

# LINCOLN HIGH SCHOOL

*Lincoln, Rhode Island*



Grades 9 - 12

## HANDBOOK

*for Students, Faculty, Parents and Community*

**2022-2023**

**LINCOLN PUBLIC SCHOOLS**  
**2022 – 2023 CALENDAR**

Month	M	T	W	TH	F	(days)	Month	M	T	W	TH	F	(days)	
August	29	30	31			(2)	February			1	2	3	(15)	
September				1	X	(19)	6	7	8	9	10			
	X	6	7	8	9		13	14	15	16	17			
	12	X	14	15	16		X	X	X	X	X			
	19	20	21	22	23		27	28						
	26	27	28	29	30									
October						(20)	March			1	2	3	(23)	
	3	4	5	6	7		6	7	8	9	10			
	X	11	12	13	14		13	14	15	16	17			
	17	18	19	20	21		20	21	22	23	24			
	24	25	26	27	28		27	28	29	30	31			
	31													
November			1	2	3	4	(18)	April	3	4	5	6	X	(14)
	7	X	9	10	X		17	18	19	20	21			
	14	15	16	17	18		24	25	26	27	28			
	21	22	23	X	X									
	28	29	30				May	1	2	3	4	5	(22)	
December				1	2	(17)	8	9	10	11	12			
	5	6	7	8	9		15	16	17	18	19			
	12	13	14	15	16		22	23	24	25	26			
	19	20	21	22	23		X	30	31					
	X	X	X	X	X									
January						(20)	June			1	2		(12)	
	X	3	4	5	6		5	6	7	8	9			
	9	10	11	12	13		12	13	14	15	16			
	X	17	18	19	20		19	20	21	22	23			
	23	24	25	26	27		26	27	28	29	30			
	30	31				96 days							86 days	

Total 182 days

**August**

- 29 **Teacher Orientation & PD Day for TAs**  
 30 First Day of School Students in PK & grades 1-9 only  
 31 All Students **EXCEPT Kindergarten** report to School

**September**

- 1 ALL students, **including Kindergarten**, report to School  
 2 No School  
 5 Labor Day (no school)  
 13 Primary Day (no school) **PD Day for Teachers & TAs**  
 26/27 Rosh Hashanah (begins at Sundown on 9/25)

**October**

- 5 Yom Kippur (begins at Sundown on 10/4)  
 7 Elementary Only Early Dismissal/PM Elem. Teacher PD  
 10 Columbus Day (no school)

**November**

- 8 Election Day (no school) **PD Day for TAs**  
 11 Veterans' Day Celebrated (no school)  
 16 LMS Early Dismissal – Student Led Conferences  
 Afternoon 12:30– 2:30 PM & Evening 6 – 8:30 PM  
 17 LHS Early Dismissal – Parent Conferences  
 Afternoon 12 – 2 PM & Evening 6 – 8:30 PM  
 23 Early Dismissal ALL Students (In Person Learning Day)  
 24-25 **Thanksgiving Recess (no school)**  
 30 Elem. Early Dismissal – Parent Conferences  
 Afternoon 12:30 – 3:20 PM & Evening 6 - 8:30 PM

**December**

- 8 Elem. Evening Parent Conferences 5:30-8:30 PM  
 9 Elementary Only Early Dismissal  
 23 Early Dismissal ALL Students (In Person Learning Day)  
 26-30 **Holiday Recess (no school)**

**Open House – Dates to be Determined**

You will receive communication/information from your child's school regarding Open House dates and times

X = No School

Calendar Adopted by School Committee: 3/14/22

**January**

- 2 Last Day of Holiday Recess (no school)  
 13 LHS Early Dismissal – Exhibitions (snow date 1/20/23)  
 16 Martin Luther King Day (no school)

**February**

- 20 Presidents' Day (no school)  
 21-24 Winter Recess (no school)

**March**

- 17 Elementary Only Early Dismissal/PM Elem. Teacher PD

**April**

- 7 Good Friday (no school)  
 10-14 Spring Recess (no school)

**May**

- 26 LHS Early Dismissal – Exhibitions  
 29 Memorial Day (no school)

**June**

- 2 Graduation (*subject to change*)  
 16 Last Day of School - Elementary Only Early Dismissal

**Quarters – Secondary**

First	8/30/22 – 11/4/22	45 days
Second	11/7/22 – 1/24/23	46 days
Third	1/25/23 – 4/4/23	45 days
Fourth	4/5/23 – 6/16/23	46 days

**Trimesters – Elementary**

First	8/30/22 – 12/2/22	61 days
Second	12/5/22 – 3/14/23	60 days
Third	3/15/23 – 6/16/23	61 days

**LINCOLN HIGH SCHOOL  
135 OLD RIVER ROAD  
LINCOLN, RHODE ISLAND 02865**

# **STUDENT HANDBOOK 2022-2023**

**TELEPHONE:** (401) 334-7500

**FAX:** (401) 334-8753

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

## **PRINCIPAL**

Mr. Robert J. Mezzanotte

## **ASSISTANT PRINCIPALS**

Mr. Marc E. Cobb

Ms. Jaclyn L. Tirocchi

## **SUPERINTENDENT**

Dr. Lawrence Filippelli

## **ASSISTANT SUPERINTENDENT**

Dr. Kevin J. McNamara

## **SCHOOL COMMITTEE**

Mr. Joseph Goho, Chairperson

Mrs. Kristine Donabedian, Vice-Chair

Mr. Mario Carreno

Mr. Steven Carvalho

Mr. John Picozzi

Ms. Staci Rapko

Mrs. Mary Anne Roll

Student Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

**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.**

**The Lincoln School Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations. Any questions or concerns relevant to affirmative action or civil rights issues should be referred to the Affirmative Action Officer at 401-721-3300.**

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## **Core Values**

Respect, Integrity, Safety, Engagement, Unity and Pride

## **Belief Statements**

We believe

- All students deserve a safe, nurturing and respectful environment in which to learn
- All students are empowered to become lifelong learners and productive citizens in a global society
- All students should graduate career and/or college ready through multiple pathways of learning
- Meaningful and varied assessments inform high quality instruction
- Positive peer and adult relationships foster student success
- Resiliency and perseverance in the face of obstacles are keys to student success

## **Academic Expectations**

- Students will be thoughtful communicators who read, write, listen and speak effectively in preparation for careers and/or post-secondary education
- Students will be creative and practical problem solvers
- Students will be responsible users of technology and media
- Students will demonstrate continuous effort towards proficiency in all requirements for graduation

## **Social Expectations**

- Students will assume responsibility for their actions
- Students will demonstrate the ability to resolve conflicts responsibly
- Students will demonstrate respect and responsibility for the well-being and welfare of others within a diverse school community

## **Civic Expectations**

- Students will contribute to the well-being of the wider community through service
- Students will recognize their importance as participating members of American society within a global context

## *Message from the Principal*

This handbook has been prepared to inform you of the policies and procedures which create the conditions for a learning community to flourish. It reflects our core values and beliefs in that it outlines the expectations for you, the student.

Most importantly, this handbook serves as guide for our community to support you in your academic pursuits. Academics deserve your foremost attention and effort. A well rounded student, however, takes advantage of the numerous extracurricular offerings sponsored by Lincoln High School.

Lincoln High School and the community at large expect nothing but the best from you. We truly expect you to “*RISE UP*” to live those core values. I call upon you to take up this charge and take advantage of all Lincoln High School has to offer.

Respectfully,  
Robert J. Mezzanotte  
Principal

# Faculty and Staff

## Administration

Robert Mezzanotte  
*Principal*

Marc Cobb  
*Assistant Principal*

Jaclyn Tirocchi  
*Assistant Principal*

## Athletic Director

Gregory O'Connor

## Applied Learning

Cecilia Botelho

Roy Boudreau

Gregory Costa

Larry Desrosiers

Hope Evanoff

Robert Gervais

Brian Grant

Patrick Hanley

Christina James-Lolos

Dorothy Lareau

Maria Clara Medeiros

**Lea Miguel\***

Cheryl Murray

## English

Lisa Cardarelli

Theresa DeRiso

Kara DiNuccio

Michael Griffin

Megan Monte

James Morgan

Ashley Pavao

Matthew Pavao

Doreen Picozzi

**D. Jayson Schofield\***

## Guidance

Suzana Borba

Dawn Fish

Barbara Svitil

**Christine Testoni\***

## Mathematics

Regina Ferreira

Eleni Grammas

Teresa Hopkins

Kerry Johnson

David Keith

Renee Lepre

Carina Mauricio

Peter Prendergast

**Paul Rühle\***

Alana Schneider

Melissa Schofield

## Science

Timothy Brown

Jennifer Cameron

Denise Collins

Clete Garriott

Nicole Grammas

Sherri Jeschke

Kraig Krusz

Tiffany McCloskey

Joanne Phillips

**Graham Souness\***

## Social Studies

**Christopher Allen\***

Ronny Almeida

Casey Carr

Tracey Cook

Sarah Lane

Kelsey McIntosh

Jacqueline Michels

Gracieta Small

Frank Yip

\* denotes *Department Chair*



# Faculty and Staff

## Special Education

**Kristen Bannon\***

Deborah Bauzyk

Adam Coogan

Amanda Dalton

Karen Gill

Courtney Ide

Kaleena Lotti

Marissa Nardelli

Allison Nelson

Christopher Smith

Amanda Soave-Curi

Sara Stevens

Alyssa Tierney

## Unified Arts

Bethany Bedrossian

Heather Binder

Frank DeCaro

David Enos

**James Frost\***

David Jordan

Susan Kolenda

Brandon Lahoud

Amanda Migneault

Michael Orsini

## PBGR Coordinator

Paul Dalpe

## Reading

Jessica Galla

Joy Maimoni

## Library

Patricia Vivari

## Speech/Language

Nova Quinn

## ELL Coordinator

Amy Corrigan

## School Nurse

Nancy Plummer

## Career Coordinator

Kathleen Garvin

## School Resource Officer

Stephen Rodrigues

## Secretaries

Justine Buontempo

Rebecca Buontempo

Kristen DeMelo

Carmel Mendoza

Kathleen Murray

Christine Olley

## Teacher Aides

Kimberly Dorocz

Chrisily Genesse

Karen Hervieux

Marietta Khimatian

Tammy Kiernan

Kelly Lariviere

Amanda Macaruso

Barbara McElroy

Corrie Rosa

## Facilities

Jose Camara

Alexander Fillion

Christopher Herman

Alcide Houle

David Houle

Lisa Lopes

Joao Oliveira

David Peloquin

Xenophon Stavros

\* denotes *Department Chair*

## **SCHOOL COLORS**

Red, White, and Blue

## **SCHOOL MOTTO**

*“Today Knowledge, Tomorrow Wisdom”*

## **SCHOOL MASCOT**

Lincoln Lion

## **ALMA MATER**

All hail to Lincoln Senior High  
All hail to her fair name  
We'll sound her praise with voice and heart  
So all might know her fame

We pledge ourselves to Lincoln High  
She'll guide us along our way  
Her colors, red and white and blue,  
To them we will be true

All hail to Lincoln Senior High  
Our guide what e'er we do  
Achievement and success our goals  
Oh Lincoln, hail to you!

We pledge ourselves to Lincoln High  
She'll guide us along our way  
Her colors, red and white and blue,  
To them we will be true



# DAILY BELL AND SCHEDULE ROTATION

## Lincoln High School Schedule 2022-2023

M/W/F	1	2	3	4	5	6	7
7:30-8:28	A	F	D	B	G	E	C
8:33-8:51	ADV	ADV	ADV	ADV	ADV	ADV	ADV
8:56-9:54	B	G	E	C	A	F	D
9:59-10:57	C	A	F	D	B	G	E
11:02-12:44 1 <sup>st</sup> lunch 11:02-11:24 2 <sup>nd</sup> lunch 11:28-11:50 3 <sup>rd</sup> lunch 11:54-12:16 4 <sup>th</sup> lunch 12:22-12:44	D	B	G	E	C	A	F
12:49-1:49	E	C	A	F	D	B	G
Dropped Periods	F/G	D/E	B/C	G/A	E/F	C/D	A/B

T/TH	1	2	3	4	5	6	7
7:30-8:19	A	F	D	B	G	E	C
8:24-9:09	LB	LB	LB	LB	LB	LB	LB
9:14-10:03	B	G	E	C	A	F	D
10:08-10:57	C	A	F	D	B	G	E
11:02-12:44 1 <sup>st</sup> lunch 11:02-11:24 2 <sup>nd</sup> lunch 11:28-11:50 3 <sup>rd</sup> lunch 11:54-12:16 4 <sup>th</sup> lunch 12:22-12:44	D	B	G	E	C	A	F
12:49-1:49	E	C	A	F	D	B	G
Dropped Periods	F/G	D/E	B/C	G/A	E/F	C/D	A/B

1<sup>st</sup> lunch 11:02-11:24  
 2<sup>nd</sup> lunch 11:28-11:50  
 3<sup>rd</sup> lunch 11:54-12:16  
 4<sup>th</sup> lunch 12:22-12:44

# ONE HOUR DELAY DAILY BELL AND ROTATION SCHEDULE

	Advisory	Per. 1	Per. 2	Per. 3	Per. 4	Per. 5
Day	8:30 to 8:40	8:45 to 9:30	9:35 to 10:20	10:25 to 11:10	11:15 to 12:57	1:02 to 1:49
1	Advisory	A	B	C	D	E
2	Advisory	F	G	A	B	C
3	Advisory	D	E	F	G	A
4	Advisory	B	C	D	E	F
5	Advisory	G	A	B	C	D
6	Advisory	E	F	G	A	B
7	Advisory	C	D	E	F	G

1<sup>st</sup> lunch 11:15-11:39  
 2<sup>nd</sup> lunch 11:41-12:05  
 3<sup>rd</sup> lunch 12:07-12:31  
 4<sup>th</sup> lunch 12:33-12:57

# YOUR ACADEMIC CAREER

## *Planning Your Course of Studies*

Your course of studies will help you enjoy a successful and profitable school career. It will determine how well you are prepared for obtaining and holding a job, for going on to further vocational, technical, or business education or for entrance into a college or university. Here are some suggested steps you should follow in planning your high school program:

1. Honestly evaluate your personal strengths, interests, aptitudes, and needs.
2. Establish personal goals; even though you may revise them, you should have some specific educational, occupational, and personal objectives toward which you are working.
3. Learn the requirements for the kind of work you plan to do after graduation. If you plan to further your education, learn the entrance requirement to the school or college of your choice.
4. During the eleventh grade try to visit the schools or colleges in which you are interested.
5. Consult your parents, talk with your teachers, and confer with your guidance counselor to get the benefit of their experience and the information that they can make available to you.
6. Select the elective subjects to be included in your pattern of studies that you think will contribute most toward helping you achieve the goals that you have established.

## *Graduation Course Requirements*

Students must pursue a minimum of seven credits each year. Physical education must be taken and passed each year that a student is enrolled in Lincoln High School.

To graduate and receive a Lincoln High School diploma, students must earn 23 credits, distributed as follows:

### *Credit Distribution Requirements*

English	4
Mathematics	4
Physical Education/Health	2
Science	3
Social Studies	2
United States History	1
Civic Responsibility	0.5
Fine Arts elective	0.5
Authentic and Applied Learning elective	1*
*(for Class of 2023 and beyond only)	
Other electives	6*
*(5 for Class of 2023 and beyond)	

In addition, satisfactory completion of a graduation portfolio and an exhibition. (Exhibition only for Class of 2021 and beyond).

