

# Lincoln Public Schools

## HANDBOOK FOR ELEMENTARY STUDENTS AND FAMILIES 2019-2020



### MISSION STATEMENT

**Lincoln Public Schools is committed to excellence. In partnership with all members of the Lincoln community, we inspire and empower each student to excel personally and intellectually, embrace social and individual responsibility, and lead with integrity.**

## LINCOLN SCHOOL COMMITTEE

Joseph Goho, Chair  
255-1997

Kristine Donabedian, Vice Chair  
270-7206

Staci Rapko-Bruckner, Clerk  
766-2897

William McManus, Member  
338-3858

John Picozzi, Member  
871-4433

Mary Anne Roll, Member  
333-0631

Julie Zito, Member  
334-3363

## LINCOLN PUBLIC SCHOOLS

[www.lincolnps.org](http://www.lincolnps.org)

LINCOLN ADMINISTRATION  
1624 Lonsdale Avenue  
Lincoln, RI 02865  
721-3300

724-4121 Building Fax  
726-1813 Student Services Fax

Lawrence Filippelli, Ed. D. Superintendent of Schools  
Kevin McNamara, Assistant Superintendent of  
Curriculum & Instruction  
Allynn Grantham, Director of Student Services  
John McNamee, Business Administrator  
Armand Milazzo, Director of Non-Instructional Operations  
Roger Achille, Esq., Director of Human Resources  
Mark Gadbois, Information Technology Specialist

CENTRAL ELEMENTARY Grades K-5  
1081 Great Road  
Lincoln, RI 02865  
334-2800/fax 334-4294  
8:45 am - 3:15 pm

Leanne Saravo, Principal

LONSDALE ELEMENTARY Grades K-5  
270 River Road  
Lincoln, RI 02865  
725-4200/fax 722-0920  
8:45 am – 3:15 pm

Melissa Goho, Principal

NORTHERN ELEMENTARY Grades Pre-K – 5  
315 New River Road  
Manville, RI 02838  
769-0261/fax 765-0560  
8:45 am – 3:15 pm

Alec Ciminello, Principal  
John Connell, Assistant Principal

SAYLESVILLE ELEMENTARY Grades K-5  
50 Woodland Street  
Lincoln, RI 02865  
723-5240/fax 722-1090  
8:45 am – 3:15 pm

Reza Sarkarati, Principal

## **WELCOME**

Lincoln Public Schools is proud to welcome students and their families/guardians to a new school year. This handbook has been prepared by the Lincoln Public Schools to help parents/guardians answer questions commonly asked regarding the elementary schools, and to offer a better understanding of our daily operations.

## **SCHOOL CALENDAR**

The calendar for the 2019-2020 school year is located in the back of the handbook.

## **SCHOOL HOURS**

Students should arrive at the schools no more than 5 minutes prior to the start of school. It is expected that all students arrive at school by 8:40 a.m. as instruction begins at 8:45 a.m. School hours are 8:45 a.m. to 3:15 p.m.

## **SCHOOL ATTENDANCE**

The length of the day and the number of school days per year are mandated by state law. We ask that your child be punctual and that he/she is not absent unless it is absolutely necessary. In addition, it is important to limit the number of times your child is picked up early, prior to the end of the school day. Frequent dismissals may impact student learning.

## **VACATIONS**

Family vacations should be scheduled in conjunction with the school calendar. Parents are requested to fill out a vacation form when students are on vacation for a period of three days or more. This form needs to be signed by the Building Administrator and the Superintendent. Please note specific language in the Student Behavior Code (JFC-R) regarding student work during a non-school vacation. In the event of a student experiencing a long-term illness or surgery at any point throughout the year, please contact the school nurse to discuss the situation. A physician's note may be required in order for the district to make allowances within the attendance policy.

## **STUDENT DISCIPLINE**

Lincoln Public Schools believes that the proper educational environment must be maintained in each elementary school in order to provide the best educational opportunities for each child. As part of our commitment to this belief, children that disrupt the educational process, or are a threat to themselves or others, will be disciplined. Any discipline measure will be consistent with the Student Behavior Code and the Regulations for Special Education of Students with Disabilities. This code will be given to each student during the first month of school.

