been made aware and granted permission for the prescribed exception to be kept in a student's possession for self-administration.

Boarding students must follow a doctor's instructions. This includes for the purpose of expected visitations, followups, and prescribed medications. Failure to do so may result in disciplinary action (please see the Disciplinary Information section for more details).

Hygiene

At Lincoln Academy, students are expected to maintain personal cleanliness and contribute to a healthy community environment.

Students should wash or sanitize their hands:

- When hands are visibly soiled
- After coughing or sneezing
- Before and after eating
- Before and after using the restroom
- After contact with bodily fluids

Students are also expected to maintain good hygiene through regular showers, hair washing, and daily oral care. Clothing should also be washed regularly.

To help prevent illness and reduce the spread of infection:

- Cover your mouth and nose with a tissue or your elbow when coughing or sneezing
- Avoid sharing food or drinks
- Refrain from using common areas when sick, and wear a mask when around others if unwell

A reminder: Students placed on sick leave are not permitted to participate in any activities outside the dorm for the remainder of the day, and will generally be restricted to their wing and room for rest and recuperation..

Illness

If a student is sick, they must report to the school nurse for evaluation. If they wake feeling unwell, they must arrive at the Health Center before the bell has rung for the beginning of First Period; otherwise, they will be considered tardy and need a tardy slip from the Front Office. If a student becomes ill during the school day, they must also report to the school nurse for evaluation and possible dismissal.

Only the nurse can determine if a student is to be excused from class for medical reasons. If a dismissal is necessary, the nurse will issue a Health Center dismissal and notify the Residential Life Director and other relevant staff. The nurse or Health Center Coordinator will also record the dismissal and any pertinent medical notes in the appropriate documentation before the end of the school day.

Once dismissed, the student must return directly to the dorm and check in with a staff member in the Residential Life Office. Students placed on sick leave are not permitted to participate in any activities outside the dorm for the remainder of the day, and will generally be restricted to their wing and room for rest and recuperation..

Dorm faculty, in consultation with the school nurse, may occasionally determine that a student is too ill to attend class. For example, if a student receives a Health Center dismissal on Monday and has not improved by Tuesday morning, residential faculty and the school nurse may decide the student should remain on health dismissal for a second day. Otherwise, students must check in with the school nurse again the following day if they continue to feel unwell.

On weekends or other days without school, students who feel unwell must report to a Residential Life staff member instead of the school nurse. Staff will assess the student's condition and

determine if rest or additional care is needed. Students placed on sick leave during non-school days will generally be restricted to their wing or room, and will adhere to the same protocols and expectations as on school days. If a student's illness persists, worsens, or requires urgent attention, staff will arrange for follow-up with the school nurse on the next school day or, in more serious cases, seek medical care at a hospital or clinic.

Room Cleanliness

Your dorm room is your responsibility. Please follow these expectations:

- Place trash outside your room regularly for custodial pickup
- Bring dirty dishes and utensils to the kitchen daily and place them in the dishwasher
- Keep tabletops clean and organized
- Sweep floors and keep them clear of obstructions or safety hazards
- Wash sheets weekly and make your bed for room inspection
- Store personal items safely (under the bed or on top of the wardrobe)

Laundry

Laundry facilities are provided for student use. Students are responsible for washing their own clothing. Full loads are recommended for efficiency. Please remove clothing promptly from machines to allow others access.

Off-Campus Permissions and Boundaries

Leaving campus is a privilege that comes with responsibility. Clear communication in this regard helps staff maintain a safe environment and ensure everyone's well-being.

Signing Out and Returning

Whenever a boarding student leaves campus, they must sign out in person with the on-duty member of the Residential Life staff. This applies whether a student is walking to town, attending an event, or going out with a day student. Upon returning, students must sign back in face-to-face with the on-duty staff member.

Driving with others

Boarding students may not ride in a vehicle driven by anyone other than a Lincoln Academy staff or faculty member unless prior permission is granted by their parent, guardian, or the Director of Residential Life. Permission must be provided in writing, by email or phone, directly to the Director of Residential Life. Students may not relay permission verbally. All permissions will be formally documented in Orah and the Residential Life Duty Notes. Requests must be made in advance, as last-minute requests are difficult to accommodate and, in most cases, will not be approved.

Families are encouraged to provide the Residential Life Office (RLO) with blanket permission allowing their student to ride with non-LA drivers who have been reviewed and approved by the RLO. In these cases, the dorm considers information and factors about the requested drivers that families may not have access to. As a general guideline, no more than two boarding students may ride with a non-LA driver at one time; however, this number may be adjusted at the discretion of the Director of Residential Life.

Even with permissions in place, students must still check-in and check-out with an on-duty staff member.

Overnight Visits

If a boarding student plans to spend the night off-campus with someone other than their parent or guardian, the following steps must be completed in advance. Similar to driving permissions, requests must be made in advance, as last-minute requests are difficult to accommodate and, in most cases, will not be approved.

1. The boarding student's parent or guardian must provide written or verbal authorization (email or phone).

2. The host adult must confirm directly with the Residential Life Office or on-duty teacher that they accept responsibility for the student.

Both permissions must be received before the student is allowed to leave campus. Face-to-face sign-out is still required to confirm that all documentation and approvals are in place.