Diploma designations which can be earned. First, a *Commissioner's Seal* which will be awarded to students with qualifying scores on the PSAT and/or SAT. To be awarded a *Commissioner's Seal* a student must achieve the qualifying score in Reading and Writing as well as

Mathematics (As of this writing, the PSAT Reading and Writing score is 430. Math is 480. The SAT Reading and Writing score is 480. Math is 530.) A student may also earn a *Seal of Bi-Literacy*. The *Seal of Bi-Literacy* will be awarded to students based on qualifying scores on RIDE approved exams. More information will be forthcoming on these and other changes.

### ***Academic Probation***

A student will be placed on academic probation if he/she fails to complete the required preparation necessary to perform the Exhibition graduation requirement. For the purposes of this regulation, the required preparation is defined as submitting an Exhibition binder which meets standard on all required components. Therefore, any student enrolled in an Exhibition class who does not submit an Exhibition binder that meets standard by the submission date established by the PBGR Coordinator, and/or fails to submit a portfolio summative reflective essay by the submission date established by the PBGR Coordinator, will be placed on Academic Probation.

A student on Academic Probation may be excluded from participating in and attending all co-curricular and extra-curricular activities, including, but not limited to, athletics school club membership, the graduation ceremony, school dances/proms, senior , week events, spirit week events, and variety show. A student will be removed from Academic Probation once the PBGR requirements described above are completed. Student appeals of Academic Probation placement will follow the appeals process for a disciplinary action as described on page 64 of the Student Handbook.

### ***The Program of Studies Booklet (Available from Guidance)***

The program of studies at Lincoln High School serves two purposes. First, students are required to take certain subjects, which provide them with a broad background in the basic disciplines of English, Social Studies, Mathematics, Science, and Physical Education. Secondly, a number of electives are provided so that students can explore a variety of academic areas or acquire a greater degree of specialization in a field of particular interest.

While pursuing both required and elective subjects, students should work toward the achievement of the educational, occupational, and personal growth goals they have established for themselves. It is the student's responsibility to consult with parents, teachers, and counselors to obtain the needed help.

The goals you set for yourself, the responsibility you assume in the careful selection of elective subjects and the sincerity of purpose in meeting the demands of required courses will determine to a great extent the success of your high school educational career.

## **Lincoln Public Schools Grading Policy**

### **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.

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.



## **Secondary (High) 9-12**

A+ (97-100)

A (93-96)

A- (90-92)

B+ (87-89)

B (83-86)

B- (80-82)

C+ (77-79)

C (73-76)

C- (70-72)

F (55-69 No Credit)\*

U (50-54 No Credit Quarter 1 grade only)

U (0-54 No Credit Quarters 2-4, Semesters, Final Average)

I (Incomplete)

\*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.

### **Cross Reference to other policies & documents:**

School Level Handbook (Homework protocols and procedures)

First Reading: May 20, 2019

Second Reading: June 10, 2019

Policy Adopted: June 10, 2019

### **Grading Protocols**

- Students may reassess summative assessments up to a 70
- Students may reassess within 2 weeks after the graded assessment has been handed back
- Penalties for missed deadlines will be specified in the course syllabus

- Work that is not submitted will be coded in Skyward as “Missing”. After one week, this will change to a zero

**TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island**

***Failure or Unsatisfactory Work Report***

This report form is used at any time by a teacher to inform a student’s parent(s) or guardian(s) of the student’s unsatisfactory performance in class or impending failure in a subject. This form will be forwarded to the student’s parent(s) or guardian(s). The parent or guardian must sign it and have it returned by the student within 3 days of its receipt. Failure to return required signed notices will result in teacher detention.

***Student Exams***

All students are required to take mid-term and final examinations in each course in which they are enrolled with one exception. At the discretion of the teacher, seniors with an “A” average may be exempt from taking the final exam for full year courses and the final exam for semester courses. Students performing well on the state testing may be exempted from some of their exams.

***Report Cards***

Report cards are distributed to students at quarterly intervals during the school year. These reports include a grade in achievement in all subjects taken by the student and the number of absences. In addition, each of the student’s teachers usually indicates explanatory comments. The signature of the parent or guardian on the report card envelope is required. This signature is not interpreted as an approval of the report, but as evidence that the report has been examined. Report card envelopes must be returned within 4 days. Failure to return signed report cards will result in administrative referral. The final report card is mailed to the home in July.

***Honor Roll*** (calculated using unweighted GPA)

- First Honors: a student who achieves a GPA of 3.640 or higher
- Second Honors: a student who achieves a GPA of 3.300 to 3.639
- Third Honors: a student who achieves a GPA of 2.920 to 3.299

***Promotion Requirements***

Students are promoted not by completion of academic years, but by units of credits accumulated from year to year. To progress into the next grade, a student must attain a minimum number of credits.

Minimum Credits to be promoted to:

Grade 10	5
Grade 11	11
Grade 12	16
To Graduate	23

### ***Summer School Policy***

A student who earns a final grade of “U” in a subject is ineligible to attend summer school for the purpose of making up the course. When he/she receives a yearly average of “F” in a course, he/she has several options:

1. Attend summer school. The summer school grade will appear on the student’s permanent record as well as the original “F”.
2. Take a 3-credit course at a college or university to make up a one-credit high school course, or a 2-credit college course to make up a ½-credit high school course.
3. Engage a certified private tutor for 30 hours to make up a one-credit high school course, or 15 hours to make up a ½-credit high school course.
4. Repeat the course the following year.
5. Refrain from repeating the course next year if it is not a required course, and if he/she has enough credits to be promoted to the next grade.

### ***Dual Enrollment***

The Lincoln Public Schools has adopted a dual enrollment policy in accordance with state law that allows students to enroll in public post-secondary education courses both in the student’s high school and at the postsecondary institution to satisfy academic coursework requirements in high school and earn credits at a public postsecondary institution. Lincoln High School also has several concurrent enrollment options (Rhode Island College’s Early Enrollment Program and various articulation agreements with local colleges and universities). Please refer to the Program of Studies for more detailed information on dual and concurrent enrollment.

### **NATIONAL HONOR SOCIETY**

#### ***Purpose of the National Honor Society***

The Lincoln Chapter of the National Honor Society at Lincoln High School functions under the sponsorship and supervision of the National Association of Secondary School Principals. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at Lincoln. The purpose of the Rhode Island Honor Society is to recognize outstanding character and scholarship of students in Rhode Island high schools.

#### ***Criteria for Membership***

Membership in the National Honor Society is based on scholarship, service, leadership, and character. Candidates must have spent at least one semester in this school and be members of the junior or senior class. Candidates must successfully complete an application and interview for admittance into the Lincoln High School Chapter of the National Honor Society. Assessment of eligibility is done at the end of the sophomore year, and is also done at the end of the junior year.

This scholastic level of achievement is fixed and is the required minimum scholastic level to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on the basis of their service, leadership, and character. Any questions regarding the national guidelines are decided upon by the Faculty Council to the National Honor Society.

### ***Election of Members***

The election of members to the National Honor Society will be made by the Faculty Advisory Board to the Lincoln High School Chapter of the National Honor Society. The board consists of at least 5 faculty members whose appointments are approved by the Principal. This faculty board meets to select members through the application and interview process to consider dismissal, non-selection, and probationary cases. The Constitution of the National Honor Society is available by the National Honor Society Faculty Advisor.

### ***Academic Integrity***

Lincoln High School recognizes the need for all students to assume responsibility for their own schoolwork. Academic integrity must be preserved not only for its own sake but also in fairness to the objective evaluation of all. Cheating in any form cannot be permitted. In a case involving any form of cheating, including plagiarism from any source, a conference will be held to include the student; parent, teacher, and assistant principal (see code of conduct for sanctions).

The following action will be taken in any case which involves cheating:

1. The student's work will be rejected, and a grade value of zero will be imposed for the assignment in question.
2. If more than one person is involved in cheating, the same penalty will be assigned to all parties concerned. Students who allow their papers to be copied are considered to be cheating.
3. In the case of cheating which involves classroom disruption, the administration may impose a penalty of suspension.
4. The theft of teacher testing materials of any type will result in suspension.
5. It should be noted that in the exam setting, any behaviors not directly related to the taking of the exam could be construed as cheating. Students are cautioned to observe the sanctity of the exam and not risk the accusation of cheating and its consequences by talking, turning around, placing their own exam where it might be observed by others, etc.

### ***Homework***

With Lincoln High School's Core Values, Beliefs and Expectations in mind,

- Students will complete their independent homework on time and to the best of their abilities.

- Students will plan for the on time completion of long term projects.
- Students will self-advocate when necessary to successfully complete the homework assignment.
- Students are expected to do their own homework unless the teacher indicates otherwise.
- Teachers will assign homework that is meaningful and useful to deepen and practice the understanding of concepts critical to the course.
- Teachers will assign a balance of short term and long term assignments.
- Teachers will assign all homework and requisite materials during the class period. Homework will not be due for submission on non-school days (e.g. weekends, holidays, school vacation).
- Teachers will assign homework over a weekend that is not different in scope from a weekday assignment.
- Teachers will not assign homework to be completed during school vacations except as part of a long-term project and/or Advanced Placement (AP) coursework.
- Teachers will not have homework due on the first school day back from a school vacation.
- Parents and Guardians will monitor the completion of homework.
- Parents and Guardians will help to ensure that students develop routine home study habits.
- Parents and Guardians will assist in the selection of courses in order to ensure a manageable workload for the student given the expectations of the course.

**NOTE: AP courses and curricula are set by the College Board. From the course syllabus, students will have clear expectations about the amount of daily homework. Students should consider the advanced nature of this college level coursework when selecting courses.**

### **RHODE ISLAND HONOR SOCIETY**

Eligibility for the Rhode Island Honor Society is determined at the end of seven (7) semesters. Students are eligible with a 3.3 cumulative unweighted GPA.

### **NATIONAL BUSINESS HONOR SOCIETY**

The object and purpose of the organization, organized as a chapter of the NBEA National Business Honor Society (hereinafter referred to as NBHS), are to:

- promote and recognize academic achievement in business education at Lincoln High School.
- foster and recognize leadership skills and character development.
- help members grow ethically and socially by promoting and encouraging an interest in business, and
- encourage member involvement in service learning initiatives.

To qualify for active membership, a student must be a high school junior or senior. The student must have completed or be currently enrolled in his/her third business education course. The student must have a minimum weighted average of 3.00 or a minimum unweighted average of 3.50. In addition, the student must have a minimum standard GPA on a 4.00 scale, as follows: business courses unweighted average-3.50; overall weighted average 3.00.

## **GUIDANCE SERVICES**

Counselors assist in planning a program of studies. Through a carefully planned system of individual and group guidance, students receive assistance in working toward achieving their goals. In personal interviews, counselors help to identify strong points and weaknesses by interpreting the results of tests, and by reviewing achievements. Personal interests in and out of school are evaluated. Information concerning the requirements for work, special training, or college is made available.

Since your parent(s)/guardian(s) are interested in your ambitions and plans, be sure to discuss your ideas with them. If they would like to confer with your counselor, you may arrange an appointment for them. Members of the guidance staff welcome the opportunity to discuss your educational and vocational plans with you and your parent(s)/guardian(s).

Every pupil's daily schedule is constructed on an individual basis so that needs, interests, and abilities are met. All available means will be used to make certain that you can follow a pattern of studies appropriate to your complete growth and development.

### ***Request for Counselor Appointments***

Each student is encouraged to make regular appointments with his/her counselor. The student must obtain a form at the Guidance Center and fill out a *Request for Counselor Appointment* form or make appointment arrangements before 7:30AM. The counselor will then schedule the appointment, usually the next day. The student is expected to stay in class until the time of the appointment and to return to class as soon as the conference with the counselor is concluded. In some exceptional emergency situations, a student may have to see his/her counselor immediately. In this instance, the student should inform the guidance secretary of the necessity of an immediate appointment and the student will be attended to at the counselor's availability.

Upon entering the Guidance Center, a student is to sign in on the appropriate student sign-in form. All students need to arrive with a pass.

***Specific services provided by the counseling staff are as follows:***

1. Assistance in the selection of subjects.
2. Adjustment and changing of schedules.
3. Adjustment to the school situation.
4. Information concerning colleges and schools of advanced training.
5. Information regarding careers, job opportunities, military information, and apprenticeships.
6. Information regarding financial aid.
7. Counseling: drug and alcohol-related, personal and family.

***Schedule Changes***

During the first 10 days of a course, schedule changes can be made for reasons including correction of an error in the schedule, adjustment due to summer school, changing a course or changing a curriculum level following a counselor/parent/teacher conference. After the first 15 days of a course, schedule changes will be made only if a student is misplaced. "Misplaced" implies a student is giving a maximum effort, including seeking extra help, and cannot achieve a passing grade or the student is working above the level of the course.

Student course changes will only be made after all parties involved agree the change is in the best interest of the student. Changes, if possible, are only made with the approval of the Guidance Department Head. If a change is denied, the parent may appeal to the student Assistant Principal and then to the Principal. The Principal's decision is final. Students and parents need to be aware that changes to schedules can result in a loss of the opportunity to gain credits. It is not school policy to permit a student to drop a course for reasons of homework, teacher, location of the classroom or time of the class.

***Withdrawals and Transfers***

Upon withdrawal or transfer from school, a student should:

1. Report to the Guidance Center for a withdrawal form.
2. Have the withdrawal form signed by his/her parent/guardian, teachers, the nurse, librarian, attendance secretary, counselor, and the appropriate administrator.
3. Return the form to the Guidance Center. A transcript of your work will not be sent to the new school until you have completed the prescribed Lincoln High School withdrawal procedures.

***Admission to College***

A student planning college entrance should consult [www.collegeboard.com](http://www.collegeboard.com) and his/her counselor regarding the specific requirements of the colleges to which he/she is applying as soon as possible after entering high school.



### ***Alternate Programs***

Alternate programs are various programs designed to meet the needs of students in a number of ways. These programs either supplement or replace the regular school day by offering educational experiences beyond the Lincoln High School campus. Information concerning the following programs is available in the Guidance Center through your guidance counselor.

- Advanced Placement (AP) Program
- Early Enrollment Program (EEP)
- Early admission to college
- Davies Vocational-Technical
- Vocational Rehabilitation

### **FEDERAL EDUCATION RIGHTS AND PRIVACY ACT 20 USC 1221 ACCESS TO EDUCATIONAL RECORDS**

Parents of students and students 18 years of age and older have the right to inspect and review the student's education records upon request. A parent or eligible student making this request may do so in writing to the Principal of the building or through the Director of Student Services. The district will afford the parent or eligible student an opportunity to review the records within 45 days. A parent or eligible student may request an amendment of a student's record through the Director of Student Services for amendment. If the district refuses to amend the record, the parent or eligible student may request a hearing through the Director of Student Services.

The parent or eligible student may also file a complaint to the Commissioner of Education or to the U.S. Department of Education. Please contact the Director of Student Services if you have any questions.

The Federal Education Act requires all high schools to give student information to the armed services. However, the law also allows parents and students over the age of 18 to block the release of information. If you do not want your child's data released to the armed services, please notify the school in writing. All correspondences should be addressed to the principal.