Members of the school community are encouraged to report an incident of harassment to a teacher, administrator, or to the Director of Student Services for investigation. Harassment refers to an individual or group aggressively and/or repeatedly disturbing or bothering another individual or group. Behaviors, verbal or physical, that disregard the humanity and worth of others, are unacceptable.

Lincoln Public Schools has adopted a policy of zero tolerance for violations of its weapons policy. Students carrying weapons of any kind to school will be reported to the police and disciplined accordingly. Imitation weapons, such as various toys, are also prohibited through this policy.

Parent appeals of student suspension should be referred to the Superintendent, and then to the School Committee.

## SUMMARY OF BULLYING POLICY

Bullying disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. All students have a right to work and study in a safe, supportive environment that is free from harassment, intimidation, and bullying.

### **Prohibition against Bullying:**

Bullying is prohibited in the public schools of Lincoln, RI [R.I.G.L. 16-21-26]. The prevention of bullying is part of the Lincoln Public Schools District Strategic Plan [R.I.G.L. 16-7.1-2 (e)] and School Safety Plan [R.I.G.L. 16-21-24].

It is the policy of the Lincoln Public Schools that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated and may also be punishable under our harassment policy. The victim also has the option of proceeding under that harassment policy.

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitled Sexual Harassment and Title IX of the Education Act of 1972, Anti-Discrimination Laws.

### **General Definitions:**

Harassment, intimidation, or bullying means an intentional written, verbal, or physical act or threat of an act or threat of a physical act that a reasonable person should know will have the effect of physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational experience for a student.

### **Definition of Bullying:**

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or group of students maliciously spread rumors about another student. In most circumstances, bullying does not include a mutual fight between students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

### **At School:**

In the context of these regulations the phrase at school includes the following places and situations:

- In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)
- Anywhere on school property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops and walking to and from bus stops
- While students are walking directly to or from school
- At any school-sponsored activity or event, whether or not held on school premises

### **Disciplinary Sanctions:**

As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Parents are important partners in the disciplinary process. Communication will be open and frequent as we work together to solve disciplinary issues for the safety and well-being of our students. Disciplinary sanctions for bullying may include:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of school bus transportation
- Transfer to another school
- Assignment of additional community/school service
- Classroom exclusion
- Short term school suspension (10 or fewer days of suspension) or long term suspension (suspension of more than 10 days)
- Admonitions, warnings and counseling

### **Reporting Bullying:**

Lincoln Public Schools shall establish a procedure for reporting, filing, and acting upon reports of incidents of bullying. It will be publicized to staff, parents, students, and volunteers. The person(s) responsible for reporting bullying are:

- The victim of bullying
- Anyone who witnesses the bullying
- Anyone with credible information that an act of bullying is taking place

**Responsibility of Staff:**

School staff shall take all reasonable measures to prevent bullying that may come to their attention. All reports should be made to the principal. Such reporting should be documented. In this context, the staff includes volunteers working in the school. A school employee who promptly reports the incident of harassment, intimidation, or bullying to the appropriate school official designated by the school district's policy, and who makes this report in compliance with the procedures in the policy prohibiting harassment, intimidation, or bullying is not liable for damages arising from any failure to remedy the reported incident [R.I.G.L. 16-21-26 (18)].

**Instruction in the Prevention of Bullying:**

Students and staff shall be given instruction in the District's Policy and Regulations against bullying. This instruction shall include discouraging and preventing bullying, how to file a complaint, and how to take disciplinary action against those who commit acts of bullying.

**Responsibility of Students:**

Students who observe the act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of the bullying shall however, not be subject to discipline for failure to report the bullying.