Campus Boundaries

The Lincoln Academy campus is bounded by:

- North: The far end of Colonel Stanley Waltz Athletic Field (upper soccer field)
- South: The railroad tracks crossing Academy Hill Road
- East: The continuation of those same railroad tracks
- West: The baseball field

Students who wish to walk on the cross-country trails must first notify the on-duty dorm staff.

Note: It is against the law to walk along or near the railroad tracks. They are not to be used as a walking path under any circumstance.



Additional Dorm Details

Recycling

Lincoln Academy encourages all students to recycle in accordance with Maine's recycling practices. Recycling bins are provided throughout the dormitory.

Pets

Students are not permitted to keep pets of any kind. This includes warm-blooded and cold-blooded animals, including fish.

Swimming

When participating in Residential Life Programming, boarding students may only swim under the supervision of an approved adult lifeguard. When swimming outside the scope of the Residential Life program, it is the responsibility of the students to make sure they are appropriately safe and supervised.

Shipping and Storing Personal Belongings

At the end of the school year, all personal belongings of non-returning students must be removed from dorm rooms, kitchens, and common areas. Limited on-campus storage may be available with approval from the Residential Life Director. Stored items must be securely packaged and clearly labeled with the student's name.

Arrangements can be made to have items shipped home. Students are responsible for all packing and shipping costs. The Residential Life Office can assist with arrangements using student emergency funds and once shipments are complete, any remaining funds will be returned to the student.

At the end of the year, items left in the dorm by non-returning students will be donated locally. Items left behind by returning students, but improperly labeled or stored may be donated. The Residential Life Office and dorm staff are not responsible for personal belongings left behind.

Mail and Packages

Boarding students receive mail and packages at Lincoln Academy. Families and students should be mindful that all mail and packages are subject to school review for safety and security purposes. When ordering items online, sending care packages, or receiving shipments from outside the United States, please allow sufficient time for delivery and clearance through U.S. Customs. Students and families are responsible for any fees, tariffs, duties, or customs charges incurred.

All mail and packages should be addressed as follows:

Student Name
% Lincoln Academy
89 Academy Hill Road
Newcastle, ME 04553
USA

Students are encouraged to check their mail daily and are responsible for picking up packages in a timely manner. Any items left unclaimed for an extended period may be returned to the sender or stored at the discretion of the Residential Life Office.

Academics

At Lincoln Academy, academics are central to the boarding experience. Students are expected to engage fully in their studies while balancing other aspects of dorm life. This section outlines the privileges, responsibilities, and expectations that guide academic performance, as well as the resources available to support student success.

The School Day

Classes at Lincoln Academy begin at 8:00 am and end at 2:35 pm

- Lincoln Academy has a 2-day, block-rotation schedule.
- Classes meet for 70 minutes, every other day.
- Third period is broken into three blocks with lunch occurring in one of the 3 blocks.
- Focused learning block is a 40 minute period after 4th period which is used for community meetings, clubs and extracurriculars, support study, and more.
- Advisor period meets daily for 20 minutes.
- Students are expected to be on campus for the full day of school.

Monday, Tuesday, Thursday, Friday

Bell Schedule	A Day	B Day
8:00-9:10	**Period A1**	**Period B1**
9:15-9:35	**Advisor**	**Advisor**
9:40-10:50	**Period A2**	**Period B2**
	Period A3 + 3 lunches	**Period B3 + 3 lunches**
10:55-11:28 (L#1)	**Lunch #1**	**Lunch #1**
11:28-12:02 (L#2)	**Lunch #2**	**Lunch #2**
12:02-12:35 (L#3)	**Lunch #3**	**Lunch #3**
12:40-1:50	**Period A4**	**Period B4**
1:25-2:35	**Focused Learning Block****	**Focused Learning Block****

** On Fridays the Focused Learning Block is replaced with Community Meeting.

Wednesday (Early Release Day)

Every Wednesday	Early Release Day A / B
8:00-9:10	**Period 1**
9:15-9:35	**Advisor**

9:40-10:50	**Period 2**
10:55-11:30 (L#1) **11:30-12:05 (L#2)** **12:05-12:40 (L#3)**	**Period 3 with 3 Lunches**
12:45-2:00	**Period 4**

Meals:

School Days:
Breakfast - 7:30-7:55 am
Lunch at school
Dinner - 5:00 pm

Non School Days:
Brunch 11:30 am
Dinner - 5:00 pm

Students are expected to arrive at Brunch/Dinner within 15 minutes of the start of the meal time.

Reporting to School

Punctuality is an important part of being a responsible and respectful community member. All boarding students are expected to arrive at school on time each morning. Breakfast begins at 7:30 a.m., and students must be in class by 7:55 a.m.

Students who arrive late must check in at the Front Office for a tardy pass and may receive a Dean's Referral. Repeated tardiness may result in disciplinary consequences, loss of overnight technology privileges, and/or parent or guardian involvement to address the issue.

Attendance

For detailed information on all Lincoln Academy attendance policies consult the Lincoln Academy Student Handbook.

