



**LINCOLN**  
HIGH SCHOOL

**2011-2012**

**Student Handbook**  
Abraham Lincoln High School

Center for Social Justice  
Center for the Arts  
Center for Public Safety  
Center for Science & Engineering

4777 Imperial Avenue  
San Diego, CA 92113  
Central Administration  
(619) 266-6500

## HIGH SCHOOL GRADUATION REQUIREMENTS

In order to receive a high school diploma within the San Diego Unified School District each student must fulfill the following requirements:

- 44 semester credits (32 credits required, grades 10-12)
- Have a cumulative Grade Point Average of 2.00
- Pass both sections of the California High School Exit Exam
- Fulfill the Senior Exhibition
- Demonstrate computer literacy proficiency
- Complete 10 hours of community service each year (Lincoln requirement). Alternate community/service learning research paper is available upon request.

- English 8 Credits
- Mathematics 6 Credits *Includes Algebra, Geometry, and 2 additional math credits*
- Social Science 6 Credits *Includes Modern World History, US History, Economics and Government*
- Science 6 Credits *Includes a Physical Science, a Life Science, and 2 additional Science credits*
- Physical Education 4 Credits
- World Languages, Visual or Performing Arts 3 Credits
- Electives 11 Credits

## A – G REQUIREMENTS

Lincoln offers all of the courses that fulfill the A-G requirements and it is the expectation that all students will complete the A-G course of study. A-G courses are those that the California State University system has agreed to accept as courses certified to meet their subject area requirements for college admission. Students who complete the A-G requirements (**with the grade of a C or better**) will be eligible for admittance into a California State University. Additionally, the purposes of the “a-g” subject area requirements are to ensure that graduating high school students:

- ◆ Can participate fully in the first year program at the University in a broad variety of fields of study;
- ◆ Have attained the necessary preparation for courses, majors and programs offered at the University;
- ◆ Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies;
- ◆ Have attained essential critical thinking and study skills.

**The A-G requirements can be summarized as follows:**

- A History / Social Science** – Two years, including one year of world history, cultures, and historical geography **and** one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
- B English** – Four years of college preparatory English.
- C Mathematics** – Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- D Laboratory Science** – Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.
- E Foreign Language** – Two years of the same language other than English.
- F Visual & Performing Arts** – One year, including dance, drama/theater, music, or visual art.
- G College Preparatory Elective** – One year (two semesters), chosen from additional “a-f” courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as “g” electives. (The AVID elective may also qualify as a “g” elective.)

## ADVANCED PLACEMENT COURSES

Lincoln High School offers a variety of Advanced Placement (AP) courses campus wide, including:

Biology	English Language	English Literature
Government	Chemistry	Psychology
Spanish Language	AP European History	Calculus
Studio Art	Environmental Science	US History

AP courses are open to all students and usually taken in grades 10 through 12. Successful completion of an AP course earns students a weighted GPA. All AP students are required to take the AP exam. Students desiring to enroll should indicate the AP class choice on their Course Request Form during the articulation process each spring. Teachers, counselors, and administrators will also make recommendations to the AP team of students who would benefit from the taking an AP course.

## ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

The mission of Lincoln's AVID program is to ensure that all students succeed through challenging curriculum, complete a rigorous college preparatory path, participate in school activities, increase their enrollment in four-year colleges, and become educated and responsible participants/leaders in our community.

For more information, please contact:

Title	Name	Location	Phone	Email
AVID Coordinator	Precious Jackson-Hubbard	Room 548	619.266.6530	<a href="mailto:pjackson@sandi.net">pjackson@sandi.net</a>

## ASSOCIATED STUDENT BODY (ASB) – STUDENT GOVERNMENT

Extracurricular activities are an important part of the total educational program at Lincoln High School. The Associated Student Body (A.S.B.) is made up of student representatives and officers elected from and by the student body. They are in charge of putting on various activities throughout the school year, from Homecoming to Multicultural Week. These students are also in charge of the A.S.B. accounts, holding meetings every week in order to approve expenditures, clubs, and activities.

Each class advisor and class officers who will work toward building a group of active student participants for the Homecoming Performance and fundraising events throughout the year, in addition to other activities. Be a proud Hornet and show your school spirit and participate in making your high school the best ever!

If you have any questions, come by the A.S.B. room during lunch. It will be open everyday during lunch (except during special lunch-time activity days) for students and staff to purchase spirit gear and get important questions answered. All A.S.B. forms (Fundraising, Club Request, Activity Forms, and Poster Request) are available online or in the central office.