### **EDUCATIONAL SERVICES IN ACCORDANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973 LINCOLN SCHOOL DEPARTMENT POLICY SECTION 504 OF THE REHABILITATION ACT OF 1973**

It is the policy of Lincoln High School to conform to the provisions of Section 504 of the Rehabilitation Act of 1973, as amended. In accordance with applicable laws and regulations, the school provides that all programs, activities, and classes, including laboratories, shops, and technology components, be readily accessible to and usable by all students, teachers and parents, including individuals with disabilities. Physical facilities including laboratory components, which offer classes in the areas of Art, Business Education/Technology, Computer Programming, Health and Physical Education, Home Economics, and Science, are located on the main floor level in close proximity to other regular education classes.

Three chair lifts at Lincoln High School provide access to the 300 level, as well as to Industrial Technology classes in woodworking, automotive, electricity, and metals course programs. Any individual wishing to obtain information about access to physical facilities or requesting relocation of programs, activities, and/or classes may contact the office of the principal.

## **STUDENT LIFE**

### ***Advisory***

Advisory time should be spent with the group. Therefore, students should not use this time to take care of personal business such as going to guidance or to the library. (Note: guidance counselors will not be available during the advisory period.)

The primary objective is to engage advisees and foster a sense of community. Advisors are encouraged to go with the flow of their group, showing interest in and validating individuals. All advisors will cover 5 common activities for each quarter to maintain continuity. Guidance will come in at least once per quarter to every group, but staff support will be available as needed. Since this is a social rather than academic setting, students may not do homework, make up tests, sleep, or use electronic devices. Students will not be forced to participate in any particular activity, but may not disrupt the function of the group. Advisors will warn students and handle discipline within the advisory as they would in a typical class.

Any student showing disrespect toward an advisor or advisee will be sent to an administrator and disciplinary action will follow. Absences, tardiness, and truancy will be submitted to and handled by administration, as usual. Although administration will deal with discrepancies, it is the advisor's responsibility to take attendance. Due to the abbreviated period length, bathroom passes will not be given during advisory. Switching advisory groups will not be allowed; the point of this program is for every student to get to know and depend consistently on one adult.

### **Food & Beverages in Advisories**

Eating and drinking in the advisory is a privilege. The privilege will be suspended for an advisory group for the remainder of the semester if there is evidence of eating or drinking left behind. Students may bring snacks and covered beverages, but may not obtain them at any time during the school day. There will be no food or beverages at or around computers or lab areas. Students will be responsible for any damages resulting from consumption in restricted areas as stated in the student handbook. Students must put away food and drinks before leaving the advisory. Food and beverages are not permitted at any other time or place with the exception of the cafeteria during student's assigned lunch.

### ***Announcements***

Announcements are made daily during the advisory period. All announcements are to be submitted electronically to the secretaries in the high school's Main Office by the faculty/staff member sponsoring the activity.

### ***Assemblies***

Our assembly programs form an integral part of the educational experiences of our school. For that reason, we select programs that promise to do the following:

1. Foster school spirit by providing a time and place when all students come together for a common purpose.
2. Provide cultural and educational experiences that supplement and enhance the cultural and educational influences that may be presented in the classroom.
3. Provide opportunities for students to present programs in which student talents and skills may be given the recognition and appreciation they deserve.

### Assembly Behavior Expectations

The following guidelines are being implemented for the personal comfort and enjoyment of programming by all who attend school functions in the auditorium. They also show respect and courtesy to our guests and each other. First and foremost is consideration of our guest. Talking during presentations is disrespectful. Any behavior that disrupts the presentation is embarrassing to the Lincoln High School community.

- a) Students will enter the auditorium quietly and in an orderly fashion.
- b) All students will remain with their class for the entire program.
- c) Students will sit where staff members direct them. They will fill all the rows beginning from the front of the auditorium filling every seat.
- d) Students will face to the front of the auditorium and not talk during the presentation and will sit quietly while waiting for the program to begin.
- e) In keeping with school rules, no electronic devices will be used during any assembly.

### ***Band and Chorus***

All students may participate in either the band or chorus. These activities afford students an opportunity to perform in different settings and are an important part of the life of our school. Further information can be obtained from the website [www.lhsband.com](http://www.lhsband.com).

### Band and Chorus Rules

Rules governing stage band and chorus equipment are as follows:

1. Members of these musical organizations are held responsible for the care and return of all music and supplies issued to them.
2. The student to whom an instrument is charged must assume responsibility for replacing strings, reeds, etc.

3. If an instrument is lost or damaged while in the student's charge, he/she must assume financial responsibility for replacement or repairs.
4. Unless permission is secured from the Director of Music, the student will use the instrument only when playing with Lincoln High School organizations.
5. In case of lengthy illness, the student should return all music equipment to the school for class use.
6. Members of musical organizations are required to attend ALL rehearsals necessary for performance at concerts, special performances, etc.

### ***Building Guests/Visitors***

As a general rule, visitors are not allowed on school grounds during the school day without administrative approval. All approved visitors are to report to the Main Office upon entering the building. They will sign-in and receive a guest pass to be worn for the duration of their visit. Guests need to sign-out before exiting the building. Any person interested in touring the school should contact the building principal. Non-registered students are not allowed to visit the school.

### ***Security Cameras***

For the safety and security of the students, faculty and staff, cameras will be recording throughout the building and grounds.

### ***Bulletin Boards***

Bulletin boards are a necessary part of the official and social life of the school. While all groups are encouraged to promote their organizations, the following rules should be observed:

1. Notices may not be posted without permission of an administrator.
2. All notices should be neatly lettered and have correct spelling.
3. Posters must bear the date, day, place and time of the event/meeting.
4. Notices may not be posted on windows, doors, painted, tiled, or brick surfaces.
5. Only bulletin boards are to be used.
6. All notices will be removed by those who posted them within 24 hours after the event/meeting.

### ***Cafeteria***

The cafeteria will be open each school day at 7:00AM until 7:25AM for breakfast. At lunchtime, students are to be in the cafeteria only during their assigned lunches.

Students are expected to:

1. Pay for their lunches; no credit.
2. Stand in line and wait their turn.
3. Eat in the cafeteria.
4. Keep the table areas clean.

5. Properly dispose of refuse in recycling and trash receptacles. Food items, drinks, and ice cream are not to be taken from the cafeteria.
6. Sitting on tables or throwing foodstuffs or debris is not permitted.
7. Cards or game playing is not allowed.

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and on you as an individual. Students who fail to observe these guidelines will be subject to disciplinary action, including the loss of cafeteria privileges. Students who leave the school grounds during lunch are subject to the school's disciplinary code.

### ***Care of Personal Property***

Each student is responsible for his/her personal property. Large sums of money, watches, any type of electronic equipment, and jewelry should be left at home. If an article is lost, check to see if it has been turned in to the Main Office. If it is necessary to bring a large sum of money and or valuables to school, it is strongly advised that it be taken to the Main Office for safekeeping during the school day. The Lincoln School Department is not responsible for lost or stolen personal articles.

### ***Care of Lincoln High School Property Textbooks/Materials***

The School Committee supplies each student with all necessary textbooks. When a student receives a book, he/she signs his/her name in the book indicating that he/she is responsible for the care of the book, and that he/she will be liable for all damages to it or for its loss. Books will be inspected periodically by subject teachers. Each student will be required to pay for the cost or replacement of any lost or damaged book.

Students may be supplied with technology such as Chromebooks, laptops and/or computers for use in their classrooms by their subject teachers. Such devices are numbered with unique identifiers that are assigned to specific students at the time of distribution. Students are responsible for appropriate use and care of the technology they are assigned and will be liable for all damages or for loss of any technological components assigned. Students will be required to pay for replacement or repair costs for any lost or damaged assigned technology.

### ***Locker Policy, Textbooks, and Physical Education***

1. Upon student request, a locker assignment may be issued from the main office for individual student use. Sharing lockers is not allowed.
2. Each student is required to use the school issued combination lock. Any unauthorized lock will be removed.
3. Each locker must always be kept locked.

4. It is the student's responsibility to report all broken lockers to the main office. P.E. locker problems should be reported to his/her physical education teacher.
5. No materials should be pasted on the inside or outside of the locker.
6. No student is to write on any locker or mark it in any way.
7. The school locker is loaned to the student and may be inspected by a school official at any time. The locker must be kept in neat condition at all times.
8. Tampering with a locker is vandalism and the student will be subject to suspension and /or restitution for damage.
9. A lost lock must be replaced at a cost of \$5.00.

The Lincoln School Department is not responsible for lost or stolen school property articles.

## ***Dances***

### 1. Dancing Guidelines

a) The following dance gestures will be prohibited:

- Front to back dancing
- Pelvic thrusting
- Intertwined legs
- Lap dancing
- Hands on knees
- Obscene gestures
- Mimicking sexual activity

b) Front to front dancing is permitted so long as it is appropriate

c) During slow dancing, hands should be kept in appropriate places

d) Chaperones will determine if dancing is inappropriate. All students must sign a contract agreeing to these rules in order to attend the dance

### 2. Dancing Infractions

a) Group Infractions

- 1<sup>st</sup> infraction: A song designated by the administration will be played as a warning
- 2<sup>nd</sup> infraction: The warning song will be played a second time, lights will be put on and an alternate choice of music will be played

b) Individual infractions

- 1<sup>st</sup> infraction: A chaperone will clearly state what the student was doing wrong.
- 2<sup>nd</sup> infraction: If a student already has a mark on their bracelet and commits another infraction, the bracelet will be removed.
- 3<sup>rd</sup> infraction: If a student's bracelet has already been removed and he/she commits another infraction they will be removed from the dance and parent/guardian called. Any student removed from a dance will be ineligible to attend the next two dances that are run by Lincoln High School. No refund will be issued if a student is removed from the dance for

### inappropriate dancing

3. Tickets will only be sold in advance, not at the door.
4. Dances, as a rule, will take place on Friday nights, ending no later than 10:00PM. Actual times and dates of dances must be authorized by the administration.
5. Dances, unless otherwise stated, are open only to members of Lincoln High School, grades 9-12, who are in good standing.
6. Admission to dances closes one half hour after scheduled starting time.
7. Outside guests are only permitted for the Junior and Senior proms with prior approval of an administrator. Only outside guests 20 years of age or younger will be permitted and proof of age is required upon registration.
8. Students must accompany their guest to the prom. Each student is entitled to bring only one guest to the prom.
9. Upon arrival students need to immediately enter the dance venue and not loiter outside.
10. Students will not be allowed to leave a dance until one half hour before the end of the dance. Students leaving before this time without administrative authorization will be subject to the disciplinary code.
11. Student may not re-enter a dance once they have left.
12. At dances, as at all school activities, each participating student should be clean, neat, and well groomed. Distracting or immodest extremes in clothing or makeup will not be considered appropriate or acceptable. Students will dress in full conformance with the Student Dress Policy on page 28.
13. Students must be in attendance all day at school on the day of a dance.
14. The safety of our students is paramount. Breathalyzer testing for illegal substances and/or searches will be conducted at the discretion of the administration. The Principal and/or Assistant Principals will be the final judges of these matters.
15. All school rules remain in effect both on and off campus.

### ***Field Trips***

1. Students participating in a school-sanctioned trip are required to have the school's parent permission form, which is obtained from the faculty supervisor, completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. Students are required to submit the money necessary to meet expenses to their faculty advisor at the time the permission slip is returned.
2. The faculty supervisor or an administrator can limit who is able to attend a field trip. If the faculty member feels that participation is not warranted he/she must let the student know ahead of time.

3. Students will not be allowed to participate in a field trip if it is believed that attendance will be detrimental to the successful handling of his or her work and assignments in other classes.
4. Students attending field trips are responsible for all class material presented that day in all of their other classes, including meeting all announced due dates.
5. Exemplary conduct is expected of all students involved in a school-sanctioned trip.
6. Students are to leave from and return to the high school in the transportation provided. If the bus returns after normal school hours, students may request permission from the faculty supervisor to be dropped off in the vicinity of their homes.
7. All school rules remain in effect.
8. Students cannot carry any medications without the approval of the school nurse.
9. Students requiring an inhaler or an EpiPen must carry it on their person. Students will not be allowed to leave school without it. If the student no longer needs it, a physician's note is required.

### ***Emergency Drills***

Each student will become familiar with the drill instructions posted in the classrooms.

1. When the fire alarm sounds, each student will:
  - a) Leave the room in a quiet and orderly manner.
  - b) Leave the building and proceed as directed in a quiet and orderly manner to an area at least 100 feet from the building. Students will remain with their respective class and follow the directions from their teacher or an administrator.
  - c) In keeping with school rules, no electronic devices will be used during any emergency drill.
2. For all other emergency drills (evacuation, lockdown, etc.), students will follow the instructions of their teacher and administrators.

### ***Library/Media Center***

Every student is encouraged to use the school's Library Media Center for research and reading. A computerized catalog, periodical databases, and Internet access are available. Students may borrow materials from the library at the circulation desk.

Hours: Library hours are from 7:30AM to 2:05PM and occasionally later by prior agreement. (The Library is sometimes closed to accommodate special programs.)

Passes: During school hours, students are required to have a library pass issued by a teacher in whose class they have an assignment, an administrator or a librarian. Substitute teachers are not allowed to issue passes to the library. Before and after school, students may use the Library Media Center at their convenience. No student will be admitted to the library without a pass.



Loans of Library Materials: The standard loan period is 2 weeks for most books and 1 week for periodicals and vertical file materials. Overnight reserves must be returned before the start of first period the following day. Renewals are allowed for most books provided there is no one waiting to use the book. The computer will be able to check overdue materials. Students with overdue materials will not be loaned further materials until the overdue material is returned. Students are responsible for all borrowed materials and should return materials personally to the Library.

### ***Student Dress***

The educational experience is geared to help students prepare for the larger world and thus good grooming and proper attire should be emphasized.

1. Clothing and hairstyles worn at school during school hours must reflect cleanliness, neatness, and appropriateness for the activity in which the wearer is involved.
2. Clothing of an overly revealing or distracting fashion is not acceptable. Tops that expose the midriff and/or cannot be tucked in are not acceptable. Low riding pants or jeans, which display underwear, as well as excessively revealing shorts or skirts is not permitted. Shorts and skirts must be below a student's hand when the arm is at rest at the student's side. Beachwear, cut off shirts and muscle shirts are not permitted. "Spaghetti Straps" are not allowed. Straps must be at least 1 inch wide.
3. Clothing or hairstyles, which constitute a health or safety hazard, will not be worn. This would include loose or highly flammable clothing or unrestrained hairstyles in laboratories, around machinery, or in areas where a fire/safety hazard may exist.
4. Clothing which cause excessive wear or damage to school or personal property will not be worn. Such clothing includes metal taps or cleats on shoes, or metal studs on clothing.
5. Clothing, insignia buttons, jewelry, or any other apparel which advocates, advertises, or flaunts the use of tobacco or alcohol products, drugs, weapons or contains obscene or questionable printing will not be permitted.
6. Outdoor clothing - including hats, caps, visors, bandannas, and other forms of outdoor headgear, as well as coats, wind breakers, and parkas - will not be worn in school except for medical reasons or special "dress up days." Students who must go outdoors may wear appropriate clothing when necessary. This provision may be waived by the classroom teacher involved when classrooms are too cold for comfort.
7. Appropriate and safe footwear must be worn.
8. Sunglasses will not be worn in school buildings unless required for certifiable medical reasons.
9. No dog collars, chokers or chains are allowed to be worn either on the body or clothing. The Principal or Assistant Principals will notify parents or guardians for any violation of the regulations.