A student at Lincoln Academy may not miss more than fifteen (15) days of school (excused or unexcused) during one academic year. Although both excused and unexcused absences will count towards a student's fifteen-day limit, extenuating circumstances will be reviewed administratively. If a student reaches the 15-day limit, they may be denied credit for coursework. A meeting will be called by the Director of Curriculum and Instruction or designee to discuss the situation with the student and their parent/guardian. If credit is denied, an appeal may be made to the Head of School, who will review the facts and make the final decision.

Athletics and Attendance

A student involved in sports or other co-curricular activities may not participate in those activities on the days the student is absent from school or dismissed early for illness. Further, students are expected to attend all of their scheduled classes, including advisor periods, study halls and focused learning blocks, to be eligible to attend practice or games that day. Students without an excused absence must be in attendance during Period 1 to be eligible to participate that day. If a student is absent for reasons other than illness, permission may be granted by the Athletic Director or Dean of Students for the student to participate in extracurricular events. Attendance at school the day following an evening event is always expected and habitual school absences following an evening event will not be tolerated. For athletic or academic purposes, early dismissals for reasons other than those of a medical and/or educational nature will not be permitted and will be scrutinized for their legitimacy.

Tardy to School/Class: School-Wide Policy

School begins at 8:00 a.m. Students are expected to be on time. If a student is late to school, they must check in at the Main Office and a tardy slip will be issued. Students accumulating at least four tardy slips (to school or class) may be assigned Academic Recovery Time, detention or both.

Planned Absences

Lincoln Academy discourages students from taking family trips/vacations during the school year. All absences due to vacations shall be counted toward the student's total number of absences. Please fill out a planned absence form (available at the office) and submit it one week prior to the start of the planned absence.

Dress Code for School

Lincoln Academy is a diverse community of learners who are engaged in a variety of activities during the day, after school, and on weekends. For this reason we do not attempt a strict "dress code." Rather, we expect our students, like the adults who work with them, to wear clothing that is neat and appropriate to the mission of our school and to the activities in which they are engaged. As a guide, clothing that would be appropriate to wear for a retail job in town would be considered appropriate during the academic day. It is important to note that all students must wear clothes in such a way that their genitals, buttocks, and nipples are covered with opaque materials. Clothing with slogans that promote drugs, alcohol, tobacco products, violence, or are overtly sexual or discriminatory, is considered inappropriate at any time. Lincoln Academy trusts that individual students and parents/guardians will take responsibility for using sound judgment and will reflect respect for themselves and others in dress and grooming. The Dean of Students, Director of Special Education, or other administrators designated by the Head of School reserve the right to require a student to change to more appropriate clothing.

Access to the Dormitory During the Academic Day

Boarding students are not permitted in the dormitory during the academic day (7:00 AM–2:30 PM). Access is allowed only in rare circumstances and must be approved in advance by Residential Life Office staff.

Seniors and other students may earn academic privileges that allow them to enter the dorm under clearly defined conditions. These privileges are granted on a case-by-case basis and specify when and how dorm access is permitted. For seniors, dorm access may also be guided by privileges implemented by the senior class in coordination with the Dean of Students and the Residential Life

Office (RLO).

Faculty Advisor

Each student is assigned a faculty advisor, with whom they will meet every academic day. Advisors serve as advocates for students and are available to answer questions on a wide range of topics, including course selection, extracurricular opportunities, and non-academic concerns. Students are encouraged to use their advisor as a resource and as another supportive adult in their life at Lincoln Academy.

Academic Counselor

Students have access to the Office of Career and Academic Counseling (CAC), which supports them from their introduction to Lincoln Academy through graduation and post-secondary planning. CAC counselors serve as partners in helping students identify opportunities that fit their academic, personal, and post-school goals. While counselors provide guidance on course planning, college selection, standardized testing, and applications, students lead the decision-making process. Counselors also work closely with families, keeping them informed and providing resources to support students' academic and career planning.

Homework

Homework is the responsibility of every student. Students are expected to complete all assignments on time and stay engaged with their learning.

Academic Responsibilities

Students should use a planner or another organizational system to track assignments, deadlines, and events, ensuring they fulfill all academic obligations.

Technology Requirements

Boarding students must bring their own laptop for use at Lincoln Academy. If a student cannot provide a computer, they should contact the Residential Life Director for assistance.

Communicating Grades to Parents

At mid-trimester and end of trimester marking periods, grade reports will be sent to parents along with Residential Life narrative comments. Please communicate with the Residential Life Office for additional information outside of normal grading periods.

Academic Privileges

Eligibility

The Residential Life Office regularly reviews student's grades beyond the regular midpoint and end of trimester grading periods. Boarding students who achieve an average of 90% or higher (85% for

athletes) at these monitoring points may receive academic privileges. Academic privileges are also contingent upon a student's community standing.

Scope of Privileges
Academic privileges are determined by the Residential Life Director or their designee and may include access to additional freedoms or opportunities within the dormitory.

Academic Restrictions

Levels of Restriction
Academic restrictions help ensure students maintain satisfactory growth and academic standing. There are two levels of academic restriction: *Academic Concern* and *Academic Probation.*

Academic Concern
At any grading point, a boarding student with a 70% or lower, an incomplete, or with a teacher request, may be placed on the academic concern list.

Students on the academic concern list may be required to attend a structured study hall in a common area designated by the Residential Life Director, rather than in their room.

Academic Probation
At any grading point, a boarding student with a grade below a 60% will be placed on academic probation.