For more information, please contact:

Title	Name	Location	Phone	Email
ASB Director	Dan Camacho	Room 146	619.266.6500	<a href="mailto:dcamacho@sandi.net">dcamacho@sandi.net</a>
Class of 2012	Rita Cooper	Room 346	619.266.6500	<a href="mailto:rcooper@sandi.net">rcooper@sandi.net</a>
Class of 2013	Daniel Blas	Room 557	619.266.6530	<a href="mailto:dblas@sandi.net">dblas@sandi.net</a>
Class of 2014	Leah Gray	Room 546	619.266.6530	<a href="mailto:lgray@sandi.net">lgray@sandi.net</a>
Class of 2015	TBD			

## STUDENT DANCES

School dances will be held throughout the year for all students enrolled at Lincoln High. Tickets must be purchased through the Financial Office in the Central Administration Building. In order to attend school dances, students must be in good standing with your center. A list of students who are not in good standing will be given to the financial office by each center administrator and those students will not be allowed to purchase a ticket. Guests of non-Lincoln students must get a guest contract and have the appropriate signatures from their school administrator.

To be admitted to school dances, all students and guests must show a valid school I.D. card (or official photo identification). In addition, students must present their proof-of-purchase of the dance ticket receipt to gain entrance. The invitation or bid itself does not gain students access to the dance. It is the responsibility of the student to maintain their dance ticket receipt because the Financial Office does not re-issue receipts. There are absolutely NO REFUNDS for school dance tickets.

Freaking (Dirty Dancing): There is to be absolutely no freaking or dirty dancing at any school-sponsored activity. This includes, but is not limited to: all school dances and lunch time activities. If the behavior continues, students will be removed from the event/function without a refund.

## ACADEMIC HONESTY POLICY

Academic honesty and personal integrity are fundamental components of a student's educational experience. It is the expectation that students will demonstrate acts of academic honesty at all times and will not engage in:

- Cheating on tests
- Forgery
- Plagiarism
- Fabrication/falsification
- Unauthorized collaboration
- Theft/alteration of materials or equipment

Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment for students that prohibit acts of dishonesty. Disciplinary actions for violations of the rules of the Academic Honesty Policy may range in severity and will be appropriate to the situation. Disciplinary actions include, but are not limited to, the following:

- Suspension
- Dropped from class
- Exclusion from extra-curricular activities
- No credit on assignment in question
- Lowering of overall grade

## SCHOOL IDENTIFICATION CARDS

All students are required to have a school identification card in their possession while on campus. Pictures for the Hornet Identification card will be taken on September 12<sup>th</sup>. The first ID card is free; replacement IDs will cost \$5.00 and can be purchased from each School/Center before school, during lunch, or after school. Student ID cards are required at lunch and to check out books in the library.

## STUDENT DROP OFF AND PARKING

The campus has limited parking space therefore, student parking will be limited to students who are in good academic standing with good citizenship grades. Students will get approval from their center administrator and will be issued district parking permits from the from the finance office in the 100 administration building.

The School Police officers and/or San Diego Police Department will issue parking citations for parking violations. Parking is not allowed in spaces identified by special markings and/or titles (handicapped, reserved, etc.).

Designated drop off points for students are: Gates on Willie James Jones Avenue, Franklin Avenue, and Franklin by 47<sup>th</sup> Street. Please do not drop students off in the front parking lot on Imperial Avenue as this is a safety hazard.

## WITHDRAWAL POLICY

Students withdrawing from Lincoln must have their parent meet with their Center's counselor to begin the transfer/withdrawal process. During the meeting, the parent will complete the Transfer/Withdrawal Form which will be routed school-wide for the appropriate signatures (Athletics, Finance Office, Library, and Nurse) and current grades. The teacher will complete the form as indicated, giving academic and citizenship grades. Checkout will reflect grades to the last day of active attendance.

## HEALTH AND WELLNESS CENTER

The Lincoln Campus is staffed with a full-time Nurse Practitioner and health assistant. In order to see the nurse for any health related issue, students must obtain a pass from their teacher. If a student needs to take medication during the school day, parents must complete the authorization form (sent home during the first week of school) and return it to the appropriate small school office or the Health Center immediately. Students are not allowed to keep medication with them while at school.

The San Ysidro Health Center has partnered with LHS to provide on-site health services. Students must have a completed authorization form on file in order to receive services. Lincoln's Wellness Center offers state-mandated TDAP (Whooping Cough) vaccines for students.