## **USE OF BUILDING**

Regular school clubs and organizations are allowed to use the rooms of the building after school, following receipt of permission from an administrator. The faculty sponsor must complete the prescribed request form.

### ***Supervision***

As a rule, students should not plan evening, Saturday or holiday meetings or activities which could interfere with their high school work. Occasionally, however, it is necessary, as in the case of play rehearsals, to carry out some of the work at night. Regardless of when, students are not allowed to use the school's facilities, including the gym, without direct faculty supervision.

NOTE: At no time and under no conditions shall school events or practices go beyond the hour of 11:00PM.

## **HEALTH SERVICES**

### ***Emergency Procedure Cards***

At the beginning of each school year, each student is asked to bring home an *Emergency Procedure Card* to his/her parent(s)/guardian(s) for completion. The card must be returned by the student to his/her advisory teacher as soon as possible. The *Emergency Procedure Card* contains the latest information on a student's health status and up to date information on how to reach parents and/or their designee in an emergency situation. It is critical that we have an *Emergency Procedure Card* for each student enrolled.

### ***Procedure for Health Room Admittance***

Health services provided by a certified school nurse-teacher are available for students in the Lincoln Public Schools. One of the purposes of the health services is to provide first aid in the schools to prevent further serious injury following an emergency or illness that takes place at school. In order for students to be admitted to the Health Room, they must adhere to the following guidelines:

1. A student must have a written pass from the teacher whose class he/she will be missing to come to the Health Room.
2. When a student comes to the Health Room at the end of a class period he/she will not be admitted and will be sent to the teacher of the class they are expected at for a pass.
3. When in the nurse's judgment a student is too ill or injured to obtain a pass, the nurse will have the Main Office notify the teacher that the student is in the Health Room.
4. It is not acceptable for an ill student to spend a class period in a lavatory because they are "too ill" to make it to the Health Room. This will be treated as an unexcused absence from class, as the nurse is available to assist students as needed. Students who are ill are not to use their cell phones to call their parents. Contact with parents will be made through the school nurse.

5. Students should not assume that because they have an appropriate pass they are entitled to spend an entire class period in the Health Room. While consideration is always given to a student's statement of ill health, nursing judgment is also utilized in determining if a student should be sent back to class, allowed to rest, or sent home.

### ***Health Examinations***

In accordance with the State of Rhode Island School Health Regulations, health examinations are required when a student enters into the seventh grade and when a student transfers into a new school system. All students who transfer into the Lincoln Public Schools are required to have a complete physical examination by their health care provider. Written evidence of the results of the physical examination must be given to the School Nurse-Teacher.

In addition, any students participating in a sport at the high school are required to provide the School Nurse-Teacher with written evidence of a physical examination and clearance to play a sport on a yearly basis. If clearance expires during the season, an updated physical is required to complete the season.

### ***Medication Policy***

Students will be suspended for carrying, sharing, transferring, self-administering or in any way diverting his/her over the counter medication, prescription medication and/or controlled substance. No person except the School Nurse/Teacher may accept medication of any kind from a parent or student.

#### **Over the Counter Medication (OTC)**

Students may carry OTC medication to school and deliver it to the School Nurse/Teacher. Please note the following guidelines:

1. Medication must be in the original manufacturer's container.
2. A medication permission form must be signed by the parent. This must be done yearly.
3. The School Nurse/Teacher will administer the medication in the Health Room.
4. Tylenol, Advil, and Tums are stocked in the Health Room. The dosage administered is according to label instructions. Higher dosages and/or any other over the counter medication require a doctor's order.
5. Under no circumstances will a medication be administered without a parent's or guardian's signature, unless the student is 18 or over.

#### **Prescription Medication**

1. Requires a doctor's written order and a parent's or guardian's signature preferably on a medication form.
2. Medications that are once a day dosed will NOT be administered in school.

3. Students may carry prescription medication to school and deliver it to the School Nurse/Teacher upon arrival.
4. All medications must be stored in their original prescription-labeled containers.

### Inhalers and Epipens

Parents/Guardians must inform the School Nurse if their child requires an Inhaler or Epipen. Students requiring these items are allowed to self-carry and self-administer Inhalers and Epipens, but a written doctor's order will be kept on file with the School Nurse and requires a written agreement between the doctor, parent, and nurse that the student is capable and reliable to self-carry and self-administer these medications.

### Controlled Substances (Ritalin, Adderall, Dexedrine, etc.)

A student may carry his/her own medication to school but must deliver it to the School Nurse immediately upon arrival at school.

1. The student and nurse will count the medication together and sign for the delivered amount.
2. Medication must be stored in the original prescription-labeled container.
3. A written doctor's order must be provided, as well as a parent's or guardian's signature.

### Field Trips

Students may self-carry and self-administer one day's supply of medication during a field trip, including a controlled substance, if granted prior approval by the School Nurse. The parent/guardian must supply the medication.

1. Medication must be in its original prescription-labeled container.
2. OTC medication must be in the original manufacturer's container.
3. Prescription medication must be accompanied by a doctor's order if it is not already on file in the Health Room.

### **STUDENT ASSISTANCE COUNSELOR**

The Student Assistance Counselor is available in room 209 for students who are concerned about a number of issues including substance abuse, tobacco use, alcohol and other dependency issues. Students needing to make an appointment should place a note in the mailbox of the Student Assistance Office. The Student Assistance Counselor will contact the student to schedule an appropriate time.

### **SCHOOL PSYCHOLOGIST AND SCHOOL SOCIAL WORKER**

The school psychologist's office and school social worker's office are located in the Guidance Suite. They are available to students by appointment.

### **EXTRA-CURRICULAR ACTIVITIES**

The Lincoln High School recognizes its responsibility to provide a variety of intellectual, educational, and recreational activities for all students. Students are encouraged to participate in the many and varied co-curricular

programs offered by the high school. However, students may not remain in school after school hours unless they are involved in a scheduled supervised activity or are receiving instructional assistance from a teacher.

Students are not permitted to remain in the building at any time unless a faculty sponsor supervises them.

The safety of our students is paramount and breathalyzer testing for illegal substances and/or searches will be conducted at the discretion of the administration at school events.

### ***Student Clubs and Activities***

The following clubs or activities are open to all interested students:

Basketball Cheerleading	Film Club	National Honor Society
Best Buddies	Football Cheerleading	Newspaper
Chess Club	History Club	Project Unify
Class Executive Board	Jazz Band	RI Honor Society
Conspectus (Yearbook)	Language Club	Science Olympiad
Courtyard Club	Math Team	Ski/Snow Board Club
Drama Club	Math/Writing Center	Student Council
FBLA	National Business Honor Society	Variety Show

### ***Formation of Clubs***

1. Those who desire to form a club must expect to meet regularly.
2. There must be a definitive organization, officers in control, systematic procedures, and discipline of such a nature as to ensure orderly carrying out of club activities.
3. Definite goals and objectives must be stated in writing to guide the club toward its purposes. Eligibility for and limitation, if any, of membership must be stated. This information must be submitted to the Constitution Committee of the Student Council in applying for a charter.
4. A faculty member must agree to sponsor the club. The Assistant Principal must approve the formation of the club.

### ***Participation in Clubs and Extra Curricular Activities***

1. A student may participate in as many activities as he/she can manage successfully. At least one activity is recommended for each student. Three activities should definitely be the limit unless the student has attained the honor roll.
2. A student may not take part in any co-curricular activity if the student is absent from school on that particular day by 9:30 AM. A student must be in school all day on the last day classes are in session prior to a weekend or a vacation if the student wishes to participate in the activity during that time period. If a student is confront-

ed with an unusual situation, the assistant principal will offer guidance.

3. A student who fails schoolwork or whose health is impaired by too much activity will be required to curtail those activities.
4. A student who is asked to report to a teacher after school must report, even if doing so causes him or her to miss a co-curricular activity.
5. A student on social suspension cannot participate in any club or activity for the duration of the social suspension.

### ***Class and Co-Curricular Activity Funds***

1. All money belonging to any school activity must be turned in to the principal's office.
2. Such money turned in must be accompanied by a deposit slip. A receipt will be issued for all sums received, and the money will be deposited in a local bank.
3. The Lincoln Public Schools keeps an accurate itemized separate account for each activity and issues checks (no cash payments are to be made) upon the written request (*Expenditure Authorization Form*) of the faculty sponsor of any activity having funds on deposit. Each club must have a treasurer who keeps accurate financial records. In turn, the Lincoln Public Schools keeps an accurate itemized account of the club's financial dealings.
4. Club fundraising activities are restricted to school sponsored groups. Application must be made to the administration at least ten (10) days before the start of the fund raising activity. No fundraising may take place unless administrative approval is obtained.
5. In order to defray the costs of countless annual events for each class, class dues are expected from every member of the class, each year. To participate in class and co-curricular activities such as Spirit Week, Homecoming events, proms, and others, annual class dues are expected to be paid in full yearly. In order to attend such events, class dues must be up to date. The expected amounts due are communicated on an ongoing basis by class officers and class advisors in numerous class assemblies from the start of the school year. Should the dues present an undue financial burden for a student, the student should contact the appropriate assistant principal.

### **STUDENT ELECTIONS**

At the time of annual Student Council and Class Elections, any student failing any subject on the most recent report card shall be ineligible to run for class office. Should an elected officer fail to maintain this eligibility at the end of any quarter during his or her term of office, the officer shall not actively perform the duties of that office for the next quarter. Any officer determined to be ineligible for any two quarters shall be removed from office. A list of proposed candidates for class office must

be submitted by the class advisor to the appropriate Assistant Principal for approval before any election may take place. The Assistant Principal will rule on the eligibility of each candidate. During an election, only

those students present in the assembly will be allowed to vote, and to have that vote counted.

### **STUDENT COUNCIL**

The Student Council, the student government organization of the school, is composed of elected representatives from the student body of our high school. It serves as a forum to voice student opinion and as a clearinghouse to organize student activities for the benefit of the entire school population. The Student Council not only promotes and encourages active student participation in all school activities, but it also serves as the student body’s voice in working with the faculty and administration to provide the best school climate possible. Through experience in student government, students have the opportunity to develop good citizenship practices, leadership abilities, and skill in the use of parliamentary procedures.

### ***Leader Behavior***

Students who have the privilege of holding a position of leadership (class officer, team captains, etc.) are expected to behave in a manner, which represents the school, the community, and themselves in an honorable manner. Students who fail to live up to the requirements of leadership will be removed from their positions by the administration. Cause for dismissal or suspension will be at the discretion of the administration.

### **ATHLETIC PROGRAM**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross Country (B/G)	Basketball (B/G)	Baseball
Field Hockey	Competitive Cheerleading	Golf (B/G)
Football	Hockey (B/G)	Lacrosse (B/G)
Soccer (B/G)	Swimming (B/G)	Softball
Girls’ Tennis	Track-Indoor (B/G)	Boys’ Tennis
Girls’ Volleyball	Wrestling	Track-Outdoor (B/G)
Unified Volleyball		Boys’ Volleyball
		Unified Basketball

### **LINCOLN PUBLIC SCHOOLS INTERSCHOLASTIC ATHLETIC POLICY JX**

The Lincoln Public Schools recognize that a comprehensive program of athletics is important to the educational development of students. Therefore, the interscholastic athletic program is an integral part of the educational program in the Lincoln Public Schools. The Lincoln Public

Schools are committed to providing athletic programs that promote and develop respect for self and others, fellowship and goodwill, sportsmanship, ethical conduct, teamwork, physical skill and constructive competition. The Lincoln Public Schools support access to athletics for all students. The objectives of the athletic program are to provide:

- A positive atmosphere of school athletics within the Lincoln Public Schools.
- Development of leadership qualities.
- Opportunities for physical, mental, social and emotional growth and development.
- Refinement of skills in sports activities of each student's choice.
- Self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.
- Achievement of school goals and the student's individual goals.

Interscholastic athletic activities shall be conducted in accordance with the [Rules and Regulations of the Rhode Island Interscholastic League](#) and Rhode Island Principal's Committee on Athletics Grades 6-8.

#### I. Requirements.

Participation in interscholastic athletics is subject to satisfaction of the eligibility requirements of this policy, the [Rules and Regulations of the Rhode Island Interscholastic League](#), and the Rhode Island Principal's Committee on Athletics Grades 6-8, as applicable. In the event of a conflict amongst the respective eligibility requirements set forth in the preceding sentence, the stricter requirement shall apply.

#### A. Academic/Age Eligibility

In order to participate in interscholastic athletics, students must:

- Arrive at school no later than 9:30 a.m. and remain in attendance thereafter on the day of an athletic activity if played on a weekday, and the day before if played on a Saturday. Unexcused absences or tardiness from school or from any class period, and absences due to disciplinary or social suspensions, will be the basis for exclusion from all athletic activity on that day, including tryouts, practices and contests. Coaches will be notified by the school administration.
- The athlete must be taking at least four subjects, each involving at least four periods of work or an aggregate of fifteen periods of work per week.
- At all times the athlete should have secured for the period from beginning of the quarter or trimester up to the end of the regular marking period which shall not exceed a maximum of 12 weeks and a passing grade in 60% of the student's program (credits). A student who is not passing 60% of his/her program (credits) is ineligible to participate in games (league and nonleague) until the end of



the quarter or trimesters of the next marking period.

- In the case of a student who devotes a considerable part of the summer to make up subjects failed during the school year and receives credit toward graduation for this make-up work, that student shall be entitled to count such credit toward eligibility provided this credit is made an official part of his/her school record during the first week of the fall term. In case a student fails to complete the minimum scholastic requirements for athletic eligibility at the end of a quarter due to unavoidable absence, the student shall be ineligible for the next quarter until these requirements of the preceding quarter are made up.
- Not have reached his/her nineteenth birthday prior to September 1st. Post-graduates are ineligible for competition.

#### B. Athletic Eligibility

Students should be encouraged to participate in the sports for which they have an interest and aptitude and should not be limited to a single sport. However, limitations on individual participation on teams or in games may be imposed based upon:

- The skill or achievement level of the student.
- The safety and welfare of those students not suited for participation in that particular sport.
- The needs of the team.
- Funding limitations.
- A determination of a reasonable number of participants relative to the availability of coaching staff.

Every student desirous of participating in an interscholastic athletic activity is required to attend scheduled tryout sessions for the subject activity. A student may be excused from attending a scheduled tryout session only for good cause. Requests for excusals for reasons other than absence from school must be submitted by the student's parent/guardian, in writing, to the Athletic Director, in advance of the proposed absence. Request for excusal due to an absence from school must be submitted to the Athletic Director prior to the first scheduled try out upon the student's return to school. The Athletic Director shall grant or deny the request for excusal in writing. The Athletic Director shall provide the coach with a copy of the grant or denial and shall retain a copy on file in the Athletic Director's office. Any student having an absence which has not been excused in writing and in advance by the Athletic Director shall not be considered for the team. There are circumstances when students may join a team after the initial try out period has ended.

These circumstances are enumerated below:

1. Have attended all required try out sessions for a team and been cut by said team and wishes to join another team that does not cut participants
2. Have enrolled in Lincoln High School after the initial try-out period

has passed for a sport. In this circumstance, the student must try out for as many sessions as in the initial try out period. Students must join the team within 1 week of the start of the season for winter and spring or within one week of the start of school in the fall.

During tryout sessions, the coach shall prepare a written evaluation of each participant's performance in accordance with a scoring system predetermined by the coach. The Athletic Director shall keep the evaluations on file in the Athletic Director's office. The evaluation shall be made available to the student's parent/guardian upon written request made to the Athletic Director.