Students on academic probation:

- Will work in a common area designated by the Residential Life Director rather than in their room
- May be required to turn in their computer to the Residential Life Office at 10 PM on nights with study hall
- Are placed on an academic contract and are subject to review by the Student Review Committee.

Academic Integrity

Lincoln Academy's community expectations focus on the guiding principles of character, community, and respect. Dishonesty, particularly lying, cheating, plagiarism or misrepresenting the origin or attribution of content are in direct conflict with these guiding principles. Additionally, academic dishonesty is in opposition to learning, may damage relationships, and prevents individual growth. Violations of this type are considered serious and will be referred to the Director of Curriculum and Instruction.

At Lincoln Academy, we recognize that incidents of academic dishonesty are often tied to feeling academically overwhelmed or misunderstanding expectations for documentation. The Director of Curriculum & Instruction and the teacher will work with students to teach them how to cope with academic challenges. However, repeated violations will result in escalating consequences, up to and including, removal from the Lincoln Academy community.

Students who intentionally or repeatedly use generative AI in ways that are not disclosed, approved, or attempt to pass off work produced or edited by those tools as their own are subject to disciplinary action under Lincoln Academy's academic integrity policy. Academic Policies Please see the Course Catalogue for more information regarding the Academic Integrity Policy. The Course Catalogue also contains information on graduation requirements, required course loads, and other policies and procedures pertaining to academics.

Technology

The following information on technology and use should be referenced alongside the information presented in the Lincoln Academy Student Handbook.

Lincoln Academy's computers, networks, and internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The rules apply to all computers and devices that students use on the school's networks or that access its internet services or that are issued to students, whether in use at school or off school premises.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Academy's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked.

Student Computer and Internet Use Rules
Each student is responsible for their actions and activities involving the Academy's computers, networks, and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the Academy's computers, networks, and Internet services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact an Academy administrator or the Director of Information Technology.

In accordance with the federal Children's Internet Protection Act ("CIPA"), Lincoln Academy uses filtering technology designed to block materials that are obscene or harmful to minors, including child pornography. Although Lincoln Academy takes precautions to supervise student use of the Internet, parents should be aware that Lincoln Academy cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of these policies and rules, including access to objectionable materials and communication with persons outside of the school and is not responsible for the accuracy or quality of information that students obtain through the Internet.

1. ***Responsible Use***
   Lincoln Academy's computers, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. All policies, rules, and expectations concerning student conduct and communications apply when students are using computers and communications systems. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school's computers and communications systems.]
2. ***Prohibited Uses***
   Examples of expressly prohibited uses of Lincoln Academy's computers, networks, or Internet services include, but are not limited to, the following:
   - **Accessing or posting inappropriate comments or content** – Accessing, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive,

threatening, discriminatory, harassing, and/or illegal comments or content.

- **Illegal Activities** – Using the school's computers, networks, and Internet services for any illegal activity or in violation of the Academy's policy or rules. The school assumes no responsibility for illegal activities of students while using school computers.
- **Violating Copyrights** – Copying, downloading, sharing any type of copyrighted materials (including music, films, or software) without the owner's permission. Copyright violations expose the violator to substantial civil and criminal penalties. The Academy assumes no responsibility for copyright violations by students.
- **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When the Internet sources are used in student work, the author, publisher, and web site must be identified,
- **Non-School-Related Uses** – Using the Academy's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes is prohibited. Highest priority of the Academy's computers, networks, and Internet services is reserved for educational use.
- **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
- **Malicious Use/Vandalism** – Any malicious use, disruption, or harm to the Academy's computers, networks, or Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- **Unauthorized Access to Sites and Avoiding School Filters -** Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.

3. ***No Expectation of Privacy***
   Lincoln Academy's computers, school provided learning management systems, cloud-based productivity & collaboration tools, and other school provided software remain under the control, custody, and supervision of the school at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files, and Internet access logs. This rule also applies to students' personal computing devices (including cellular phones) that access the school's networks and Internet services.

4. ***Compensation for Losses, Costs, and/or Damages***
   The student and their parents are responsible for compensating Lincoln Academy for any losses, costs, or damages incurred by the school for violations of Academy's policies and rules while the student is using the school's computers, networks, Internet services, or the student's personal computing devices.

5. ***Student Security***
   A student should not reveal their full name, address, telephone number, Social Security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

6. ***System Security***
   The security of Lincoln Academy's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify their teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having their computer privileges limited, suspended, or revoked.

7. ***Bring Your Own Device (BYOD) Program***
   We expect that every Lincoln Academy student will bring their own laptop or tablet device capable of functional academic use. Lincoln Academy strongly recommends a Chromebook as the best device for students. A limited number of Chromebooks and mobile hotspots are available in classrooms for class use, and in the library for short term loans.

Social Media Policy

Students are expected to conduct themselves online and on social media in the same manner as is expected in the classroom, on the athletic field, or any other public space. The same standards that govern appropriate behavior in our community applies to one's online/virtual actions. All of Lincoln Academy's conduct policies apply to online behavior, including (without limitation) its Bullying, Harassment and Sexual Misconduct, and Retaliation policies (see Student Handbook Appendix). This policy covers all aspects of online or social media, including TikTok, Snapchat, Instagram, Reddit, Facebook, X (Twitter), YikYak, Discord, WhatsApp, WeChat, and any other form of online communication. Students' actions reflect the spirit and values of our school.

