

# LINCOLN MIDDLE SCHOOL HANDBOOK

2023-2024



*Our Students, Our Pride,  
Our Future*

---

152 Jenckes Hill Road, Lincoln, Rhode Island 02865  
(401) 721-3400  
Lincoln Middle School  
(Website)

LINCOLN PUBLIC SCHOOLS  
REVISED 2023 – 2024 CALENDAR

Month	M	T	W	TH	F	(days)	Month	M	T	W	TH	F	(days)
August	X	X	30	31		(2)	February				1	2	(16)
September					X	(19)		5	6	7	8	9	
	X	5	6	7	8			12	13	14	15	16	
	11	12	13	14	15			X	X	X	X	X	
	18	19	20	21	22			26	27	28	29		
	25	26	27	28	29		March					1	(20)
October					6	(21)		4	5	6	7	8	
	X	10	11	12	13			11	12	13	14	15	
	16	17	18	19	20			18	19	20	21	22	
	23	24	25	26	27			25	26	27	28	X	
	30	31					April						(16)
November			1	2	3	(19)		1	X	3	4	5	
	6	7	8	9	10			8	9	10	11	12	
	X	14	15	16	17			X	X	X	X	X	
	20	21	22	X	X			22	23	24	25	26	
	27	28	29	30				29	30				
December					1	(16)	May			1	2	3	(22)
	4	5	6	7	8			6	7	8	9	10	
	11	12	13	14	15			13	14	15	16	17	
	18	19	20	21	22			20	21	22	23	24	
	X	X	X	X	X			X	28	29	30	31	
January	X	2	3	4	5	(21)	June						(10)
	8	9	10	11	12			3	4	5	6	7	
	X	16	17	18	19			10	11	12	13	14	
	22	23	24	25	26			17	18	X	20	21	
	29	30	31			98 days		24	25	26	27	28	

84 days

Total 182 days

X = No School

**August**

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

**September**

- 1 No School
- 4 Labor Day (no school)
- 5 ALL students, **including Kindergarten**, report to School
- 13 First Day - PK Community Peers
- 16/17 Rosh Hashanah (begins at Sundown on 9/15)
- 25 Yom Kippur (begins at Sundown on 9/24)

**October**

- 6 Elementary Only Early Dismissal/PM Elem. Teacher PD
- 9 Columbus Day (no school)

**November**

- 13 Veterans' Day Celebrated (no school)
- 15 LHS Early Dismissal – Parent Conferences  
Afternoon 12 – 2 PM & Evening 6 – 8:30 PM
- 16 LMS Early Dismissal – Student Led Conferences  
Afternoon 12:30– 2:30 PM & Evening 6 – 8:30 PM
- 23-24 Thanksgiving Recess (no school)
- 30 Elem. Early Dismissal – Parent Conferences  
Afternoon 12:30 – 3:20 PM & Evening 6 - 8:30 PM

**December**

- 7 Elem. Evening Parent Conferences 5:30-8:30 PM
- 8 Elementary Only Early Dismissal
- 25-29 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

Calendar Revised: 6/15/23

Calendar Adopted by School Committee: 3/13/2023

**January**

- 1 New Year's Day (no school)
- 12 LHS Early Dismissal – Exhibitions (snow date 1/19/24)
- 15 Martin Luther King Day (no school)

**February**

- 19 Presidents' Day (no school)
- 20-23 Winter Recess (no school)

**March**

- 15 Elementary Only Early Dismissal/PM Elem. Teacher PD
- 29 Good Friday (no school)

**April**

- 2 Primary Day (no school)
- 15-19 Spring Recess (no school)

**May**

- 24 LHS Early Dismissal – Exhibitions
- 27 Memorial Day (no school)

**June**

- 7 Graduation (subject to change)
- 14 Tentative Last Day of School-Elem. Only Early Dismissal
- 17 Or the day after the last day of school – TA PD Day
- 17,18,20,21 Make Up Days – if Needed
- 19 Juneteenth – (no school)

**Quarters – Secondary**

First	8/30/23 – 11/3/23	45 days
Second	11/6/23 – 1/22/24	46 days
Third	1/23/24 – 4/3/24	45 days
Fourth	4/4/24 – 6/14/24	46 days