## SCHOOL BUSES

School bus transportation should be treated as a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or while on a bus may provide sufficient reason to discontinue providing bus service for a specific amount of time. Please refer to the Student Behavior Codes. Children are expected to ride only on the bus to which they are regularly assigned, and to get on and off at their proper bus stops. If it becomes necessary to deviate from this routine, parents must request, in writing, permission from the principal. Students who want to walk to and from school when they usually ride a bus must have written permission from a parent. First Student Transportation is the official transportation contractor for the school department. Their telephone number is 334-0565. Bus routes will be posted on the Lincoln Public School website, [www.lincolnpns.org](http://www.lincolnpns.org).

## STUDENT DISMISSAL

Students must be picked up within 15 minutes of dismissal time. For students who miss the bus at dismissal time, parents will be notified immediately. If parents or other designated persons (from student's emergency card) cannot be reached within a reasonable amount of time, the police will be notified to assist with making contact with parents. (THIS APPLIES TO ALL EMERGENCY SITUATIONS.)

It is very important that parents/guardians keep the school secretary/teacher informed of any changes of address, all telephone numbers, and all emergency contact people.

## CAR AND PARKING REGULATIONS

School personnel and visitors must observe all restrictions concerning parking on school premises. The school must be accessible at all times for school buses and emergency vehicles such as fire trucks and rescue vehicles. All parking regulations are strictly enforced. Several of our schools have limited parking spaces. We request that parents encourage their children to use our bus transportation services, rather than be dropped off each morning or picked up at dismissal.

## LINCOLN PUBLIC SCHOOLS GRADING POLICY

The Lincoln Public Schools have adopted the following grading policy to facilitate the district's strategic plan and the shared belief that all students can achieve through perseverance, hard work and self-advocacy. This policy hinges upon multiple opportunities for all students to meet with success and demonstrate proficiency. The policy engages students and promotes student effort and achievement. It seeks to ensure equity and consistency for all students.

### **Purpose:**

The Lincoln Public School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluating and reporting student progress that is understandable to students and their parents/guardians and relevant for instructional purposes.

The primary audiences for a grade are students and parents/guardians.

The following points are central to issuing a grade:

- To communicate student progress toward achieving academic course standards.
- To ensure accuracy, consistency and fairness in scoring across the district.
- To ensure grades have consistent meaning throughout the school system and be based on grade level and course expectations as outlined in the curriculum.
- To implement a reporting system that provides meaningful achievement information to students, parents, institutions of higher learning, and other stakeholders.
- To establish reporting practices that are fair and meaningful, and support rigorous performance and achievement standards for all students.

### **The Basis of the Policy:**

Teachers shall apply professional judgment and use discretion when determining a child's grade based upon student growth and level of mastery of content.

- Grading shall be consistently weighed, scored and reported across the grade level in elementary schools or content area within the middle and high school.
- Teachers will be committed to allowing students multiple measures and opportunities to show what they know and can do.
- Reporting of student progress and achievements will be communicated through the district student information system. Other methods of communication may include telephone calls, notes, report cards, email, progress reports, conferences, etc.
- Grading will be used to develop the skills of all students to pursue whatever post-secondary path to success they choose.
- Grades shall be based on and will be assessed as a level of mastery of content and standards.
- Homework shall not count for more than 15% of an overall grade. Elementary, middle and high school will specify the homework expectations in their handbooks.
- Students will be allowed one additional opportunity to make up summative assessments for a maximum of 70%. Summative assessments are defined as: tests, on-demand tasks and quizzes, excluding midterms and final exams.
- Since the intent of a grading system is to measure a level of student mastery of content, teachers shall either issue a grade or list assignments as missing. Zeroes will not be used as placeholders for missing work. Teachers will communicate missing work using an incomplete through the student information system before inputting a zero. Students who were absent will be able to earn up to full credit for the missing assignments. Timelines for acceptance of late/missing work will be specified in each school's handbook.
- Letter/numerical grades will be used at middle and high school levels. Standard based numerical grades will be used at the elementary level.
- School level handbooks and individual policies shall not supersede the District Grading Policy.

### **Grading Policy:**

- The purpose of the Grading Scale is to indicate numerical ranges for quarterly and yearly grades.
- For the first quarter only, the minimum quarter grade a student may earn is a 50.