In order to try out for a team, students must provide a health physical and clearance to play which will be kept on file with the school nurse in compliance with Article IV below.

In order to be eligible for participation in interscholastic sports, students must provide: (i) proof of insurance in compliance with Article II below; (ii) a Parental Permission and Acknowledgment of the Lincoln Public Schools Interscholastic Athletic Policy Form signed by the student's parent/guardian in compliance with Article III below; (iii) an updated health physical and clearance to play in compliance with Article IV below; (iv) a *Rhode Island Interscholastic League's Assumption of Risk Form* signed by the student's parent/guardian in compliance with Article V below; and (v) a consent form concerning concussion awareness signed by the student and parent/guardian in compliance with Article VI below

## II. Insurance.

Students participating in interscholastic athletic activities are required to carry *accidental/medical insurance*. Parents may purchase accidental/medical insurance for their children via arrangements made by the Lincoln Public Schools with an insurance company. The Lincoln Public Schools do not assume responsibility for medical expenses resulting from injuries to participants in sports.

## III. Parental Permission and Acknowledgement of Athletic Policies.

At the time students are selected for an athletic team, they will receive the Lincoln High School Athletics Handbook or Lincoln Middle School Athletics Handbook, as applicable. Each parent/guardian will read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. Each student athlete's parent/guardian will complete a Parental Permission Acknowledgement of the applicable handbook for each sport acknowledging knowledge and understanding of all school policies and giving permission to participate in that interscholastic sport. This form will be kept on file in the Athletic Director's office.

## IV. Physical Examination.

In order to try out for a team, a student must have a health physical and clearance to play performed by a physician. The physical and clearance to play covers all sports provided the examination occurred within one year of the ending date of the respective athletic season(s). If the physical and clearance to play expires during the season, an update will be required to complete the season. This form will be kept on file in the school nurse's office. Students and parents/guardians will be responsible for communicating with the school nurse about any preexisting conditions that may affect athletic participation.

#### V. Risk of Participation.

Athletes and parents/guardians must realize the risk of injury, both serious and minor, which may occur as a result of athletic participation. In order to participate in interscholastic sports, students and parents/legal guardians are required to sign two copies of the *Rhode Island Interscholastic League's Assumption of Risk Form*. This form must be notarized and submitted to the coach prior to participation. One copy will be kept on file in the Athletic Director's office. The second copy will be filed at the Rhode Island Interscholastic League office.

#### VI. Concussion Awareness Information.

Rhode Island state law requires that athletes and parents/guardians review materials about signs and symptoms of concussions. A signed consent form will be required by both the athlete and parent/guardian.

#### VII. Expectations.

The Lincoln athlete is expected to:

- Demonstrate the highest levels of sportsmanship and fair play at all times, regardless of the circumstances.
- Comply with all rules and regulations of the Lincoln Public Schools, Rhode Island Interscholastic League and Rhode Island Principals' Committee on Athletics Grades 6-8.
- Apply him/herself academically to the best of his/her abilities and to the minimum requirements set forth in Article I(A) above.
- Abstain from the use of alcohol, tobacco and illegal substances (of any kind).
- Respect the integrity and judgment of game officials even in the case of disagreement with their judgment.
- Attend all meetings, practices, and games unless excused by the coach.
- Abstain from hazing.

Hazing is defined as any activity that humiliates, degrades, abuses, or endangers a person's physical or emotional health for the purpose of initiation or membership in an organization regardless of the person's willingness to participate. Team initiations are a form of hazing. An athlete's participation in any such conduct will result in immediate disqualification of that athlete from a team and possible further school and legal disciplinary measures and consequences. There is no recog-

nized initiation of any kind in the Lincoln Public Schools.

Participation in interscholastic athletics is a privilege which may be revoked for failure to comply with the rules and regulations of the school or the athletic department. The athlete in violation may be required to sit out games, at the discretion of the coach, or for major violations, be dismissed from the team, at the discretion of the Athletic Director.

VIII. Communication. The Lincoln Public Schools recognize the importance of keeping lines of communication open with the coach. Most communication can take place effectively between the coach and the athlete. However, there are appropriate concerns a parent may wish to discuss with the coach. If the parent has concerns about the treatment of an athlete, academic concerns, or concerns about the athlete's behavior, the parent should contact the coach or the Athletic Director. The coach or the Athletic Director should be contacted at school, not at home, and a return call will be made promptly. Concerns about athletics are most productive if addressed during the applicable sport season.

It is not appropriate to discuss with the coach playing time, team strategy, play calling or other student athletes. It is also not appropriate to confront a coach before, during or after a game or practice. The coach's responsibility at those times is to supervise his/her athletes.

It is important that the coach schedules a pre-season meeting with parents and that all parents attend this meeting. At this time, the coach will disseminate all pertinent information concerning expectations, practice time, policies and procedure, and answer questions concerning the rules and regulations.

IX. Transportation. Transportation is provided to and from scheduled interscholastic events that take place outside of the district. All coaches, including assistant coaches, are required to use the provided transportation. All athletes are required to use the provided transportation unless approved in writing in advance by the building administrator. Such approvals shall be kept on file in the office of the building administrator.

X. Equipment and Uniforms.

For most sports, uniforms and equipment are owned by the Lincoln Public Schools and are loaned to athletes. The care of such uniforms and equipment is the responsibility of the athlete, therefore, the cost of damaged, lost or stolen uniforms and equipment is the responsibility of the athlete. In those sports where the athletes themselves purchase parts of the uniform or equipment, the athlete would keep the uniforms and equipment that he/she purchased.

XI. Appeal Process.

A student, by and through his/her parent/guardian, who feels aggrieved

because of an action taken as a result of any provision of this policy may appeal said action to the building administrator of the school at which action was taken. Appeals from decisions made by the building administrator may be taken to the Superintendent of Schools and from decisions made by the Superintendent of Schools to the School Committee. Appeals from decisions made by the School Committee may be taken through the process defined in Title 16 of the General Laws of Rhode Island.

First Reading: July 10, 2013

Second Reading: July 30, 2013

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Revised Policy Adopted: July 17, 2017

## **LINCOLN HIGH SCHOOL CODE OF CONDUCT AND SCHOOL BEHAVIOR CODE**

Lincoln's Behavior Code is the common foundation from which students, parents, teachers, and administrators base decisions concerning behavior. The use of the code ensures that all students will be treated fairly, and the issues will be resolved as promptly as possible. All students will be disciplined in a manner consistent with this guide. This code applies to the school day which covers pre and post school time, in school buildings, and on school grounds. It also pertains to any school function, or any school related/sponsored activity, whether off or on school grounds.

The underlying principle of this guide is that each pupil in the Lincoln School Department has the right to be educated without the interference of disruptive students. Accordingly, expectations of acceptable student behavior are specified through this code. Corresponding disciplinary actions are also specified so that each student will be aware of the consequences for non-acceptable behavior.

The goal of the Behavior Code is to foster a positive environment, which promotes learning. A positive school environment is more than a set of rules and their corresponding punishments. The Lincoln Public Schools will continue to provide a structure of incentives to acknowledge and reward students for proper behavior and academic achievement. Furthermore, while every attempt at impartiality will be made, individual instances must be weighed against all attendant circumstances and a just and equitable solution sought. As a result, not all seemingly identical rule infractions will be treated with the same penalty. The assistant principal's judgment will qualify and determine any final decision, which may be appealed to the principal. Such an appeal must be filed in writing within 24 hours of the imposition of a sanction and will be heard immediately.

### ***Scope***

This code applies to the school day, which covers pre and post school time, in school buildings, and on school grounds. It also pertains to any school function, or any school related or sponsored activity, whether off or on school grounds.

***Disciplinary Action / Discipline Policies and Procedures***

Corporal punishment will not be used as a disciplinary action.

1 or 3 Hour Detention	Loss of free time after school
TAC	Assignment to The Alternative Classroom
Short Term Suspension	Removal of a student from school and its activities for up to 10 school days. (OSS)
Long Term Suspension	Removal of a student from school and its activities for more than 10 but less than 180 days. Requires school committee approval.
Social Suspension	Removal of a student from extracurricular activities for a period of time determined by an administrator.

***LINCOLN SCHOOL DEPARTMENT POLICY GBCD  
Sexual Harassment***

**Definition of Sexual Harassment**

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when:

- 1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, promotion, or other aspects of employment;
- 2) this conduct substantially interferes with an individual’s employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual’s body, sexual prowess or deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts or suggestive insulting, obscene comments or gestures; display in the workplace sexually suggestive objects or pictures.

This behavior is unacceptable in the workplace itself and in other work-related settings such as school department trips, sporting events, school department social or academic events, or other extra-curricular activities.

***LINCOLN SCHOOL DEPARTMENT POLICY JJT***

# ***Bullying Policy***

## **1. Definitions**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a) Causes physical or emotional harm to the student or damage to the student's property
- b) Places the student in reasonable fear of harm to himself/herself or of damage to his/her property
- c) Creates an intimidating, threatening, hostile, or abusive educational environment for the student
- d) Infringes on the rights of the student to participate in school activities; or
- e) Materially and substantially disrupts the education process or the orderly operation of a school

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

**Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.**

**If the expression, physical act or gesture includes an incident or incidents that may be reasonably perceived as being motivated by (a) characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability then the matter should be investigated under the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure, or (b) a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner, then the matter should be investigated under the District's Teen Dating Violence and Sexual Violence Policy.**

**Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

***Forms of cyber-bullying may include but are not limited to:***

- a) The creation of a web page or blog in which the creator assumes the identity of another person;
- b) The knowing impersonation of another person as the author of posted content or messages or
- c) The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL:** In the context of this policy, the phrase “at school” includes the following places and situations:

- a) On school premises
- b) Immediately adjacent to school property
- c) At any school-sponsored activity or event whether or not it is held on school premises
- d) On a school-transportation vehicle
- e) At school bus stops
- f) While students are walking to or from school
- g) Using property or equipment provided by the school, or
- h) Any other place at which bullying occurs which creates a material and substantial disruption of the education process or the orderly operation of the school.

## **2. School Climate**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted.

Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

## **3. Policy of Oversight and Responsibility**

The school Principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school Principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a



summary report of incidents, responses, and any other bullying-related issues quarterly.

**For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).**

#### **4. Information Dissemination**

The school Principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a) Distributed annually to students, staff, volunteers, and parents/legal guardians
- b) Included in student codes of conduct, disciplinary policies, and student handbooks
- c) A prominently posted link on the home page of the school/district website

#### **5. Reporting**

The school Principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place are persons who may file a report of bullying.

Any student or staff member who believes he/she is being bullied is obligated to promptly report such circumstances to an appropriate staff member, teacher or administrator.

**Parents/Guardians** of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the Principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be

subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

***Prohibition against Retaliation:*** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

***False Reporting/Accusations:*** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

***Reports in Good Faith:*** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## **6. Investigation/Response**

The school Principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

***Police Notification:*** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection:** If a student is the victim of serious or persistent bullying:

- a) The school Principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b) The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c) The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.
- d) If the bullying involved a violent criminal offense, the victim may seek transfer rights under the No Child Left Behind Act.

## **7. Disciplinary Action**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber bullying or retaliation shall include, but not be limited to:

- a) Admonitions, warnings and counseling
- b) Parental/Guardian notification and meetings
- c) Detention
- d) Assignment of additional community/school service
- e) Loss of school-provided transportation or loss of student parking pass
- f) Loss of the opportunity to participate in extracurricular activities
- g) Loss of the opportunity to participate in school social activities
- h) Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i) Police contact
- j) Classroom exclusion
- k) Short term school suspension (10 or fewer days of suspension) or long term suspension (suspensions of more than 10 days)
- l) Transfer to another school

Any retaliation efforts shall be immediately referred to the School Resource Officer.

## **8. Social Services/Counseling**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## **9. Social Networking**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration. Please refer to Lincoln Public Schools Computer and Internet Acceptable Usage Policy.

## **10. Other Redress**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## **11. Adoption of Policy**

The Lincoln School Committee hereby adopts this policy, in its entirety effective immediately.

## **SMOKING ON SCHOOL PREMISES**

### ***LINCOLN SCHOOL DEPARTMENT POLICY JJY***

#### ***USE OF TOBACCO PRODUCTS ON SCHOOL GROUNDS***

The Lincoln Public Schools believes in the importance of a healthy school environment and supports efforts in every school to promote a healthy learning and working environment. Research has shown that the use of tobacco products and exposure to environmental tobacco smoke present substantial health risks. It is also well understood that tobacco use often begins in adolescence, may interfere with attendance an learning, and may be a gateway to the use of alcohol and other drugs.

The Smoking Restrictions in Schools Act (RIGL Chapter 23-20.9 and the Public Health and Workplace Safety Act (RIGL Chapter 23-20.10) prohibit tobacco product usage within any school facility.

Consistent with state law, it is the policy of the Lincoln Public Schools that the usage of tobacco products is prohibited inside school buildings, on school buses or any other vehicle transporting students, in parking lots, on athletic fields or any other areas designed as school property (owned, rented or leased). The policy includes school events held on and off school property and nonschool events held on school property, 24 hours a day/seven days a week and pertains to all employees, students, and visitors.

“Tobacco product(s)” means any product containing and made of, or derived from, tobacco, or nicotine that is intended for human consumption, including, but not limited to, cigarettes, cigars, little cigars, pipe tobacco, spitting tobacco, snus, electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization, or bid cigarettes, and whose use is smoking, sniffing, chewing, vaporizing, inhaling, absorbing, dissolving, spitting or ingestion.

It shall not be a violation of this policy to use tobacco products in accordance with the express instructions of a teacher in the course of a legitimate classroom demonstration to show the health hazards of tobacco use.

#### **Enforcement**

Students: All students violating this policy will be subject to consequences as described in the school’s Student Handbook.

#### **Staff Members**

Staff members who violate this policy shall be subject to progressive discipline.

#### **Visitors**

Visitors in violation of this policy will be informed of the policy and asked to refrain from using tobacco products in compliance with the policy. If the individual fails to comply with the request, the visitor will be asked to leave school property.

### **Promulgation**

This policy shall be posted on the District's website: [www.lincolnps.org](http://www.lincolnps.org). Summaries of the policy shall be included in the annual Student Handbook for student and parent reference.

Information for staff will be provided through their collective bargaining agreement.

All school areas where tobacco product usage is prohibited shall be clearly marked with "non-smoking area" signage as described in RIGL Chapter 23-20.9.

### **SUBSTANCE ABUSE POLICY**

Recognizing the existence of alcohol and other substance abuse among students and recognizing the need to discourage all forms of substance abuse, the Lincoln School Department established a policy for dealing with instances of substance abuse as part of the Student Behavior Code (JFC-R).

#### ***Purpose of the Substance Abuse Policy***

1. To officially inform students and parents that the use of illicit drugs, or the misuse of prescription medication, and the unlawful possession and use of alcohol is wrong and harmful.
2. To clearly state that substance abuse will not be tolerated in the schools.
3. To protect the academic environment for all students who wish to learn.
4. To involve the total Lincoln community in addressing the problem of substance abuse.
5. To deal compassionately and effectively with students who suffer from substance abuse.