Appropriate Boundaries for Lincoln Academy Employees & Boarding Students

Lincoln Academy holds its employees to a strict standard of conduct which includes always maintaining appropriate professional boundaries with students. Boundaries are the physical and emotional limits individuals set in their interactions and relationships with others. Essential to healthy relationships, setting and sustaining professional boundaries is a skill. Setting good boundaries is one of the best ways to reduce conflict, improve communication, and build trust in your relationship with any adolescent. This policy is based on the belief that all students and adults are treated with dignity, respect, sensitivity, and fairness. As boarding students have a "familial-like relationship" with dorm staff and administrators through the principle of *in loco parentis*, it is natural that they will have a significantly increased level of communication and interaction with them. Understanding healthy and appropriate boundaries is important for all.

Boundary Principles

The following principles are not an exhaustive list of the principles that Lincoln Academy expects its employees to adhere to while interacting and working with the dorm community. This serves as a guide for faculty and staff with strict standards of conduct for interacting with students. As the dormitory includes students, staff, and their families living in close proximity, it is important for these principles to be understood by boarding students as well.

As there is an imbalance of power that exists between adults and students, faculty and staff should always act with common sense, good intentions, and strive to act in the best interests of Lincoln

students and Lincoln Academy. Employees should act as role models for students and as ambassadors for the Lincoln Academy community.

Employee Professional Roles

- Faculty and staff are expected to model appropriate behavior and language, always demonstrating respect and professionalism.
- Under no circumstances may faculty, staff and students have any dating, amorous, romantic, or sexual communications, interactions, or relationships.
- Unnecessary and inappropriate touching of any kind is also prohibited. Employees should be mindful of personal physical boundaries even if there is no actual physical conduct, e.g., cornering a student.
- Faculty or staff are not permitted to ask students to keep secrets. Note that secrecy is different than confidentiality.
    - Secrecy in this policy is defined as a condition designed to conceal or hide a specific activity usually for an illicit or unauthorized purpose and often is motivated by the fear of being discovered.
    - Confidentiality, on the other hand, conceals information and bona fide activities due to professional and/or legal obligations, and is motivated by respect for others.
- Faculty and staff are strictly prohibited from providing, participating, or allowing the consumption or use of any alcohol or illegal drugs by or with any students.
- Corporal punishment shall not be used as a disciplinary measure against any student.
- Faculty and staff should be selective about what details are shared about their private life. Do not discuss inappropriate personal matters with a student such as, but not limited to, financial distress, marriage or dating issues, in an attempt to gain their support.
- Faculty and staff should refrain from sharing details about other faculty or staff members, and when appropriate, can encourage students to speak with the individual in question.
- Faculty and staff should not make gossiping, disparaging, or offensive comments about other employees or students.
- Faculty and staff should not comment about a student's appearance in a sexual or sexually suggestive manner or that could reasonably be perceived as such.
- Non-dorm staff should not be on dorm floors (red, blue, green, orange, yellow wings) without a designated purpose and the specific awareness of on-duty dorm staff or the designated administrator on duty.
- Dorm staff should not be in a student's private dormitory room with the door closed with just one individual student. When dorm staff do need to enter a private dormitory room, the staff shall use the established procedure: key the door open, pause for a moment, then enter. The room door shall always remain open when the adult is in the room.
- Dorm staff should not be in the dorm kitchen, laundry rooms, custodial rooms, or the basement with just one student.
- Dorm parents or dorm staff should not host just one individual student in their dorm parent apartment or other private space, with the door closed.
- Dorm staff should not be in dorm student bathrooms when students are present. Health and safety situations are an exception to this expectation.
- Faculty and staff should make every effort to use public spaces to meet and work with students when in the dormitory building.
- Whenever possible, faculty and staff should have more than one student in the vehicle when transporting students.

Communication

All boarding students are expected to make a significant effort to be effective and respectful communicators. This includes both in-person and electronic forms of communication.

The following guidelines are designed to help students understand how to communicate clearly, respectfully, and responsibly, as well as what behaviors to avoid in order to maintain a safe and respectful community

Languages Spoken

English is the primary language of the Lincoln Academy community. Students are expected to use English during the academic day and in structured settings such as dorm meetings.

At the same time, our diverse boarding population is one of the greatest strengths of our community. The many languages and cultures represented within the Residential Life Program enrich our shared experience, helping us learn from one another and see the world from new perspectives. Language is an important part of every student's identity, and speaking a language other than English can offer comfort, connection, and moments of mental rest, especially in a boarding environment far from home.

Being a thoughtful and engaged member of this community means understanding that there is a time and place for English, and a time and place for other languages. Respectful and inclusive language use helps ensure that everyone feels welcome, supported, and understood.

Outside of classes, use of any language is acceptable in settings where a *semi-private conversation* would normally be appropriate, except when:

- The conversation's content is inappropriate
- The conversation excludes others
- The conversation distracts from or impedes programming and processes

Students are expected to use English at tables during meals, as this space is specifically intended as a place for communal conversation. This expectation does not apply when everyone at the table speaks the same language.