**Trimesters - Elementary**

First	8/30/23 – 11/30/23	61 days
Second	12/1/23 – 3/12/24	61 days
Third	3/13/24 – 6/14/24	60 days



# **Lincoln Middle School**

152 Jenckes Hill Road, Lincoln, RI 02865 401-721-3400  
Main Office Fax 401-721-3428 Guidance Fax 401-721-3429

---

## **PRINCIPAL**

Mr. James Williamson

## **ASSISTANT PRINCIPAL**

Mr. Joseph DeLeo

## **DEAN OF STUDENTS**

Ms. Mariel Casali

## **SUPERINTENDENT**

Dr. Lawrence Filippelli

## **SCHOOL COMMITTEE**

Mr. Joseph Goho, Chairperson

Mr. Steven Carvalho, Vice-Chair

Mrs. Staci Rapko, Clerk

Mr. Mario Carreno

Mrs. Mary Anne Roll

Mrs. Cheryl DerHagopian

Mrs. Lindsay Sullivan

The Lincoln Public Schools 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 721-3300.

# TABLE OF CONTENTS

---

<b>CORE VALUES</b>	<b>4</b>
<b>MESSAGE FROM LMS ADMINISTRATION TEAM</b>	<b>5</b>
<b>LMS DAILY BELL ROTATION &amp; SCHEDULES</b>	<b>6</b>
<b>ACADEMICS</b>	<b>8</b>
<b>CODE OF CONDUCT &amp; CONDUCT MATRIX</b>	<b>11</b>
<b>DISTRICT &amp; SCHOOL DEPARTMENT POLICIES</b>	<b>13</b>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<b>35</b>
<b>GUIDANCE SERVICES</b>	<b>38</b>
<b>HEALTH SERVICES</b>	<b>40</b>
<b>STUDENT LIFE</b>	<b>44</b>
<b>LINCOLN MIDDLE SCHOOL</b>	<b>51</b>
<b>CONTACT INFORMATION &amp; HANDBOOK CONSENT</b>	<b>51</b>
<b>LINCOLN MIDDLE SCHOOL EMERGENCY CONTACT INFORMATION</b>	<b>52</b>

# CORE VALUES

---

## Lincoln Middle School Expectations for Student Learning and Social Responsibility

Academic Expectations
AE1 - Demonstrate Communication Skills by AE1.1 Reading and writing effectively and critically for a variety of purposes AE1.2 Listening and speaking effectively in a variety of ways
AE2 - Demonstrate effective critical thinking and problem solving skills.
AE3 - Demonstrate proficiency in using technology for a variety of purposes (research, communication, and/or design).
AE4 - Demonstrate proficiency in the Related Arts
Social Expectations
SE1 - Demonstrate the ability to responsibly interact in a diverse community by assuming responsibility for their own behavior, demonstrating the ability to resolve conflicts responsibly, and/or showing respect for the well-being and welfare of others.
Civic Expectations
CE1 - Demonstrate the importance of contributing to the well-being of the community and recognizing their importance as participating members of a democratic society.

Lincoln Middle School Expects Students to:

“Be Respectful, Responsible & Ready to Learn”

# MESSAGE FROM LMS ADMINISTRATION TEAM

---

Dear Parents, Students and Faculty,

We would like to welcome all of you to this upcoming school year. We are honored to be able to serve and support you while attending Lincoln Middle School. We believe together, we can collaboratively make this school year one of our best. Through hard work, partnership, and commitment, we will learn and grow together. We are committed to providing you all with a safe, fun and rigorous learning environment. We highly encourage all of you to challenge yourselves. We ask and expect that all of you respect one another. It is our goal to have all of you learn as much as you can, explore your interests and take advantage of opportunities that make you happy, while making friends and everlasting memories here at Lincoln Middle School. At the end of each school year, it is our hope that you reflect fondly of your middle school experience.