## **Grading Scale:**

### **Elementary K-4**

- 4 Exceeding the Standard
- 3 Meeting the Standard
- 2 Approaching the Standard
- 1 Not Meeting the Standard

### **Elementary Grade 5**

- 4 Exceeding the Standard
- 3 Meeting the Standard
- 2 Approaching the Standard
- 1 Not Meeting the Standard

- A (94-100)
- A- (90-93)
- B+ (87-89)
- B (84-86)
- B- (80-83)
- C+ (77-79)
- C (74-76)
- C- (70-73)
- D (60-69)
- F (0-59)

\*Note: Students who earn a grade of "F" as a final course grade may enroll in summer school in order to make up the failed course.

## **Rubric to Grade**

When rubrics are used to determine grades, a conversion scale shall be used.

## **Homework/Preparedness:**

Homework may be assigned in order to preview, review, reinforce, or extend concepts in the curriculum. It is critical for students to complete homework when assigned, as it directly impacts their level of understanding. Preparedness to participate in class also falls under this category.

Homework completion/preparedness *shall* account for a maximum of 15% of the total grade. When turned in by the deadline, this homework is given credit for completion or grade. Teachers will use professional judgment to determine the value assigned to partially completed work turned in at the deadline.

## **Grade Reporting:**

It is expected that schools will make multiple attempts to intervene with and communicate to students and parents regarding incomplete and failing work. Secondary teachers (Middle School 6-8 and High School 9-12) will record all student grades electronically within the student information system within one week and no longer than three weeks for major projects and papers. In extenuating circumstances, teachers will communicate with their administrator for approval of an extension of this grade reporting timeline.

## **Grading Special Populations:**

Teachers of English Language Learners, special educators, and general education teachers who provide instruction for a student will collaboratively examine evidence collected to determine a student's grade.

Parents of students with Individualized Educational Programs (IEP) will receive supplemental information on progress towards attainment of IEP goals at the time report cards are issued, consistent with federal and state requirements.

Parents of English Language Learners will receive supplemental information on progress towards language development at the time report cards are issued based on WIDA descriptors and district ELL guidelines.

### Implementation:

- The Superintendent and/or designee will build an understanding with the Lincoln School community of the core components as outlined in the policy and develop expectations for each level (elementary, middle, and high school).
- Building principals will build an understanding of the policy with their faculty.
- Building principals will oversee the implementation of the policy.
- Educators will implement the core components as stated in the Basis of the Policy.
- Specific language regarding grading procedures will be articulated in school handbooks at all levels.

### Reviews and Reporting:

- District staff will monitor fidelity to this policy annually and will provide updates to the school committee if changes are needed prior to a formal review.
- This policy will be formally reviewed every two years.

## HOMWORK GUIDELINES

Homework is viewed as a valuable way in which the instruction given during the school day can be reinforced, applied, or extended. It is assigned to all grade levels, and students are expected to complete the assignments. The purpose of homework is to enhance student achievement; to help students become more self-directed, independent learners; and to develop good work habits. Its effectiveness depends upon careful planning by the teacher, as well as, supportive parental involvement. The research overwhelmingly indicates that parental involvement in children's learning is positively related to achievement. Parents are expected to ensure that their children read daily. Parents are also expected to support students' acquisition of math facts and mastery of spelling words. While homework is the responsibility of the student, it is important for parents to help student's master skills that are taught.

In general, the guidelines for homework are:

Kindergarten	Learning activities will be sent home at the teacher's discretion
Grades 1 and 2	20 – 30 minutes - up to four times per week
Grade 3	30 – 45 minutes - up to four times per week
Grades 4 and 5	45 – 60 minutes - up to four times per week

Please recognize that the amount of time spent on homework will depend on the student's ability and/or work/study habits. Parents are encouraged to contact the classroom teacher if the time spent on homework routinely exceeds the prescribed guidelines. Final projects/reports or other long-term assignments which serve as a demonstration of student learning are not considered routine homework, and, therefore, should not be included within the above times.