Use of another language for quick clarification during class or programming is encouraged *when appropriate*, but if faculty feel this use is excessive with a particular student, they should talk about their concerns with the student and the Director of Residential Life.

Face-to-Face Communication

Whenever possible, face-to-face communication with peers and adults in the Lincoln Academy is preferred. Any time a boarding student is signing-out from campus, or returning from being off-campus, they must communicate face-to-face with a member of the boarding staff that is on-duty.

Electronic Communication Expectations with Dorm Staff

The boarding community will use a variety of forms of electronic communications between dorm staff, students, and their families. This includes Email, Orah, WhatsApp, Canvas, and GoogleChat, to name a few. The intent of electronic communication is to relay important information and

programmatic details to other individuals. All boarding students are required to maintain a functional cell phone with active cellular service in Maine while enrolled at Lincoln Academy.

Group Chats

The boarding program may create and use WhatsApp and GoogleChat groups that include both students and staff. These groups are used to share important information, updates, and announcements related to the boarding community.

To maintain transparency, any WhatsApp group that does not include parents or guardians must have at least two Lincoln Academy employees included in the chat.

Individual Messages/Chats

Electronic communication between individual students and dorm staff should be limited to information sharing and time-sensitive updates related to daily life in the boarding program (for example, sign-outs, attendance, or schedule changes).

Beyond these purposes, staff may not communicate with students through personal social media accounts. This includes, but is not limited to, platforms such as Facebook, Instagram, WhatsApp, Twitter/X, TikTok, Snapchat, or other personal messaging services. Staff are not permitted to follow, friend, or message students from their personal accounts on any platform.

Electronic Communication Expectations with Non-Dorm Staff

There may be times when boarding students participate in off-campus trips led by non-dorm staff. During these trips, all communication should be directed to the trip leader through the dorm "trip phone." The "trip phone" number will be provided to all boarding students and should be saved in their contacts.

For all other communication with Lincoln Academy faculty and staff, students should use school-approved platforms such as school email, Canvas LMS, or Google Chat.

It is not appropriate to text or message faculty or staff member's personal phone or contact them through social media platforms.

The Use of Technology and Social Media

All faculty and staff (boarding and non-boarding) are prohibited from directly text messaging, following, friending, or direct messaging students on social media platforms from their personal social media accounts, which include, but are not limited to Facebook, Instagram, WhatsApp, Twitter, Tik Tok, Snapchat, and other social media messaging platforms, unless outlined by the exceptions above. Lincoln Academy uses Google Chat for school-sanctioned group/class/club communications only.

There are three exceptions to this prohibition: (1) emergency communications, (2) official Lincoln Academy channels, and (3) communication with alumni.

- Emergency Exception: In the case of emergencies, employees may use their personal cellphones to communicate with students in order to alert and advise students on an emergency.
- Official Channels: Employees may friend, direct message, or follow students or potential students using an official Lincoln Academy social media account(s) where the Administration always has access to the messages.

- Graduates: Lincoln Academy employees may exchange personal phone numbers or social media accounts with students at graduation for keeping in touch with alumni. It is additionally recommended that you do not communicate with alumni through social media if they are younger than 18 years of age.

Any student who observes or has evidence of inappropriate conduct between another student and an employee shall immediately report such conduct to the Dean of Students or the Head of School.

Travel

Approved Travel Dates

Students and families are expected to make all travel arrangements according to the approved travel dates. These dates serve two key purposes: first, to ensure that students do not miss academic class time, as absences and late arrivals affect not only the individual student but also the learning environment for classmates and teachers; and second, to support efficient coordination of transportation and logistics for a large number of boarding students.

Students who arrive or depart on non-approved dates will be assessed a transportation fee, which will be billed directly to the student account. Approved travel dates for the 2025–2026 school year are outlined below.

We anticipate the 2026 - 2027 school year approved travel dates will be released by December of the current school year for planning purposes.

2025-26 Boarding Student Travel Information

Start of School Arrival in August

Students playing soccer, field hockey, golf and cross country: **arrival on Sunday, August 17, 2025**

- Lincoln Academy will provide transportation from Portland, Maine airport (PWM) at no cost on this date.
- Students flying into Boston (BOS) will be provided information for how to take the Concord Coach bus to Portland, where they will be transported to Lincoln Academy by LA staff.

Students NOT playing a fall sport: **arrival on Tuesday, August 26, 2025**

- Lincoln Academy will provide transportation from Portland, Maine airport (PWM) at no cost on this date.
- Lincoln Academy will provide transportation from the Concord Coach bus terminal in Portland at no cost on this date.
- Lincoln Academy will also provide transportation from Boston airport (BOS) at no cost on this date. This is the ONLY time during the school year that Lincoln Academy will provide transportation to/from Boston during the school year.

**Flight information for arrival in August MUST be sent to
Monica Tan, Director of Residential Life by July 15, 2025.

Thanksgiving Vacation: Saturday, November 22, 2025 - Sunday, November 30, 2025

- The dorm will remain open during this vacation. Students can stay on campus for no extra cost. Activities, meals, and supervision will be provided.
- If students choose to depart campus for the vacation, their departure flight must be booked for Saturday, November 22, 2025 and return flight for Sunday, November 30, 2025. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost. Travel outside these dates have a fee.