#### ***Disciplinary Procedures***

1. Students in possession of and/or under the influence of drugs and/or alcohol shall be referred to the building level administrator.
2. The building level administrator will inform the school nurse who will make a medical judgment, when necessary, to determine the extent of drug/alcohol intoxication or of any medical risk. If it is determined that the student shows signs of possible overdose, the Lincoln Rescue will be called immediately.
3. The parent(s) or guardian(s) of the student involved will be notified and asked to come to the school in each of the above instances.
4. All students involved in instances of substance abuse will be referred by the building level administrator, to the secondary Student Assistance Counselor or the School Social Worker who, in turn, will coordinate the student's referral to education and/or treatment programs.
5. The student will be suspended in accordance with the provisions of the School Behavior Code adopted by the Lincoln School Committee (*School Department Regulation JFC-R*) which allows for exclusion from all extra-curricular activities, including the graduation ceremony, for a period of up to one year.

6. Lincoln police will be called to the school to file a report. The police will make a decision to determine if there is sufficient evidence for arrest. If arrested, the student will be transported to the Lincoln Police Station by the arresting officer. The parent(s)/guardian(s) will be instructed to go to the police station. Drugs and/or alcohol found will be turned over to the Lincoln Police.
7. Students suspended from school for involvement in abuse shall be informed by school officials that they are required to participate in an appropriate substance abuse treatment and/or counseling program. Students and their parent(s)/guardian(s) shall meet with the secondary Student Assistance Counselor or with the School Social Worker to arrange for participation in this substance abuse treatment and/or counseling program. Students who refuse participation in such a program shall be referred to the Lincoln School Committee for further disciplinary action and/or expulsion from school.
8. Payment, if any, for participation in the group or counseling program will be the responsibility of the student and his or her family.

### ***Voluntary Referral Procedures***

The Lincoln School Department will provide, without any penalties assistance to any student who voluntarily seeks treatment under the following circumstances or conditions:

1. The student requests assistance from the secondary Student Assistance Counselor or the elementary School Social Worker and admits to a problem with alcohol or other drugs.
2. The student's parent(s) or guardian(s) notify the school that the student has a problem or is suspected of having a problem and request referral to the secondary Student Assistance Counselor or the elementary School Social Worker.
3. The student, while being questioned about school-related behaviors (such as truancy, cutting class, confrontations with other students and teachers, etc.) admits to having a problem with alcohol and/or other drugs and agrees to meet with the secondary Student Assistance Counselor or the elementary School Social Worker.
4. Lincoln schools will provide counseling referral without disciplinary action to any student voluntarily seeking substance abuse treatment. Through our educational programs and working cooperatively with parents, our goal is to provide the information and knowledge that will enable our students to make positive substance abuse prevention decisions.

Note: the possession, consumption, or distribution of non-alcoholic adult beverages i.e. sparkling cider, non-alcoholic beers, or drink mixes is prohibited. Failure to adhere will result in disciplinary consequences.

### ***LINCOLN SCHOOL DEPARTMENT POLICY JFCJ Weapons & Violence in Schools***

The purpose of this policy is to provide a school environment that is safe and conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Also acknowledged in this policy is the need for schools to engage parent and community support to ensure that students demonstrate self respect for others. With this policy, the Lincoln School Department adopts a zero tolerance for weapons and violence in our schools.

### Definitions

Items in the following categories are defined as weapons:

- Any firearm of any description whether or not it can be fired (e.g. pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.)
- Any ammunition which could be used with a firearm.
- Any explosive device of any nature including firecrackers.
- Any knife or similar bladed item dangerous to others (e.g. bowie, dirck, lock-blade, hunting, pen, picket, switchblade, utility, razor, etc.)
- Any martial arts device (e.g. chinese stars, nunchaku, etc.)
- Any defensive weapon (e.g. gas repellent, mace, stun gun, pepper gas, etc.)
- Any other object which school administrative staff could reasonably conclude is capable of inflicting bodily harm (e.g. blackjack, chain, club, knuckles, night stick, pipe, studded bracelet, etc.)
- Or any item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g. air pistol, air rifle, BB gun, etc.)

No student will possess a weapon or demonstrate an act of violence as defined herein on any school grounds, vehicles or property on which a school activity occurs before, during or after school hours.

### Assault

Assault is defined as an act of physical violence or an aggravated threat of physical violence by a student on another student or staff member. When considering what constitutes aggravated assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the state of mind of the individual(s) involved, other factors deemed relevant to the principals or their designee.

### Suspension

Suspension is defined as that act by a school administrator or by the School Committee that removes a student from school for a specified period of time, less than one-hundred eighty (180) days.

1. A short-term suspension is removal from a school for ten (10) days or less and may be imposed by a designated school official.
2. A long-term suspension is removal from a school for more than ten (10) days and must be approved by the School Committee.

### Police Involvement

1. In all cases involving weapons or aggravated assault in schools or on school grounds or at authorized school activities, local police must be called, and all confiscated weapons are to be turned over to the police department.
2. A log of all confiscated weapons will be kept by school administrators and will be available to be reviewed by the local police on a regular basis.

### Statement of Enforcement

The policy will be implemented according to the due process provisions applicable to regular and special education students. In the enforcement of these regulations, building administrators may authorize:

1. A pupil having in his/her possession or in a desk or locker any weapon identified above, or involved in an aggravated assault, as defined herein, will be referred to the Lincoln Police Department. Proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the building administrator. Any student who gives a weapon to another student will be subject to similar disciplinary action.
2. Decisions regarding the specific length of a student's suspension will be made by the appropriate authority or the School Committee.
3. Any student suspended from school may not participate in school functions or be on school premises.
4. In the enforcement of this policy, building administrators may authorize:
  - a) Unannounced inspections of pupils' desks and lockers.
  - b) Inspections of pupils' automobiles driven to school, and the contents of pockets, purses and/or student book carriers, or the like, if suspected of containing prohibited, stolen, or illegal items.
5. Each school will undertake activities designed to develop a school-wide acceptance of desirable behavior standards particularly as they relate to weapons.
6. Hopefully, all students will feel a school citizenship responsibility to report violations of weapons regulations.
7. Schools are encouraged to use special student committees to help establish a climate of responsible behavior at all extracurricular events.
8. Schools are encouraged to keep open communications with parents and the community to support positive student behavior.

### ***Behavior at All School Functions***

Proper and acceptable behavior is expected of any student attending functions sponsored by our school at home or away. The stipulated, written codes within the Lincoln High School Handbook as well as specifically announced expectations that may be read over the school's public address system prior to these functions apply.

Inappropriate behavior will be dealt with in a strict but fitting fashion. Students should pay particular attention to the Lincoln High School



Handbook Section entitled: *Administrative Guidelines for Applying School Behavior Code* on pages 57-64.

Students will be expected to periodically re-read the Lincoln High School Handbook. As a result, there will be no excuse or plea of ignorance accepted regarding the behavior expected at all school sponsored functions.

### ***Prohibited Materials***

Items, which interfere directly with the educational environment, are banned from Lincoln High School. Among such items are: \*cellular telephones, laser pointers, radios, speakers, hacky sacks, frisbees, skate boards, squirt guns and all electronic devices not required for classroom instruction, as well as smoking materials which include electronic cigarettes, cigarettes, tobacco products, lighters and matches, etc. At times, cellular phones or smartphones will be allowed for academic purposes at the discretion of the classroom teacher. Smoking materials, illegal substances and accompanying paraphernalia will not be returned and students will be subjected to an immediate additional administrative consequence. Other prohibited items may be picked up the same day in the Main Office after the dismissal bell for a first offense. For subsequent offenses, the item may be returned the following school day after the dismissal bell. At the discretion of an administrator, a parent or guardian may be required to pick-up the item. Students who are repeat offenders may face further disciplinary consequences for continuing to bring prohibited items into the building.

\* see technology process

## **TECHNOLOGY PROCESS**

Student use of technology during the school day:

- Students **may use** technology in the lunch room during their lunch periods and during passing time between classes only.
- Students **may not use** technology in the classroom unless it is directed by a teacher. The teacher will determine the appropriate use of the technology in his/her classroom.
- Each individual teacher will direct the students as to when they can use technology in the classroom.
- Students **may not use** technology in class if a substitute teacher is in the classroom without permission.
- Students **may not use** unapproved technology during tests/quizzes.
- Students **may not use** technology (other than as required by the teacher) in The Alternative Classroom (TAC).

If a teacher asks a student to put the technology away, the student must comply with the request. The teacher will follow the following protocol if the student refuses:

- a) Ask the student to put the technology away. Give a verbal warning, this is the only warning.
- b) If a student refuses the teacher request or is caught again, verbally explain to the student that a disciplinary referral will be submitted.

**Lincoln Public Schools**  
**Notice Regarding Utilize Technology Platforms for Live Virtual Instruction/Distance Learning**

In order to facilitate live virtual instruction/distance learning, the Lincoln Public Schools is utilizing various remote technology platforms.

For the most part we are utilizing technology tools within the Google ecosystem. These have all been vetted for FERPA requirements regarding privacy concerns.

However, the Lincoln Public Schools may also utilize other platforms providing streaming video and school work online through other systems, such as Screencastify, Video Chat tools, Zoom, etc.

All these products will have the ability to capture video and sound within range of the camera and microphone within the classroom, your home or any place your child uses the technology. Such information may also be seen or heard by other students sharing the distance learning platform. Also, portions of classes may be recorded and maintained as an educational record, such as music class performances.

***For this reason, we are asking that you be mindful of your child's use of these technologies and protect your family's privacy while classes are in session.***

Many of these technologies have provision to mute video and/or sound. If you wish to take advantage of these features or would like more information regarding the same, please contact your child's principal.

Utilizing and logging on to these services will act as consent to your child's use of the same.

**ATTENDANCE**

Rhode Island State Law requires the regular attendance of all students enrolled in a public school. The basic intent of the law is to give you the opportunity to receive an education that will enable you to prepare for a happy and successful life. Parents or guardians have the responsibility of ensuring attendance and punctuality.

It should also be pointed out that attendance becomes part of the permanent records, which are sent to colleges, and places of employment seeking

references. Parents are urged to call the high school between 7:10AM and 8:30AM each morning to report their child's absence. If no call is received, the school will attempt to contact the parent notify of the absence. A student who is absent the last day of school before a weekend, vacation, or holiday cannot participate in school activities during that weekend or vacation or holiday period.

### ***Change of Address***

Students who change their address and/or telephone number are to notify the Main Office immediately of said changes.

### ***Absence from Class***

Attendance to all assigned classes is mandatory for all students. An unauthorized absence from class will be considered a cut. Students cutting class will receive a zero on all quizzes, tests, papers and projects given or due in class that day. Additionally, cuts may result in further disciplinary action including detention, assignment to TAC, social suspension or suspension. A student tardy to class 15 minutes or more without a pass will be considered absent.

### ***Dismissal from School***

Students who must be dismissed from school before 1:49PM are required to present a note from a parent or guardian to the Main Office prior to the first period. Parental requests for early dismissal of a student, whenever possible, will be verified through a telephone call to the parents making the request. Students are expected to make appointments after the school day. Excuses to leave school for appointments should be unnecessary, but if a student is excused, upon return to school the student must present evidence of the appointment. All students must sign out in the Main Office and are to leave the school campus promptly. Approval for dismissal is at the discretion of the administration. Students released early will not be allowed to participate in after school activities on that date.

### ***Tardiness***

Time lost from class hinders your child's academic progress. With these goals in mind, the following expectations have been established.

1. Any student not in school by 9:30AM cannot participate in any after school activities that day, unless he/she has an excused tardy.
2. Students will be admitted after 10:30AM only if a parent notifies the student's Assistant Principal (either in person or by phone) or the student provides written documentation as to why he/she is late, such as a doctor's note, etc. All unauthorized or intentional tardies to school will result in disciplinary consequences.
3. Students, who are not in class by 7:30AM, will be considered tardy and must report to the Main Office, sign-in and receive a late slip before reporting to class. Failure to sign-in at the Main Office will result in disciplinary consequences. Please be advised that a note from a parent or guardian acknowledging the tardiness does not automatically excuse it. Only an administrator can excuse lateness to school because of extenuating circumstances (verified doctor's appointment, a religious obligation, court appearance, documented appointment to obtain a driving

permit or license etc.) Lateness to school is not an excuse for missing class. Even though the number of times tardy for the quarter resets at the start of each quarter, a cumulative record of a student’s tardiness is maintained. **When a student reaches 15 cumulative times tardy for the year, he/she will be placed on social suspension until the 30th day from the infraction date regardless of the quarterly reset.**

For each 3rd cumulative tardy after the 15th, the 30 school day social suspension will begin again. When a student reaches 30 cumulative times tardy for the year, he/she will be placed on social suspension for the remainder of the year.

1. **Tardiness to Class** - Students are expected to arrive to class on time. Students should be in the classroom at their work station when the late bell rings. Students without a pass must sign the tardy sheet when they enter the classroom. Late students should remain in class regardless of if they have a pass. The first offense is a warning. The second offense is a teacher detention. The third and subsequent offenses result in administrative detention(s). Student tardies to class reset by quarter.
2. **Medical Appointments** - The reason for the appointment and the doctor’s name and phone number must be on the note. All appointments will be verified with the doctor’s office. Students that are released early will not be allowed to participate in after school activities on the day of release. Extenuating circumstances must be brought to the attention of the assistant principal prior to the student leaving the building.

Number of Unexcused Times Tardy	Consequences	
3	Parent Notification	1 Hour Detention
5	Parent Notification	3 Hour Detention
10	Parent Notification	1 Day TAC and Social Suspension until the 30th day from the date tardy and loss of Parking Privilege
<b><u>15th cumulative and every 3rd thereafter</u></b>	Parent Notification	<b>1 Day TAC and Social Suspension until the 30th day from the date tardy and loss of Parking Privilege</b>
30th cumulative	Parent Notification	Social Suspension through the end of the school year and loss of Parking Privilege

## **Truancy**

A student who is absent from school without proper authorization is truant. Rhode Island General Law, Section 16-19-1, states in part ***“Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under his or her control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars (\$50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500), or both...”***

In an effort to prevent truancy, the Lincoln School Dept. will continue:

1. To implement procedures for noting daily absenteeism and investigating absences, including procedures for noting the required period of attendance of students attending at-home instruction approved by the School Committee or at a private day school approved by the Commissioner of Education.
2. To appoint a Truant (or Attendance) Officer whose duties shall include referring truant students to appropriate school support services, and if necessary, procedures for enforcing any case through civil action filed in Family Court.
3. To notify parent(s)/guardian(s) When a child has been absent five (5) or more consecutive days or ten (10) or more cumulative days without proper documentation i.e. unexcused, the administration will be notified for a possible referral to the Truant Officer and subsequently the Truancy Court. This does not preclude the administration from contacting the Truant Officer and also the Truancy Court for any shorter period of truancy if deemed necessary.

## **STUDENT DRIVING AND PARKING ON CAMPUS**

Student parking on campus is limited to the side parking and rear lots by the tennis courts. Students are prohibited from parking in spaces reserved for administration, faculty, staff and visitors. It is understood that all students that would like to drive will be unable to park on campus due to limitation of space. Students wishing to park on campus during the school day will apply for a parking pass through the Main Office. If the number of initial applications exceeds the number of available passes, a lottery will be held to award passes. After the initial period, passes will be awarded on a first come, first serve basis. Parking

passes will initially be limited to seniors. If passes are available after the start of the school year, they will be made available to juniors. Student seeking parking on a temporary basis should speak with an administrator.