To a great school year,

The LMS Administration Team

---

Lincoln Public Schools mission:

*“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.”*

# LMS DAILY BELL ROTATION & SCHEDULES

---

## LMS Daily Bell Rotation

Times	A Day	B Day
7:55-8:10	Homeroom	Homeroom
8:12-9:00	1	4
9:02-9:50	2	6
9:52-10:40	3	7
10:42-11:30	4	1
11:33-11:55 (1st)	Lunch/Skills	Lunch/Skills
11:59-12:21 (2nd)	Lunch/Skills	Lunch/Skills
12:25-12:47 (3rd)	Lunch/Skills	Lunch/Skills
12:50-1:38	6	2
1:40-2:28	7	3

## Lunch Rotation

	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1st lunch	6	8	7	6	8	7	6	8	7	6
2nd lunch	7	6	8	7	6	8	7	6	8	7
3rd lunch	8	7	6	8	7	6	8	7	6	8

## 1 Hour Delay

Times	Class Minutes	A Day	B Day	
8:55 - 9:12	15 minutes	Homeroom	Homeroom	
9:14 - 9:52	39 minutes	1	4	
9:54 - 10:32	39 minutes	2	6	
10:34 - 11:12	39 minutes	3	7	
11:15 - 11:37 (1st)	66 Minutes	22 minutes	Lunch/Skills	Lunch/Skills
11:40 - 12:02 (2nd)		22 minutes	Lunch/Skills	Lunch/Skills
12:05 - 12:27 (3rd)		22 minutes	Lunch/Skills	Lunch/Skills
12:30 - 1:08	38 minutes	4	1	
1:10 - 1:48	38 minutes	6	2	
1:50 - 2:28	38 minutes	7	3	

## Half-Day Schedule

	6th Grade		7th Grade		7th/8th Grade		8th Grade	
	A Day	B Day	A Day	B Day	A Day	B Day	A Day	B Day
7:55-8:10	Homeroom		Homeroom		Homeroom		Homeroom	
8:12-8:43	1	4	1A	4B	1A	4B	1	4
8:45-9:16	2A	6B	2A	6B	2	6	2	6
9:18-9:49	3	7	3	7	3	7	3A	7B
9:51-10:22	4	1	4	1	4A	1B	4	1
10:24-10:55	6A	2B	6	2	6	2	6	2
10:57-11:28	7	3	7	3	7	3	7A	3B



# ACADEMICS

---

## Course of Studies

Your course of studies will help you enjoy a successful and profitable school career. By investigating a range of subject areas we hope to prepare you for an interest-driven high school experience.

The program of studies at Lincoln Middle School consists of required (core) subjects that provide a broad background in the basic disciplines (Core Academic) as well as a selection of exploratory classes in a variety of related arts:

Core Academics	Art	Music	TechEd	World Languages	Health/ Phys-Ed
Math	2D Art	Band	STEM	Exploratory Spanish	Grade 6
English	3D Art	Chorus	Computer Literature	Spanish I	Grade 7
Science	Digital Art	General Music	Computer Tech	Exploratory French	Grade 8
Social Studies			Media	French I	Adaptive Phys-Ed

## Grading Systems

Grade Scale		
Letter Grade	Numerical Range	Grade Point Average
A+	97 - 100	4.3
A	93 - 96	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
F	69 - below	0
I - No I's reported end year	Incomplete - Quarter only	

## **Reporting Systems**

**REPORT CARD** - Report cards are posted on our student information system (Skyward) 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. When necessary teachers will provide feedback on current performance. Please contact your child's teacher or school counselor if you have any questions about the information on the report card.

**PROGRESS REPORTS** - Progress reports are posted on our student information system (Skyward) at the midpoint of each quarter.

## **Academic Probation**

A student will be placed on academic probation if he/she: fails two or more subjects on the quarterly report card. 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, school festivals and student council activities. A student who is academically ineligible to participate may have his/her case reviewed after mid-quarter interim reports. Student appeals of academic probation placement will follow the appeals process for disciplinary action as described on page 42 of the Student Handbook.

## **Academic Integrity**

Lincoln Middle 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 administration (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. Disciplinary action will be given based on severity. An alternate assignment will be given at the teacher's discretion.
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 that may include 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.