## SCHOOL LUNCH/BREAKFAST PROGRAM

Nutritious lunches and milk are available at all schools. At the elementary level (K-5), the price of a lunch is \$2.55, breakfast is \$1.25; milk is \$.50. Applications for free or reduced price breakfasts/lunches are sent home at the beginning of the school year and are available at the school anytime thereafter. Menus are printed monthly, in advance, in school newsletters. You may pay by the week or by the month. Make checks payable to Lincoln School Nutrition Services. (Note: Exact change is helpful for payment of lunch/milk.) The School Breakfast Program is offered at all schools. Payment for breakfast, lunch or milk can be made in two ways:

1. On-line through our prepayment system MySchoolBucks.com. For more information on how to pay on-line and see transaction information, please go to [www.lincolnpns.org](http://www.lincolnpns.org), "Parents", "School Lunches".
2. In person at school.

When sending cash or check to school, please be aware **we are unable to take un-marked payments**. To ensure payments are credited correctly we must ask that you let us know who the payment is for. **Payment made at school must be sent in an envelope or zip lock bag with your child's name and account number clearly written on the outside**. Student ID numbers can be found on their Plastic ID card at school. If you're not sure about your child's Student ID number, please contact the principal's office and we can look it up for you.



## **FIELD TRIPS**

Class field trips are a part of the elementary school program. To be allowed to participate, each child must return a signed parental permission slip to the school before the trip takes place. All pertinent information will be shared with the parents. Participating students are supervised by teachers and parent volunteers. Students who do not demonstrate appropriate behavior during the school year may not earn the privilege to participate in class field trips.

## **CARE OF SCHOOL PROPERTY**

Students are expected to take responsible care of school property. Students are held accountable for damaged or lost books. Defacements of school property will result in disciplinary action. Parents will be financially responsible for damages. Textbooks that are taken home must be covered at all times.

## **PERSONAL PROPERTY**

Students may not bring personal property to school without specific permission from the principal. Even with permission, students are responsible for their property. Prime considerations for this rule are:

- to prevent valuables from being lost or damaged,
- to prevent distraction during lessons,
- to help prevent accidents and maintain safety.

## **EMERGENCY CLOSING OF SCHOOL**

In the event that schools must be closed because of inclement weather or other emergencies, announcements will be made over radio/TV stations and by the ParentLink Parent Notification System:

WPRO (630 AM and 92.3 FM)	Channel 12 News
B101 (101.5 FM)	Channel 10 News
WNRI (1380 AM)	Channel 6 News
WHJJ (920 AM)	
WRX (103.7)	

In order to facilitate the flow of communications between central office and the school during emergencies, parents are asked not to call the schools for information regarding school cancellations.

In anticipation of an emergency school closing before the usual dismissal time, your children should know where to go if you are not at home. Parents should not expect to be called. Please be certain that your children and the person responsible for them are aware of the procedure for such emergencies. Each school has an emergency dismissal form that will be distributed to parents at the start of school.

## **PARENT NOTIFICATION SYSTEM**

Lincoln Public Schools participates in the ParentLink Notification System. The system will contact parents and staff with weather-related announcements, warnings of extreme emergencies or health concerns. A message from the Superintendent will alert parents and staff by contacting the telephone number you supply during student registration. Please be sure to update your contact information whenever there is a change in order to receive the important messages.

## **SCHOOL-AGED SCREENING LAW**

The State of Rhode Island Special Education Regulation 4.2.1.2. School-Aged Children requires that the screening program for school-aged children shall include vision, hearing, health, and speech in accordance with the Joint Regulations of the Rhode Island Commissioner of Elementary and Secondary Education and the Rhode Island Director of Health on School Health Programs. It shall also include screening for other disabilities for children entering the school district for the first time

## HEALTH SERVICES

Lincoln Public Schools follows the regulations adopted by the Board of Regents concerning mandatory health services. The following are the services mandated for all students. (RI Rules & Regulations)