Winter Vacation: Saturday, December 20, 2025 - Sunday, January 4, 2026

- The dorm is closed to students during this vacation.
- A limited number of host families are available at a cost of $75 / day. Priority will be given to

students playing a winter sport (basketball, wrestling, swimming, track & field). Students must request a winter host family by October 15, 2025.
- All other students must depart campus for the vacation. Their departure flight must be booked for Saturday, December 20, 2025 and return flight for Sunday, January 4, 2026. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost. Travel outside these dates have a fee.
- Saturday, December 20, 2025 is the departure date for students staying only for fall semester.

February Vacation: Saturday, February 14, 2026 - Sunday, February 22, 2026
- Lincoln Academy will provide a 'winter camp' dorm experience during this vacation. The cost is $1,300 and activities, meals, and supervision will be provided. More details will be provided at a later date.
- If students choose to depart campus for the vacation, their departure flight must be booked for Saturday, February 14, 2026 and return flight for Sunday, February 22, 2026. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost. Travel outside these dates have a fee.

April Vacation: Saturday, April 18, 2026 - Sunday, April 26, 2026
- The dorm is closed, but Lincoln Academy will provide a travel experience during this vacation. Space for this experience is limited and on an application basis. The cost will be at least $1,500 and activities, meals, and supervision will be provided. More details will be provided at a later date.
- All other students must depart campus for the vacation, their departure flight must be booked for Saturday, April 18, 2026 and return flight for Sunday, April 26, 2026. Lincoln Academy will provide transportation to/from Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on these dates for no extra cost. Travel outside these dates have a fee.

End of Year Departure in June
Grade 12 students: departure on Saturday, June 6, 2026
- Lincoln Academy will provide transportation to Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on this date for no extra cost.

Grade 9, 10, 11 students: departure on Friday, June 12, 2026
- Lincoln Academy will provide transportation to Portland, Maine airport (PWM) and the Concord Coach bus terminal (to go to BOS) on this date for no extra cost.

**If you have questions about this information, please contact Monica Tan, Director of Residential Life, at mtan@lincolnacademy.org or +1 415 757 7723 (WhatsApp)

**Travel on approved travel dates comes at no additional cost to the family.
**Travel on non-approved dates comes at an extra cost that will be billed directly to families.

Transportation for Boarding Students

Lincoln Academy provides complimentary transportation to and from Portland on approved travel dates as published by the Residential Life Office (RLO). Transportation outside of these dates,

including weekends or other non-scheduled times, may be available for a fee when a driver is on duty. If no driver is available, the RLO can help arrange taxi transportation to the Portland Transportation Center or Portland Jetport (PWM) at the student's expense. All special transportation requests must be coordinated in advance with the RLO.

Students may not use Uber, Lyft, or other third-party transportation services without prior approval from the RLO.

Travel by Plane
Students are expected to arrive at Portland Jetport (PWM) on approved travel dates. All travel information must be coordinated through the Residential Life Office.. Students flying into Boston Logan (BOS) will need to take a bus service to Portland.

Vacation Travel
Students should plan departures for long weekends or vacations only after their last academic commitment. Travel that interferes with academic day will be considered unexcused.

Athletic and Other Extracurricular Activities

Students at Lincoln Academy have opportunities to participate in a sport during each of our athletic sports seasons (Fall, Winter, Spring). See a dorm parent or the Director of Residential Life, if you are interested. Students also have the opportunity to participate in any number of clubs or activities. These clubs or activities will either meet during the school day, or after the school day. While we do not require students to participate in athletics, it is believed that when students are involved in activities, there are many positive benefits to be gained. Involvement helps foster relationships with students and teachers, and can help in learning good time management skills. Some activities may be seasonal or associated with a specific event, for example Homecoming or Winter Carnival. Intramural activities, when available, are also excellent opportunities. All students are encouraged to join a club or athletic team. Lincoln Academy offers the following clubs (offerings are subject to change):

Unified Sports Team	Civil Rights Team	Climate Action Club
Outing Club	International Club	Speech and Debate Team
Math Team	Interact Club	National Honor Society
Library Team	Gay Straight Trans Alliance (GSTA)	LA Ambassadors
Sigma Sigma Chi	Big Brothers Big Sisters	Tech Team
Robotics Team	Players with a Purpose	LA Newspaper
National Art Honors Society (NAHS)	Student Council	ESports
Photo Club	Freshmen Mentors	Science Club / Science Olympiad
MUN Model United Nations		

Athletic Eligibility and Academic Eligibility for Co-Curricular Participation

Please consult the Lincoln Academy Student Handbook for the policies on athletic eligibility and academic eligibility for co-curricular and extra-curricular participation.

Disciplinary Information

Student Behavioral Expectations at Lincoln Academy

All boarding students are expected to follow the student policies and behavioral expectations outlined in the Lincoln Academy Student Handbook. These standards apply at all times, both on-campus and off-campus, and are designed to support a safe, respectful, and productive community.

Rules and Disciplinary Expectations Specific to Boarding Students

Boarding students are held accountable for their behavior at all times. When a student does not meet established expectations, they will meet with the Director of Residential Life, the Dean of Students, and/or Dorm Parents to address concerns. Lincoln Academy handles behavioral concerns quickly, fairly, and consistently, assigning consequences that are appropriate to the situation.