### ***Driving and Parking Rules***

1. Pedestrians are given “the right of way” by vehicle operators.
2. Only students with parking passes will be allowed to park on campus during the school day. Students without parking passes who park on campus will be subject to disciplinary procedures.
3. Students will drive in a safe and courteous manner on campus at all times.
4. Students that leave campus without permission, two (2) or more assignments to the Alternative Classroom (TAC) or Out of School Suspension (OSS) or drive recklessly on campus will lose their privilege to park on campus for the remainder of the school year. Students on social suspension will lose their parking privilege for the duration of the social suspension.

### ***Disciplinary Procedures***

Students, driving in an unsafe manner (speeding, reckless driving, etc.) or parking on campus without a parking pass, will be subject to disciplinary action and/or police action.

1. Notification of parents that the vehicle was improperly parked or driven recklessly.
2. Assignment to detention or TAC based on the severity/frequency of the offense.
3. Loss of driving on school grounds/parking privileges.
4. Having the vehicle towed at the owner’s expense.

### **ADMINISTRATIVE GUIDELINES FOR APPLYING SCHOOL BEHAVIOR CODE**

The chart on page 59 is used as a guideline for administrators in applying the school behavior code. It is the administrator’s responsibility to investigate, gather information, and make the final decision in applying the discipline code. If students refuse (insubordination) to comply with the alternative administrative consequence (i.e. detention, TAC) then OSS may still be the ultimate result.

### **DETENTION**

For a first offense no more than three sessions of detention may be assigned. Recurrence of the same offense may result in activating the suspension process. Violations of the Behavior Code for which a student is subject to detention for the first offense:

1. Unauthorized absence from school.
2. Unauthorized absence from class, study hall, assembly, detention, or other assigned activity.
3. Inappropriate behavior in buses, cafeteria, lavatories, or other areas of the school and its grounds, or at school sponsored events. Such behavior is defined as conduct which is disruptive to the educational process, activity, event, and/or the rights of other individuals.
4. Repeated tardiness to school, to class, study halls, assembly, detention, or other assigned activity.
5. Repeated failure to complete homework assignments.

<b>Infractions</b>	<b>Consequences</b>
Major classroom/campus disruption	3HR DET to 9 OSS
Intentionally Tardy to School	1 TAC to 3 TAC
Unauthorized Absence from Class	1 DET to TAC
Excessive Assignment to Detention	1 TAC
Not Reporting to Assigned Detention	2 DET to 1 TAC
Not Reporting to Assigned 3 Hour Detention	2 3HR DET to 2 TAC
E-Cigarette/Tobacco Related Violation	2 TAC to 5 OSS
Disruptive Behavior in Classroom / School Area	2 DET to 3 OSS
Leaving School Without Permission /Bunking	1 TAC to 3 TAC; also loss of parking privilege for remainder of the year
Bullying/Harassment of Other Students	1 DET to 10 OSS
Insubordination / Defiance of Staff	1 DET to 9 OSS
Vulgarity / Verbal Abuse / Offensive Gesture at Staff	2 DET to 9 OSS
Endangering Another Person / or Oneself	1 DET to 3 OSS
Possession/Distribution of Obscene Materials	3 OSS to 10 OSS
Fighting / Assault / Threatening	3 OSS to 10 OSS
Stealing / Possession of Stolen Property	2 TAC to Expulsion
Forgery	1 TAC to Expulsion
Vandalism	2 TAC to Expulsion
Violation of Internet Acceptable Use Policy	1 TAC to Expulsion
Possession / Smoking Marijuana	9 OSS to Expulsion
Possession of Drug Paraphernalia	9 OSS to Expulsion
Possession / Use / Sale, Distribution of, or Being Under the Influence of Drugs or Alcohol	9 OSS to Expulsion
Physical Abuse of Staff	9 OSS to Expulsion
Violation of Weapons Policy	10 OSS to Expulsion
In Restricted Area	1 DET to 2 OSS
Non-Directed Vulgarity	1 DET to 3 OSS
Threatening Staff Member	5 OSS to Expulsion
Sexual Harassment	3 OSS to Expulsion
Use of Prohibited Materials	Confiscation and Appropriate Administrative Consequence



## REPEATED VIOLATIONS OF OFFENSES WHICH HAVE RESULTED IN DETENTION MAY RESULT IN SUSPENSION.

Detention falls into two categories: teacher detention and administrative detention. Failure to report for teacher detention will result in administrative detention. Failure to report for administrative detention can result in a doubling of the originally assigned time. A second offense can result in suspension. Parents of secondary school children will be notified, by the administrator, within forty-eight hours of assignment of detention.

### ***Administrative Detention Rules***

1. Detention is held from 2:00PM to 3:00PM. Three-hour administrative detention will be held from 2:00PM to 5:00PM in a location to be determined by the administration.
2. Lateness is not excusable; students arriving late will be refused admittance and referred to an Assistant Principal.
3. Students are not allowed to bring candy, soda, gum, or food of any description to the session. The use of any type of electronic device is forbidden.
4. Students must perform school-related work for the duration of the detention period.
5. Students must maintain absolute silence throughout the session.
6. An unexcused absence or disciplinary expulsion will result in the assignment of two additional detentions or suspension.

### ***The Alternative Classroom***

The Alternative Classroom (TAC) is an attempt by the school district to keep a student in school and may be assigned by an administrator in lieu of *Out-Of-School Suspension*. A student in TAC is not permitted to move between class periods or participate in after school activities on the day of the assignment. A student will receive assignments from each of his/her teachers and is expected to complete each one. Electronic devices not required to complete a specific academic assignment are not allowed in TAC. A student must secure these items in his/her locker or relinquish them to an administrator prior to entering TAC.

Failure to report to TAC, unless excused by an administrator, will result in additional disciplinary consequences. A student is expected to adhere the rules of TAC. If a student refuses to comply with the rules of TAC, including relinquishing electronic devices, he/she may be suspended out of school for a minimum of 2 days.

If a student completes work assignments in TAC, he/she will receive full credit. Refusal to complete an assignment will result in a grade of zero for the assignment without the opportunity to make up the assignment at a later date. If a teacher has an assignment that cannot be completed in TAC (test, quiz, etc.), the student must make arrangements with the teacher to complete the assignment within 2 days.

## SUSPENSION

1. Suspension is the responsibility of the building administrator and will not be assigned for less than one (1) school day or more than ten (10) school days. (A twenty-four (24) hour period from 7:00AM to 7:00AM will constitute one (1) day of suspension)
2. Suspended students will be afforded an opportunity to make up work missed during the time of suspension. If feasible, tests will be made up after school hours in a designated location. Prior to suspension, a student will be informed of the misconduct with which he/she has been charged: evidence supporting the allegation will be explained and an opportunity for the student to explain his/her position and present his/her side of the controversy will be offered. The administrator will consider the explanation of the student when determining whether suspension is appropriate. The hearing will precede the student's removal from school and shall follow the incident as closely as possible. In the event that the student's continued presence endangers him or herself, other persons or property, or threatens disruption of the educational process, removal will be immediate and the hearing shall follow as soon as practicable.
3. In all cases of suspension, an effort will be made by the administration to contact the parents immediately, and inform them of the reason and duration of suspension. Notification of the reason and duration of suspension in writing, will be mailed to parents within forty-eight (48) hours.
4. Students may not take part in any school activity during the period of suspension and must be accompanied by parents for a conference with the administrator prior to the return to school. Long Term Suspension is the removal of a student from the school for more than ten (10) school days following a hearing and formal action by the School Committee.
5. Students suspended OSS must meet after 7:30AM with their respective assistant principal with their parent for re-admittance.
6. A STUDENT IS SUBJECT TO SUSPENSION AND/OR EXCLUSION FROM ALL EXTRA CURRICULAR ACTIVITIES FOR A PERIOD OF UP TO 1 YEAR FOR A VIOLATION(S) OF THE STUDENT BEHAVIOR CODE.
7. Conduct which endangers persons or property or is seriously disruptive of the educational process. Included within, but not limited to, such prohibited conduct are the following acts.
  - a) Conduct causing a threat of danger to the physical well-being of himself/herself or other people.
  - b) Physical assault on another person on school premises or buses, or school sponsored events or activities, which is not reasonably necessary for self-defense.
  - c) Taking or attempting to take, personal property or money from another pupil, or from his person, by means of force, or threat of force.
  - d) Causing, or attempting to cause damage to school property.

- e) Defiance of the authority of any teacher or person having authority over the student, including verbal abuse of said teacher or person.
- f) Smoking or possession of smoking materials in any area on school property during school, or at any school function.
- g) The use or possession of alcoholic beverages, narcotics, marijuana, prescription medication etc., on school property, during school or at any school function.
- h) Being under the influence of alcohol or a narcotic while at school or during a school function.
- i) Any other offenses found on the Infractions Table.

### ***Social Suspension***

Social Suspension is the exclusion from participation in or attendance at all extracurricular and co-curricular events, including senior activities and the graduation ceremony. A student's right to park on campus will be revoked for the duration of the social suspension.

A student will be placed on social suspension for thirty (30) calendar days, if he or she is suspended out of school or receives an assignment to TAC more than 4 times combined or separately during the school year. A student who violates any of the behavioral policies delineated on pages 40-52 in the Student Handbook will receive a social suspension of up to one year. A student who chronically violates any of the other rules found within this handbook, may be placed on social suspension at the discretion of and for a duration determined by an administrator.

The duration of a social suspension will be measured in calendar days and include all weekends, holidays and vacations during the suspension period.

If a student serving a social suspension is assigned additional days, the new days will be added to the end of the original suspension period. Students excessively tardy unexcused to school will be socially suspended according to the guidelines found on pages 55-56.

### ***Due Process Procedures***

When suspensions of ten (10) days or less are appropriate, the administrator will be responsible for implanting the following procedure as outlined by the Board of Regents' Regulation:

- a) That the student be given oral or written notice of the charges against him/her.
- b) That if the student denies the charges, the student be given an explanation of the evidence the authorities possess.
- c) That the student be given the opportunity to present his/her version, and
- d) That notice and hearing generally should precede the student's removal from school since the hearing may almost immediately follow the incident, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus

justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable.

- e) That in the event a student has not attained the age of majority (18 years), notice containing the reason for suspension and the duration thereof be given to the parent(s) or guardian(s). Such notice shall be given in the parents' spoken language, unless it is clearly not feasible to do so.
  - f) The imposition of suspension for ten (10) days or less shall not preclude reference of the matter to the Superintendent and School Committee for possible imposition of suspension in accordance with the procedures for long term suspensions.
2. When suspensions of more than ten (10) days (Long Term Suspension) may be appropriate, the Superintendent and School Committee will be responsible for implementing the following procedures as outlined by the Board of Regents' Regulations.
- a) Prior to suspension, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable, the student shall be afforded:
    - i. a clear, written statement of the reasons for the suspension that may be imposed.
    - ii. notice of the right to prompt public or private hearing, before the School Committee, at the student's election, and the right to be represented by counsel at such hearing, and
    - iii. if a hearing is requested, the student shall be given a prompt notice setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.
  - b) In the event a student has not attained the age of majority (18 years), the parent or guardian shall be afforded the procedures stated in Section i., ii., and iii. above. Such notice shall be written in the parent's spoken language, unless it is clearly not feasible to do so.
  - c) The student shall be afforded a hearing at which the student shall have the right to:
    - i. representation and participation by counsel, and
    - ii. cross-examine witnesses and to present evidence in his or her behalf.
  - d) There shall be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
  - e) The student shall be furnished a copy of the record without cost.
  - f) A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefore.

- g) The student shall promptly be provided with a copy of said decision.
- h) A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

### ***Notification of Suspension***

In all cases of suspension no student will be released early from the school building without his/her parents' knowledge. If the building administrator deems it necessary, the police will be notified and may be requested to become involved.

### ***Appeals Process for a Disciplinary Action***

If a parent/guardian or an 18-year old student believes a disciplinary action toward their child was unjust, they may appeal using the following process. The appeal process should be initiated within three (3) days of notification.

1. Contact the administrator that assigned the punishment and request a meeting.
2. If the parent(s)/guardian(s) are not satisfied with the results of the meeting with the administrator, they may appeal to the Principal. They should contact the Principal's Office.
3. If the parent(s)/guardian(s) are not satisfied with the results of the meeting with the Principal, they may appeal to the Superintendent. The parent(s)/guardian(s) should contact the Office of the Superintendent.
5. If the parent(s)/guardian(s) are not satisfied with the results of the meeting with the Superintendent, they may request a meeting with the School Committee.
6. Appeals of School Committee decisions are directed to the Rhode Island Department of Education and/or the court system. The Superintendent's Office, or Legal Counsel to the Lincoln School Department, will give direction.

## **TRANSPORTATION-BUSES**

### ***Rules and Regulations***

School Bus Transportation should be treated as a privilege, not a right, and is an extension of the school department. A student's misconduct at a bus stop or on a bus will be recorded on the appropriate form and will be sufficient reason to discontinue providing bus transportation to those students involved.

1. The driver (and monitor where provided) are in full charge of the bus and pupils. Pupils must obey them promptly.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating

space on their bus and should not issue bus passes for non-regular riders if it will cause standees on the bus.

3. Without written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school Principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their waste-paper off the floor. Pupils must also refrain from throwing refuse out the windows. To help keep the bus clean, no food or drink is to be consumed on the bus.
7. No person shall smoke, or light matches on any school bus. Students who violate this law will be reported to the Registry of Motor Vehicles.
8. No pupil shall at any time extend his or her head, hands or arms out of the windows, whether school bus is in motion or standing still.
9. No pupil shall open a window on the school bus without first obtaining permission from the school bus driver.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except for muzzled Seeing Eye Dogs.
11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No pupil will be allowed to talk to the driver (and monitor where provided) more than is necessary.
13. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.
14. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.
15. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the highway until given consent by the school bus driver and monitor. When boarding or leaving the bus, pupils should be in view of the driver at all times.
16. Pupils must cross the highway at least ten (10) feet in front of the school bus and never behind it.
17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.

18. Self-discipline shall be exercised by pupils at the bus loading area. Students shall refrain from pushing and shoving other students.
19. Pupils who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
20. Students misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
21. In the event of an actual emergency, emergency exit procedures as established by the emergency exit drill will be followed.
22. Parents of students causing damage to school buses will be held responsible for proper reimbursement to the school department or the bus contractor.
23. Pupils are not to run errands between the bus stop and their home.
24. No student shall throw anything at, on, or in a school bus or in any way interfere with the safe operation thereof.

***Transportation Disciplinary Procedures***

In accordance with the previous guidelines, a student may be disciplined. This includes loss of bus privileges, detention or suspension for inappropriate behavior on a bus.

Disciplinary Procedures

1. School Bus Transportation is a privilege, not a right, and is an extension of the school department. A student’s misconduct at a bus stop or on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
2. The driver shall report to the bus company manager and the administrators any violations of the student bus code, stating student’s name, school attending, date and nature of the violation.
3. The school administrator and bus company manager shall jointly investigate the violation and if substantiated, the student shall for a first offense be given a verbal warning. Also, a letter from the building principal shall be mailed to the student’s parent(s)/guardian(s) advising them of the violation and warning that a second violation of any nature shall be just cause for suspension of the student’s riding privileges in accordance with the General Laws of Rhode Island.