For more information, please contact:

Title	Name	Location	Phone	Email
School Nurse	Kathy Ryan, RN	Room 136	619.266.6500	<a href="mailto:kfinneganryan@sandi.net">kfinneganryan@sandi.net</a>

## TRANSCRIPTS

The registrar is located in the Library between the hours of 7-11am. All students requesting an official transcript must fill out a transcript request form from that office. Students should allow a minimum of 2 school days when ordering transcripts for college, scholarships, etc. Transcripts are free for current students.

For more information, please contact:

Title	Name	Location	Phone	Email
Registrar	Susana Valis	Library	619.266.6500	<a href="mailto:svalis@sandi.net">svalis@sandi.net</a>

## INTERNET/NETWORK COMPUTER USE

Students will be using computers in most classrooms, computer labs, and in the library/media center as part of the established curriculum. Staff and students must take precautions to ensure computers are used responsibly and students must agree to:

- Follow instructions for use and storage of data
- Abide by copyright laws or obscenities
- Follow the established Internet policy desktop settings
- Avoid spreading viruses
- Not Spam or Hack
- Not use profanity, vulgarity
- Not change default or
- Not access other students' work or files

Students not abiding by these regulations will be banned from using campus computers. After signing the Network Contract, students who hack or commit any actions that may damage/alter the computer hardware/software will face disciplinary consequences.

## STUDENT INDEBTEDNESS POLICY

An Indebtedness List will be published and posted (generated with information from the Center Offices, the Finance Office, Athletics Office, and the Library). Students who do not clear indebtedness will be ineligible for extracurricular activities (including sports) until the indebtedness is cleared. Coaches and Activity/Club Sponsors will be responsible for working with their students to clear indebtedness if they wish the students to participate.

For more information, please contact:

Title	Name	Location	Phone	Email
Financial Clerk	Michel Renaud	100 Administration	619.266.6500	<a href="mailto:mrenaud@sandi.net">mrenaud@sandi.net</a>

## LIBRARY INFORMATION

### HOURS

#### Need to visit the library?

- The library is open from 7am until lunchtime and from after lunch until 4pm every day.
- Be sure to get a pass from your teacher if you want to use the library during class time. It must be a regular pass with your name, date, time, and teacher's signature.

### SERVICES

#### Need a library book?

- Here is the URL for Lincoln's library catalog - <http://destiny.sandi.net>
  - Click on the catalog tab to start your search.
  - Be sure to look at the resource lists; the link is on the left-hand sidebar. Click on Resource Lists and then select the Public tab. There are lists for historical fiction, AP Environmental Science, science fiction, horror, funny books, and many other categories.
- Ms. Denton will be happy (thrilled) to recommend books.
- The library also has a large selection of audio books on MP3.
- You can check out 3 library books for two weeks. If you don't finish a book in the allotted time, you can renew it. You don't have to have the book with you to renew it.
- It will be very helpful if you have your ID card out when you are ready to check out a book. If your ID card is lost or you gave it to someone who loves you, please be prepared to tell us your ID number.

#### Love to read?

- Consider reading the California Young Reader Medal Nominees for 2010-2011. There are three:
  - *Unwind* by Neal Shusterman
  - *The Adoration of Jenna Fox* by Mary Pearson
  - *The Hunger Games* by Suzanne Collins
- If you read all three before March 30, you can vote for your favorite. Your vote will help choose the winner of the California Young Reader Medal.
- Ms. Denton and Ms. Heisel love to read too. Both of them will be happy to talk about, take suggestions, and recommend books.

#### Want a book that Lincoln's library doesn't have?

- Talk to the librarian, she will get the book if it is possible!

### **Need valid, accurate information?**

- Wikipedia is not always the best source of information, especially for school work. Try the databases listed below for valid, accurate information.
- All of the databases are linked from the library catalog at <http://destiny.sandi.net>
- Here is the URL for **Lincoln's online reference book collection**:
  - <http://infotrac.galegroup.com/itweb/sand92113>
  - password from home: padres
  - password from school: chargers
  - It contains literary criticism (help with your English class), history, science, and lots of short biographies.

**Encyclopedias are a good place to start when you don't know much about a subject.** Here are the URLs for two encyclopedias that are free as long as you are a student in San Diego Unified School District.