- 1. Hearing Screening** – Beginning in the first year of enrollment in Lincoln Public Schools, yearly, all students shall be given a hearing screening test by a properly trained and qualified person. (RI Rules & Regulations 11.0) K, 1, 2, and 3 only.
- 2. Vision Screening** – Every student shall be given a vision screening test upon entry to school and in 1st, 2nd, 3rd, 4th, and 5th grades unless satisfactory evidence is presented to the school physician that such a test has been completed within the preceding six (6) months. (RI Rules & Regulations 10.0)
- 3. Speech Screening** – Every student during his/her first year of enrollment in the Lincoln Public Schools shall be screened for speech defects by a trained and qualified person. (RI Rules & Regulations 12.0)
- 4. Dental Screening** – Every student in grades K – 5 shall be given an annual dental examination by a dentist. (RI Rules & Regulations 14.0)
- 5. Physicals** – Every Kindergarten student and Pre-school student entering Lincoln Public Schools shall have a complete medical history and physical examination which includes a lead screening. These physical examinations preferably should be conducted by the student's family physician and the results made available to the school nurse. Every student who has not been previously enrolled in a public or non-public school in this state shall have a medical history and physical examination completed. This examination shall be conducted in the twelve (12) months preceding the date of school entry, but if not, it shall be completed within six (6) months of school entry. (RI Rules & Regulations 9.1)
- 6. Immunizations** – Every student upon first entering Lincoln Public Schools shall furnish evidence that he/she has been immunized against the following: (RI Rules & Regulations 21.0)

DPT	5 doses with last dose given after 4th birthday
Polio	4 doses with last dose given after 4th birthday
MMR	2 doses; first dose after 1st birthday; 2nd dose must be given at least 1 month after 1st dose
Hepatitis B	3 doses required (please check schedule below)
Varicella	1 dose required on or after 1st birthday (please check schedule below or history of the disease)
Lead	required, need verification from physician that test was performed, date, and results
Mantoux	strongly encouraged

Effective August 1, 2005, all students, upon initial entry to a school, are required to have received three (3) doses of hepatitis B vaccine, and received one (1) dose of Varicella vaccine on or after his or her first birthday, or, if the first dose is given on or after the student's 13th birthday, two (2) doses of Varicella vaccine, in accordance with ACIP guidelines.

***Medication – it is strongly urged that all medication be administered to children at home. If prescription medication must be given at school, a medication form must be completed by the parent/guardian and physician, or a prescription form signed by the physician attached to the medication form. All medication must be transported to and from school by the parent/guardian in its original labeled prescription bottle.***

## SCHOOL INSURANCE

At the beginning of each school year, parents have the opportunity to purchase accident insurance for their children. Applications are sent home with the children. Parents are asked to study the information therein, provide the information requested, and return the signed application to the school.

## SCHOOL/HOME COMMUNICATION

It is the belief of the Lincoln Public Schools that parents and educators should cooperate as much as possible in the educational process. In this spirit, parents are encouraged to present ideas, suggestions, and concerns to the proper school personnel as soon as feasible. In the majority of circumstances, this usually means communicating first with the classroom teacher and then with the Building Administrator.

## **PARENT INVOLVEMENT**

The Lincoln School Committee believes that the education of children is a responsibility shared by the school, the family and the community. To support the school district's commitment to all children, it is essential that effective partnerships be developed that engage each of these key stakeholders.

In support of this belief, the School Committee is committed to the development, implementation and annual evaluation of family and community involvement within each school's strategic plan. These family/community involvement plans will be comprehensive and coordinated in nature and will reflect the needs of the local community. They will be consistent with current state and federal requirements but, at the minimum include these recognized standards for successful family and community partnerships.

All families are welcomed into the school community. The school will provide all families with opportunities to become active participants in the life of the school, feel connected to each other, to school staff and to what students are learning and doing in class. Families and school staff engage in regular, meaningful communications about student learning.