***Suspension Policy of Riding Privileges***

1st Violation	Verbal and Written Warning
2nd Violation	5 School Days
3rd Violation	15 School Days
4th Violation	For the Rest of the School Year Ending in June

# **LINCOLN SCHOOL DEPARTMENT COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

## **Scope**

The Lincoln Public Schools Acceptable Usage Policy (AUP) is designed to provide guidance to all authorized users in deciding what is considered appropriate use of technology within the Lincoln Public School(LPS) district. Authorized users, including, but not limited to students, staff, and guests, will be hereafter referred to as users. It is not possible to cover every aspect of proper internet, network, and device use. Accordingly, Lincoln Public Schools is requiring all users to conduct themselves in a manner consistent with the district's mission, core values, and behavior and ethical standards when using the LPS network or LPS owned technology.

## **Background**

Electronic information resources offer access to the world. Users have access to email, school libraries, public libraries and university libraries, as well as news from a variety of sources.

Our schools are online and in many homes children are accessing commercial services, social networking sites, and the Internet. During school, teachers guide students toward relevant and appropriate electronic materials. Outside of school, families have the same responsibility for guidance as they have with television, telephones, movies, radio and other media.

The following guidelines are intended to provide a base from which school policies regarding access to electronic resources can be tailored. The emphasis of this policy is to guide appropriate use; there is no intent to diminish the vital nature of electronic information services. The concerns described here are real, but they should not discourage schools from planning for the appropriate use of one of education's most valuable tools.

This policy is necessary to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of computers, internet, and technological resources. The guidelines and requirements set forth in this policy apply to school-issued digital devices, personal devices that connect to the district's network, and general access to the district's network resources. If a user violates any of the terms and conditions set forth by this policy, privileges may be terminated, access to district technology resources may be denied, and appropriate disciplinary and legal action shall be applied.

All users are responsible for appropriate use of LPS technological resources, including the computer network, computer labs, hardware peripherals, audiovisual systems, digital boards, databases and communication systems, including, but not limited to, telephone and email.

Any computer or electronic device connected to the LPS network may be required to have approved ant-virus or system security software installed. Computers or other devices not meeting these requirements may



be restricted from the network.

LPS databases that secure information regarding academic life, community members and school business are the property of the LPS. The information contained within such databases is confidential and cannot be distributed or used for personal gain. The LPS retains the right to restrict access to such databases.

Use of the Lincoln Public Schools network will be permitted upon agreement with the following terms:

**The network will be used**

- For educational purposes which are consistent with the policies and objectives of the Lincoln Public Schools
- In ways that are not harmful to others or their property and are within the law
- To protect oneself and others by not issuing any personal postal addresses or telephone numbers over the computer network or the Internet, remembering that such communications are not necessarily private
- With permission of staff members who are in charge of it, or with permission of supervising teachers
- With consideration of others while on Lincoln Public Schools network abiding by the same rules that apply in school
- In a secure manner, by not importing files from unknown or disreputable sources
- Responsibly by everyone. Users should immediately report any problems or breaches of these responsibilities to the supervising staff member
- To access cloud based and removable drive storage devices

**What follows is a robust list of uses that are not permitted. This list is not meant to be exhaustive.**

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material or in support of such activities
- To transmit obscene, abusive, sexually explicit, harassing or threatening language or images
- To violate any local, state, or federal statute, including but not limited to, drug or alcohol related activities, libel, gambling, promoting a pyramid scheme, distributing illegal obscenity, receiving, transmitting or processing child pornography, making bomb threats, etc.
- To damage or disable the property of another individual or organization
- To access another individual's materials, information, or files with-

out permission

- To violate copyright or otherwise use intellectual property of another individual or organization without permission
- To conduct commercial activity (defined as buying, selling, bartering, or advertising), including, but not limited to, the use of credit cards
- To steal data, equipment, or intellectual property
- To gain unauthorized access to the files of others (students, teachers, system administrator), or misuse the data or files of another user to include access to removable drive and/or cloud storage
- To gain or seek to gain unauthorized access to resources or entities
- To send fraudulent electronic mail messages, use an account owned by another user, or to invade the privacy of individuals, including phishing, spoofing, or hacking
- To possess any data that represents a violation of these rules whether in paper, digital or any other form
- To disrupt and/or degrade computer networks, supporting equipment, or information available on them, including, but not limited to, tampering with hardware or software, vandalizing data, introducing or using computer viruses, or attempting to gain access to restricted information on networks.

## Sanctions

- **Privileges.** The use of the computers and Internet within the Lincoln Public Schools is a privilege intended to facilitate education, school-related communication, research and other school business.. Inappropriate use will result in disciplinary action, including but not limited to denial of access to computers and/or the Internet. The LPS reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
- **Vandalism.** Vandalism will result in disciplinary action. Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of data of another user, software, computers, peripherals, or other network resources. This also includes, but is not limited to, damaging devices, uploading, creating or transmitting computer viruses.
- **Security.** Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in school disciplinary action. If a security problem is identified, the user must notify the supervising staff members. Users must not demonstrate the problem to other users.
- **Privacy.** System administrators may review files and communications at any time to maintain system integrity and ensure that users

are using the system responsibly. There should be no presumption of privacy for communications stored, sent, received or accessed through the Lincoln Public Schools computers, network, e-mail system, and Internet connection. It is a matter of law that any document pertaining to the public business on a publicly funded system is a public record. All electronic correspondence and data is subject to the discovery process based upon the Federal Rules of Civil Procedure.

- *Disciplinary Action.* Disciplinary action may be taken in the event that the provisions of this policy are violated. The disciplinarian administrator and the technology department will have discretion in deciding on what action, if any, will be taken against users violating the provisions of this policy. Handling of violations to this policy may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue.

Disciplinary action may consist of:

1. Parent Contact
2. Restitution/Restoration for damages and time involved
3. Detention
4. Suspension
5. Legal Action
6. Access Suspended

If user's access is suspended as a result of violations, the user may appeal the suspension to the school principal. Employee violations of the Acceptable Use Policy will be handled in accordance with law, school policy, and collective bargaining agreements, as applicable.

### **District-Issued Devices Guidelines and Requirements**

Lincoln Public Schools has initiated a program to loan a Chromebook and charging adapter to students that are actively enrolled in the district. The Chromebook is provided by the School District for educational use only by students at school and at home. Students and their parents/guardians should be aware that use of district technology tools, resources, and services is subject to reasonable and appropriate monitoring by LPS and school administration in accordance with the requirements of all applicable federal and state laws.

Lincoln Public Schools retain sole right of possession of Chromebooks and chargers once issued to all users. Chromebooks are loaned to users for educational purposes only for the academic year or amount of time determined by an administrator. Moreover, LPS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, and alter, add, or delete installed hardware or software.

- **Device Issuance.** All students that are actively enrolled in LPS are

eligible for a district issued Chromebook. Chromebook issuance and distribution for all users will be handled by building administrators, as needed.

- ***Device Identification and Protection.*** All district devices will be identified through labels, engravings, or other school wide forms of identification. Users shall not cover up, amend, or alter forms of device identification.
- ***Device Care.*** All users are responsible for the general care of the devices in their possession that have been issued by the district. [BRCSM1] It is the user's responsibility to turn in or report any devices that are stolen, malfunctioning, or damaged, to the school administration.
- ***Device Return.*** All devices will be returned when requested by school/district administration or when employment or enrollment is completed. If a user's time at LPS is terminated early (including termination (for employees), suspension, expulsion, school transfer, etc.) his or her school issued device will be returned on the date of the termination (for employees), suspension, expulsion, school transfer, etc..
- ***Software on Devices.*** Any preinstalled software and/or apps must remain on the device in usable condition and accessible at all times. The district may update apps and software on an as needed basis. If the user of the device experiences loss of software or required applications, they must turn it in to be restored to its original settings.
- ***Disclaimer.*** The Lincoln Public Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information.

## **Internet Safety, CIPA and Personal Use**

- The LPS complies with the Children's Internet Protection Act (CIPA). The LPS uses technology protection measures to block or filter, to the extent practicable, access to content or transmission of visual depictions or communications that are obscene, pornographic and/or harmful to minors over the LPS network. Providers, even when they allow access for educational reasons to sites normally blocked or filtered, also provide reasonable monitoring of users Internet use. It is the responsibility of each user to monitor his/her own access and use good judgment in matters related to potentially obscene, pornographic and or harmful materials. The District's content filter will be frequently updated and will be active when any LPS device is used outside of school and when any personal device accesses the Internet through the LPS network. It is the responsibility of the LPS to educate, supervise and monitor appropriate usage of the network and access to the Internet in accordance with this policy and with the CIPA. Teachers or designated representatives will provide age-appropriate training for students with regard to safety on the Internet, appropriate behavior while online, on social networking websites and in chat rooms, and cyberbullying and

awareness and response.

- This policy applies regardless of whether the use occurs on or off school property and it applies to all District technological resources including, but not limited to, computer networks and connections, resources, tools and learning environments made available by or on the network and all devices that connect to those networks.
- The District allows personal use so long as it occurs on personal time and complies with this policy and CIPA. Personal use should not interfere with District activities and/or other established policies and procedures. Users and providers are responsible for their actions and activities involving LPS technology, networks and Internet services and for keeping their files, passwords and accounts secure. Users and providers accessing the Internet through LPS technology assume personal responsibility and liability, both civilly, and criminally, for uses of the Internet not authorized by this policy or CIPA.

First Reading Revised Policy:	December 13, 2021
Second Reading Revised Policy:	January 10, 2022
Revised Policy Adopted:	January 10, 2022

### ***TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island***

#### **VANDALISM**

Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. "Computer viruses" are programs that have been developed as pranks, can destroy valuable programs and data, and are considered vandalism. Due to the complexity and cost of technology within the Lincoln School Department, when any student act of vandalism results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student and/or parent/guardian. Any vandalism will result in loss of network privileges, disciplinary action, and/or possible legal referral. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. If a parental permission is given, the student agrees to abide by the terms of the Lincoln School Department Acceptable Use Policy. If parental permission is not secured or denied, it is the responsibility of the student to refrain from accessing the Internet in accordance with his/her parent/guardian wishes. Students who access the Lincoln School Department-provided Internet (LincNet) without parent/guardian and/or teacher permission or students who have permission and allow other students to access LincNet who do not have parent/guardian and/or teacher permission will be subject to disciplinary action as outlined above. The Lincoln School Department makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Lincoln School Department will not be responsible for any damages users suffer,

including - but not limited to - loss of data resulting from delays or interruptions in service. The Lincoln School Department will not be responsible for the accuracy, nature, or quality of information stored on Lincoln School Department diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through Lincoln School Department-provided Internet access. The Lincoln School Department will not be responsible for personal property used to access Lincoln School Department computers or networks or for Lincoln School Department-provided Internet access. The Lincoln School Department will not be responsible for unauthorized financial obligations resulting from Lincoln School Department-provided access to the Internet.

**LINCOLN PUBLIC SCHOOLS**  
**ANNUAL COMPUTER NETWORK AND INTERNET ACCESS (LincNet)**  
**USER PERMISSION AND WAIVER FORM**

We are pleased to offer students of the Lincoln Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental or guardian permission and must sign and return this form each school year.

**By signing the *User Permission and Waiver Form***, I and my parent (s)/guardian(s) agree to abide by the Lincoln Public Schools Acceptable Use Policy. I have discussed the Lincoln Public Schools Acceptable Use Policy with my parent(s)/guardian(s). Further, my parent(s)/guardian(s) and I have been advised that the Lincoln Public Schools and its employees do not have control of the information available on the Internet. Some sites that are available may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the Lincoln Public Schools' intent is to make Internet access available in order to further its educational goals and objectives, account holders may attempt to access other materials as well.

The Lincoln Public School Department believes that the benefits to students and educators from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s)/guardian(s) of minors are responsible for setting and conveying standards which their children should follow. To that end, the Lincoln School Department supports and respects each family's right to decide whether or not to apply for computer network and Internet access. Any questions should be directed to the school Principal or district IT Specialist. The Lincoln Public Schools Computer and Internet Acceptable Policy and procedures are available on the district website and on request for review by all parents and guardians. In addition, parents and guardians have the option of requesting alternative activities not requiring Internet use for their minor children.

The student and his/her parent(s)/guardian(s) must understand that student access to the computer network and Internet (LincNet) connection exists to support the Lincoln Public Schools educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, the Lincoln Public Schools makes no warranties with respect to the computer network or Internet (LincNet) connection, and it specifically assumes no responsibility for:

1. The content of any advice or information received by a student from sources outside the school district, or any costs or charges incurred as a result of seeing or accepting such information;
2. Any costs, liability, or damages caused by the way the student chooses to use his/her Lincoln Public Schools network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from consequences of service interruptions or changes, and even if these disruptions arise from circumstances under the control of the Lincoln Public Schools.

**LINCOLN PUBLIC SCHOOLS NATIONAL SCHOOL**  
**LUNCH PROGRAM**  
**NEGATIVE BALANCE PROCEDURE**

**NutriKids Portal – The Ability to Pre-Pay for Meals**

The Lincoln Public Schools and Chartwells Food Service encourage parents/guardians to pre-pay meals for their children through the NutriKids website, thereby eliminating situations that could develop during lunchtime because of negative balances or failure to bring lunch money to school.

Pre-payments for lunch and breakfast can be made through the NutriKids website. Parents/guardians will be able to and are encouraged to monitor their children’s breakfast/lunch account activity through the NutriKids website online system. This system can be used to confirm payments have been received, make payments, and monitor account activity.

The NutriKids website also has the ability to automatically send out balance alerts to parents/guardians as their children draw down from their accounts.

Cash and check payments will continue to be accepted at each school; however, payments made through NurtriKids website via credit will be assessed up to a \$2.00 per transaction processing fee.

Registration for the NutriKids website is currently available on the district home page, [www.lincolnpns.org](http://www.lincolnpns.org) under the parents tab at the top.

**NEGATIVE BALANCE PROCEDURES FOR THE**  
**SCHOOL LUNCH PROGRAM**

Both the Lincoln Public Schools and Chartwells are committed to providing meals to students who choose to participate in the lunch program but also feel very strongly that there is an obligation for parents/guardians and/or students to satisfy all financial obligations to the lunch program in a timely manner. In order to provide students and parents/guardians in the Lincoln Public Schools with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances were implemented on August 27, 2012:

**Students can purchase school lunch in two ways:**

- a. “Cash” Payments: Students who typically pay by “cash” (pay as you go) and do not have any money on any given day or
- b. NutriKids Payment: Students who “pay” from their NutriKids account/ balance whose account is in deficit.



## **Students with No Money for Lunch or a Negative NutriKids Account Balance:**

### Secondary Level: In both “a & b” above:

- a. No charging of the “regular/hot” school lunch is permitted.
- b. The student will receive a “sandwich” lunch - sandwich, fruit, and milk in place of a regular/hot lunch that will be charged at full price to the student’s account. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student’s account.
- c. Once balance notification has been sent out, parents will have five (5) days to pay or make arrangements to pay outstanding student balances.
- d. Student accounts with balances higher than negative twenty dollars (-\$20.00) for which payment arrangements have not been made are subject to “closure” - the accounts will be closed out and they cannot participate in the lunch program until such time as the negative balance is addressed.
- e. Under an extreme situation of nonpayment/communication, it may be necessary to withhold report cards should a negative balance remain outstanding with no follow up from the parent/guardian.

## **Free/Reduced Lunch Applications**

- a. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools as well as on the district’s website: [www.lincolnpns.org](http://www.lincolnpns.org), under the “Parents” tab.
- b. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Lincoln Public Schools.







## **Lincoln High School**

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