*World Book Encyclopedia*  
<http://worldbookonline.com>  
username: sandi1  
password: library

*Encyclopedia Britannica*  
<http://school.eb.com>  
username: sandinet  
password: library

### **Need to write a pro/con paper?**

- Try SIRS (Social Issues Resources Series); it's organized by topic and includes newspaper and magazine articles about all of the current controversial issues. Here is the URL for Proquest, which includes SIRS - <http://proquestk12.com>
- Be sure to click on My Products Page before you enter the username and password.
  - username: 95-31891
  - password: bigchalk

### **Have questions about your health?**

- Teen Health and Wellness has lots of myth-dispelling information about teen health issues.
  - <http://teenhealthandwellness.com>
    - username: diego
    - password: diego1

## **TEXTBOOKS**

### **Need a textbook?**

- The library is open from 7am until 4pm and closed during lunch.
- Get a pass to go during class time. If you get your books before or after school, you won't need a pass.
- Please take care of your textbooks. Never leave a book in a classroom, the teacher will have no idea whose book it is and, if someone else takes it.
- Put your books in a safe place at home. Little brothers and sisters like to color on those clean white pages and new puppies love to chew on the corners. If the cover is damaged, it will cost you \$8 (our price for a new cover).

You will have to pay for lost or damaged textbooks. Here's a list of textbook prices to replace lost or damaged textbooks:

Abriendo Paso : Gramatica .....	\$38.00	Economics .....	\$60.00
Abriendo Paso : Lectura .....	\$51.00	En Espanol Tres .....	\$65.00
Abriendo puertas Tomo 1 .....	\$21.00	Geometry .....	\$68.00
Abriendo puertas Tomo 2 .....	\$21.00	Literature grade 10 BLUE .....	\$74.00
Algebra 1 .....	\$72.00	Literature grade 9 ORANGE.....	\$74.00
Algebra 2 .....	\$65.00	Math Matters 3 .....	\$63.00
American History : a survey .....	\$98.00	Modern World History .....	\$74.00
American History : a survey - AP Achiever	\$20.00	Music in theory and practice .....	\$45.00
American Literature.....	\$73.00	Music in theory and practice, Audio Examples .	\$15.00
Americans .....	\$72.00	Nuevas Vistas Introduccion .....	\$59.00
AP United States History .....	\$23.00	Nuevas Vistas Level 1 .....	\$61.00
Avancemos! Level 1 .....	\$68.00	Practice of statistics: .....	\$83.00
Avancemos! Level 2.....	\$71.00	Precalculus .....	\$70.00
Biology 7th ed. (Advanced Placement)	\$103.00	Psychology .....	\$70.00
BSCS biology.....	\$55.00	Psychology, Student study guide .....	\$20.00
Chemistry.....	\$73.00	83 Plus Calculator .....	\$100.00
Chemistry: Central Science (Adv. Placement)	\$126.00	United States Government .....	\$68.00
Chemistry: Central Science, AP Test Prep	\$15.00	World Literature .....	\$73.00
Conceptual Physics .....	\$68.00		
Earth Science .....	\$68.00		

## REFUNDS

**Found the book you paid for?** If it has been less than a year since you paid for it and the book is in acceptable condition (it can still be used), your money will be refunded. Take the book to the library and turn it in to one of the library staff members. Tell her that you paid for the book. She will fill out the request for refund form and send it to the Finance Officer. The Finance Officer will write a check and mail it to your home.

For more information, please contact:

Title	Name	Location	Phone	Email
Librarian	Margo Denton	Library	619.266.6500	<a href="mailto:mdenton@sandi.net">mdenton@sandi.net</a>

## CELL PHONES AND ELECTRONICS

Board of Education Policy H-6980 outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school buses and at school-sponsored activities, while under the supervision and control of school district employees.

According to the policy:

All students may use these devices on campus before school begins and after school ends. Students in high school grades 9-12 also may use such devices during the lunch period.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

***Lincoln High School is not responsible for the loss or theft of cell phones or other electronic devices. The school will not spend valuable time and resources in the investigation or recovery for such items.***

## ELIGIBILITY RULES FOR INTERSCHOLASTIC AND CO-CURRICULAR ACTIVITIES

Students who participate in any interscholastic and co-curricular activities must meet the following standards:

- Scholarship – a grade point average (GPA) of 2.0 = C that must be earned during the preceding grading period. (A = 4 points; B = 3; C = 2; D = 1; F = 0)
- Citizenship – a grade point average of 2.0 = C (S) that must be earned during the preceding grading period. (E = 4 points; G = 3; S = 2; N = 1; U = 0).
- General eligibility can normally be lost or gained at the end of a grading period (the date report cards are distributed). Cases involving the loss of eligibility due to extenuating circumstances may be brought before the Principal for review.
- Students participating in all activities are encouraged to purchase an ASB card.