## **PARENT-TEACHER ORGANIZATIONS**

Each elementary school has a Parent-Teacher Organization (PTO, PTA, PACT) and School Improvement Team (SIT). These groups offer opportunities to become involved in meaningful ways in the school community. All parents/guardians are invited and encouraged to participate.

## **VOLUNTEERS**

Parents are encouraged to participate in the Volunteer Program in each school. Volunteers offer assistance to teachers and principals in tutoring, clerical assistance, library, computer programs, and after school enrichment programs. For more information, contact the building principal. In accordance with RI state law, volunteers must complete a BCI prior to volunteering in our classrooms.

## **VISITORS**

Visitors are always welcome in the elementary schools. Visitors will be asked to sign in, at the office and get a visitor's pass, which they will return when signing out. Visitors shall make an appointment to: a. visit a classroom, or b. discuss any concern with a member of the staff.

## **STUDENT RECORDS**

(Privacy Rights of Parents and Students)

It is the policy of the Lincoln Public Schools to allow parents, guardians, and eligible students access to educational records, and to obtain the written consent of said parents and eligible students prior to release of certain educational records. Such address to and/or release of such educational records shall be governed by appropriate regulations and/or procedures established in conformity with the Family Educational Rights and Privacy Act and the Educational Records Bill of Rights Act. A copy of these regulations may be obtained from the local building administrator.

## **AFFIRMATIVE ACTION OFFICER**

Lincoln Public Schools Affirmative Action Officer is the Director of Student Services, who may be reached at 721-3317. The Lincoln Public School does not discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations. Further, students, parents, or employees who wish to pursue a complaint should contact the Director of Student Services.

Lincoln Public Schools maintains a strong commitment to meeting the needs of all learners. Intervention programs for any student with demonstrated needs are coordinated through the Office of Student Services.

## **COMMUNICATION SERVICES**

Any person requiring assistance in contacting the Lincoln Public Schools due to a hearing impairment should call Relay Rhode Island at 1-800-745-5555.

## **USE OF SCHOOL TELEPHONE**

With the principal's permission, students may use the school phone for emergencies.

## **FIRE DRILLS**

In accordance with state law (16-21-4, 16-21-5), all schools (public and non-public) in Rhode Island are required to perform 15 emergency drills that include fire, lockdown, and evacuation drills. At least one drill shall be conducted each month, and at least one out of every four must be obstructed drills. As part of the required 15 emergency drills, each school must conduct two evacuation drills and two lockdown drills. One lockdown drill shall occur in September and one in January.

## **REPORT CARDS AND PROGRESS REPORTS**

Lincoln Public Schools has a standards based report card which is aligned to the Common Core State Standards ([www.corestandards.org](http://www.corestandards.org)). Report cards are sent home for grades K-5 in November, March, and June. The reporting system is designed to allow parents to keep each report card. It is requested that the envelope be signed and returned to school the next day.

Prior to the trimester report a progress report will be sent home to provide parents with information about their child's progress. You may retain this copy of the progress report but please sign and return the envelope to school the next day to confirm you have reviewed the progress report. Parent conferences are held in early December or at the request of the parent or teacher.

Please feel free to contact your child's teacher if you have any questions or concerns regarding the report card or progress reports.

## **TESTING PROGRAMS**

Students will be assessed during the school year according to the state mandates. In the spring, students in grades 3-5 will participate in the Rhode Island Comprehensive Assessment System (RICAS). They will be assessed in reading, writing, and mathematics. Students in grade 5 will participate in Next Generation Science Standards (NGSS).

The focus of these tests is:

- To determine academic development and the student's needs,
- To identify the student's strengths and weaknesses,
- To determine the strengths and weaknesses in our curriculum.

Additional information regarding state assessments may be found on the Rhode Island Department of Education website – [www.ride.ri.gov](http://www.ride.ri.gov).