Parents or guardians will be notified of serious incidents that result in disciplinary probation, in- or out-of-school suspension, or dismissal.

The Director of Residential Life has the responsibility to maintain the disciplinary system as it applies to boarding students. The Dean of Students supports the Director in investigating and determining outcomes for major policy violations and category one infractions. The Dean of Students is responsible for suspending boarding students and also recommending dismissal of students to the Head of School. Dorm Parents are responsible for enforcing all school and program rules with dorm students and administering in-dorm discipline.

Disciplinary Consequence Definitions

Gating to Campus

One form of discipline for student behavior is being gated to campus. When a student is gated, they are restricted to campus for a designated period and may not participate in off-campus activities, as well as some on campus activities as indicated by the Director of Residential Life. Common reasons for gating include failing a room inspection, being on academic probation, or not following basic residential life rules.

Detention

Detention is time assigned to a student outside the school day that must be served in a proctored setting. When serving detention, a student is expected to be quiet and academically productive with their time. Phones and technology are not allowed to be used except for school work. Detentions range in time from one to three hours.

Suspension

Suspension is the removal of a student from school for a specified time period. Suspension is implemented based on the seriousness of the infraction and will occur immediately for certain infractions. Often, suspension will be conducted on campus with the removal of the student from the academic school program, but supervised by an adult. **Lincoln Academy charges $200 per day of school supervised suspension.** This cost will be automatically deducted from the student emergency account. When necessary, applicable, and/or feasible, Lincoln Academy may employ the services of an outside (third-party) organization for the purposes of suspension. A student's

relatives may also be expected to assist in a suspension. If a student is sent to a third-party suspension house, the student's family is responsible for any charges incurred separate from what the school charges. Lincoln Academy's administration reserves the right to determine if the host for a suspended student is acceptable to the school.

A suspended student is responsible for any academic work assigned and/or missed during a suspension period. Students on suspension are not eligible for participation in extracurricular activities during their suspension. In the event of an on-campus, or "in-school suspension" the student is grounded to campus (possible to their room) during this time and often for much more time.

Dismissal from School (Expulsion)

Lincoln Academy reserves the right to determine whether any particular action or attitude is so injurious to the health of the overall community as to warrant a student's immediate removal from school, regardless of previous disciplinary history. If a student is expelled, their student visa may be transferred or terminated by Lincoln Academy.

Residential Life Disciplinary Offences

Category I - Major Residential Life Disciplinary Offenses

All drug and alcohol-related offenses shall be treated as a major disciplinary offenses. Due to the potential threat of safety to the community, certain drug and alcohol-related offenses may result in immediate dismissal from Lincoln Academy. A Category I drug and alcohol-related offense includes, but is not limited to, possession or being under the influence or being in the presence of alcohol, illegal drugs or prescription medications (without the authorization of the school nurse), and/or possession of empty alcoholic beverage containers or drug paraphernalia. Consult the Lincoln Academy Student Handbook for more detail.

Consequences for illegal drug or alcohol use may include any or all of the following:

- Suspension from school
- Mandatory counseling sessions
- Scheduled sessions with outside counseling organizations.
- Restricted to campus following suspension.
- Community service and/or Deans Detention, at the discretion of the Dean of Students and the Director of Residential Life
- Disciplinary probation
- Dismissal from Lincoln Academy.

Other Category I Major Residential Life Disciplinary Offenses

The following list contains other examples of Category I Major Residential Life Disciplinary Offenses. Please be advised that this list is subject to change, depending on nature and severity of offense.

- Theft
- Curfew violation
- Illegal possession of keys
- Harassement
- Discrimination
- Hazing
- Bullying, including cyber-bullying

- Sexual misconduct
- Cheating, lying, plagiarism, or other deceitful behavior
- Fighting, bullying
- Creation of a fire hazard: use of an open flame, smoking inside a school building, discharging a fire extinguisher, or setting off a false alarm
- Failure to follow the directions of school staff during an emergency/evacuation drill
- Possession of unauthorized weaponry, including but not limited to, knives, BB guns, pellet guns, air pistols or paintball guns
- Endangering the welfare or safety of others.
- Vandalism
- Trespassing
- Unauthorized use of a motor vehicle
- Gambling
- Unauthorized absence from campus
- Fighting, physical, or verbal abuse

NOTE: Detailed information on various infractions can be found in the Lincoln Academy Student Handbook and Student Handbook Appendix.

Consequences for violations of Category I Offenses, excluding drugs and alcohol, may include any or all of the following (First Offense):

- Suspension from school.
- Disciplinary probation for one calendar year from date of offense.
- Campus restriction.
- Dormitory work/Community service.
- May be removed from school.

Second Offense:

- Recommended removal/expulsion from school.

  Note: Harassment, sexual assault, premeditated theft and/or actions with malicious intent may result in dismissal or expulsion after the first offense.

Category II --Residential Life Disciplinary Offenses

Unexcused absences from class or non-academic activities/functions are considered Category II infractions. All Lincoln Academy students are expected to attend classes and scheduled activities regularly unless an absence is excused by the Health Center, a parent/guardian, or through a pre-arranged visit or appointment. Accumulated absences may result in detention time, with assignments ranging from 1 to 3 hours.