### Special Restrictions

- Students participating in athletics must meet all requirements established by the San Diego City Conference and the CIF Southern Section.
- Members of the ASB Cabinet, class officers or other ASB class members are to be declared ineligible if during the preceding grading period, one U or more than one N is earned. The result may be either loss of office, position, or both.
- Members of any team or activity, who participate, must attend a minimum of two class periods on the day of the activity.
- Members of any team or activity must meet the specific eligibility requirements of their organization as set forth in the By-laws of that organization.

For more information, please contact:

Title	Name	Location	Phone	Email
Athletic Director	Don Robinson	Boys PE	619.266.6500	<a href="mailto:drobinson5@sandi.net">drobinson5@sandi.net</a>

## PROCEDURES DURING AN EMERGENCY

**Fire Drill** – Bells will ring in a series of short rings along with a flashing light. The fire evacuation signal is not an optional signal. All buildings must be evacuated as quickly as possible. Close your door (**DO NOT LOCK**) follow the evacuation route posted in your room.

**Earthquake Drill** – If there is an **earthquake drill**, the signal will be a continuous ringing of the school bell for one minute. In case of an earthquake – drop and cover. Evacuate the buildings following the safest route possible to the stadium assembly area.

**Bomb Threat** – In the event of a bomb threat, the administration will assume the responsibility for initiating and directing a search and determining the need for evacuation. If an evacuation is required, a “**Fire Drill**” bell will ring and students will be directed away from the danger area.

**Lockdown** – A long continuous bell followed by a P.A. announcement to remain in your rooms. **CLOSE** and **LOCK** all doors. **DO NOT OPEN** for any reason. Monitor your computer for updates.

**Disturbance During Lunch/Nutrition** – A continuing series of short bells to bring all teachers to a high alert. Teachers are to immediately report to and open their room. All students are to move to their next class. Email and/or P.A. announcement will follow.

## LOCKDOWN PROCEDURE

### During Class Time

- In the event of a lockdown, the lockdown signal will ring. The bell is continuous (10 seconds), short interval (2 seconds) and repeats.
- Lock the classroom doors; close blinds or shades, keep doors locked and students away from windows until All-Clear is sounded.
- Stay in classroom after the All-Clear and continue instruction.
- If evacuation is needed, you will receive procedures from the Administration.
- Information will be communicated to rooms via telephone, walkie-talkie or bullhorn.
- Only one person per building should call directly to the Lincoln office. Refer to the phone tree for your building in the emergency folder.

### During Lunch or Passing Period

If an incident occurs when students are between classes the following plan will be followed. Knowing that the immediate reaction will be to run, we need to have places where students and staff can congregate after they escape the immediate danger.

- If faculty or staff member is in a classroom or office, get students inside and follow the “lockdown” procedure. Keep doors locked and stay away from windows. Wait until the all-clear signal is given.
- If you are in the open, go to the football field. It is an area that can be secured and guarded with police protection. Administration will have emergency packets and information to help organize students and staff.

- After the All-Clear is signaled, everyone should report to the football field. At that time it is very important that we organize and are able to account for students and staff and have a base for parents/guardians to pick up their students.

## **VISITORS**

In order to ensure campus security and protection to students, strict enforcement of the campus policy regarding the presence of non-students on campus is enforced.

### **1) STUDENTS ARE NOT ALLOWED TO BRING VISITORS TO SCHOOL**

- 2) The presence of any non-student on campus during regular school hours is subject to arrest under the Penal Code Section 626.8.
  - Any person who comes into any school building or upon any school ground, or street sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters, or comes upon such place within hours after being asked to leave by the...school official...is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.
- 3) Only students registered and attending Lincoln may be on campus during school hours. Students who have been assigned to Home Suspension may not attend any school-sponsored event nor come onto the campus. Their presence on campus makes them subject to Penal Code Section 626.8, and they will be arrested.
- 4) Parents and guardians wishing to see a student during regular hours must check into the Central Administrative Office and then be directed to the small school center office. Interruption of classes is not permitted.
- 5) Parents entering to see and/or sign a student out of class must be prepared to present proper identification.
- 6) Students may not be released to any person other than the parent/guardian without the parent/guardian's authorization.
- 7) Volunteers, tutors, etc. must check in at Central Administration. A visitor's pass must be worn at all times.

## DELIVERIES

In the interest of maintaining a focused learning environment, Lincoln's administrative offices will not accept deliveries of lunch or lunch money, gifts (flowers balloons etc), food (cakes, cupcakes, etc) or personal belongings. We will only accept educational items such as books, homework, or PE clothing.