The assessment calendar is as follows:

- RICAS testing window Spring 2020
- NGSS testing window for grade 5 students only Spring 2020

## **STUDENT SERVICES**

The Lincoln Public Schools recognizes that each child has varying needs in both the academic and social areas. The department strives to serve children with special needs within the parameters of the regular classroom. Students qualify for special services or modifications based on their demonstrated need. A student must qualify under the criterion of the RI Regulations for Students with Disabilities. Students are educated in the least restrictive environment possible, given the student's distinct learning style. Student Services provides a wide range of programs and support systems for children. Among these programs are instructing students with educational disabilities, providing speech therapy, providing psychological services, and conducting testing. If you require more information concerning the Student Services Programs, please contact the principal of your elementary school or the Director of Student Services.

## **CHILD OUTREACH**

The Lincoln Public Schools accepts the philosophy of project Child Outreach and is earnestly committed to proper management and operation of the program in the Town of Lincoln. Child Outreach endeavors to engage parents and professionals to identify preschoolers age three to five years old who may have special needs. Early detection and remediation of problems which might interfere with a child's learning is the primary concern of the Child Outreach program.

Child Outreach screening is held each year in the fall, then on an on-going basis throughout the winter and spring. Times, locations, and dates are published in local newspapers and school bulletins.

More information about Child Outreach may be obtained by contacting the Student Services Office at 721-3317.

## **KINDERGARTEN REGISTRATION**

Children turning 5 years old prior to or on September 1st are eligible for kindergarten registration and screening.

Dates and times for Kindergarten registration appear in the local newspapers and on the district website.

Parents of all children entering Kindergarten must present their child's original birth certificate, social security number (optional), immunization record, and two (2) proofs of residency.

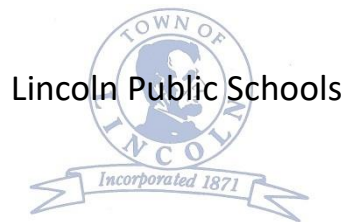
Pupils transferring from other schools will be registered upon presentation of proper transfer records.

## **PROGRAM SPECIALIST CURRICULUM**

In addition to the core academic curricula, your child will receive instruction for one school period each week in art, health, library/computer literacy, music and physical education.

## **LIBRARY BOOKS**

Each elementary school has the services of a professional school librarian. Students in grades K through 5 attend library skills instruction classes conducted by the school librarian. Students may borrow books from the school library for a specified period of time and are expected to return these books to the school library at the end of this time. If the library book is lost, the parent will be held financially responsible.



## Elementary School Reporting Pupil Progress 2019 - 2020

Grading Period	Grades Close	Report Card Sent Home
Trimester I	December 3, 2019 (61 days)	December 10, 2019
Trimester II	March 13, 2020 (61 days)	March 20, 2020
Trimester III	June 16, 2020 (60 days)	June 16, 2020

All Students will receive a progress report. Parents/Guardians will be informed by their child's teacher if a concern or problem arises outside of the designated reporting period

### Progress Reports

Grading Period	Dates For Progress Reports
Trimester I <i>(No Progress Report for Kindergarten)</i>	October 16, 2019
Trimester II	January 28, 2020
Trimester III	May 4, 2020

To better accommodate parent schedules there will be two options for the Fall Parent Teacher Conferences:

- the afternoon of December 16<sup>th</sup>
- the evening of January 9<sup>th</sup>

**Lincoln Public Schools  
Photo Release Form  
2019 - 2020**

**The Lincoln Public Schools** is including photos and names of students, teachers, and school activities on its website, in other publications (including the Valley Breeze Newspaper), and in other forms of social media.

Please indicate whether or not you give permission for your child's name and photograph to be used by completing and signing this form and returning it to your child's teacher.



\_\_\_\_\_ We/I hereby **give permission** for The Lincoln Public Schools to use *photos along with my son/daughter's name* on its website, in other publications (including the Valley Breeze Newspaper), and in other forms of social media.

\_\_\_\_\_ We/I hereby **do not give permission** for the Lincoln Public Schools to use photos along with my son/daughter's name on its website, in other publications (including the Valley Breeze Newspaper) and in other forms of social media.

Student's Name Printed \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian's Name Printed \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

***Please return this form to your child's teacher by September 13, 2019***