## **Academic Recognition**

### **Promotion Requirements**

Students are placed in classes in the core subject areas of English, math, science, and social studies. Promotion to the next academic grade requires that the student passes each of the four core subjects or demonstrates equivalent proficiency as determined by academic team and or administrator. Students

with a failing grade for the year in core subjects may need to attend summer school in each subject that they have failed before being promoted to the next grade.

### **Honor Roll** (calculated by quarter)

- First Honors: a student who achieves a GPA of 3.64 to 4.30.
- Second Honors: a student who achieves a GPA of 3.30 to 3.63.
- Third Honors: a student who achieves a GPA of 2.92 to 3.29.

### **National Junior Honor Society**

The National Junior Honor Society (NJHS) is a program that celebrates the success of many of our hardest-working students. The society is based on five pillars: leadership, scholarship, citizenship, community, and service. Middle school students who qualify will be inducted into NJHS at the end of eighth grade provided the following criteria are met.

- 3.64-grade point average (first honors) in sixth and seventh grades during all marking periods and the first three marking periods of eighth grade. A candidate is only allowed to have one marking period with a grade point average below 3.64 throughout their middle school career.
- In grade eight, a testament to the five pillars is required
- Students must complete the required hours of community service
  - Minimum of 4 hours during sixth-grade
  - Minimum of 6 hours during seventh-grade
  - Minimum of 8 hours during eighth grade by the date established by the Advisers and the Faculty Council, usually just after April vacation.

**Non-completion of any component will cause the student to be removed from induction into the NJHS.**

\* The school will provide opportunities throughout the school year for community service. If parents/guardians choose to have their children participate in community service outside of school-sponsored events, appropriate documentation must be provided stating that the four hours have been served. Non-completion of the service component will cause the student to be removed from induction into the NJHS.

### **Student Exams**

All students are required to take final examinations in each course in which they are enrolled.

### **Summer School Policy**

A student who earns a final yearly average of "F" in a course, has two options:

1. Attend summer school and provide proof of successful completion. This proof must be received by the Lincoln Middle School Guidance Department.
2. Engage a certified private tutor for 30 hours for re-instruction in the failed course area. Proof of the 30-hour instruction must be received by the Lincoln Middle School Guidance Department.

# CODE OF CONDUCT & CONDUCT MATRIX

*The Lincoln Public Schools use this chart 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.*

## POSSIBLE CONSEQUENCES

**Teacher DET - Teacher detention - Served with the teacher**

**Office DET - Office detention - Served with administration or their designee from 2:30 to 3:30**

**LTD - Long term detention - Served with administration or their designee from 2:30 to 4:00**

**Lunch DET - Lunch Detention - Served during lunch time with administration or their designee**

**ISD - In School Detention - Served in school for the duration of the day**

**OSS - Out of school suspension - Removal from school for a designated time**

- Short term suspensions can be up to 10 days of school
- Long term suspensions (more than 10 days) require school committee

	Infraction	Infraction/Definition	Consequence
1.	Alcohol	Possession/Use/Sale/Distribution of, or  Being Under the Influence of Drugs of Alcohol	5 OSS - Expulsion, Referred to SRO and Support Staff
2.	Arson	Vandalism/Arson	2 ISD/TAC to Expulsion
3.	Assault/Battery of Student	Fighting/Assault/Threatening	3 OSS - 10 OSS, Referred to SRO
4.	Assault/Battery of Teacher/Staff	Physical Abuse of Staff	9 OSS - Expulsion, Referred to SRO
5.	Attendance - Cut/Skipped Class	Unauthorized Absence from Class	1 DET - ISD/TAC
6.	Attendance - Cut/Skipped Detention	Not Reporting to Assigned Detention	2 DET - ISD/TAC
7.	Attendance - Left School Grounds	Leaving School without Permission	1 TAC to 3 TAC; also loss of parking privilege for the remainder of the year
8.	Attendance - Tardy/Late	Tardiness to Class	Teacher Conference Teacher DET Office DET ISD/TAC

9.	Attendance - Truant	Intentionally Tardy to School	1 ISD/TAC - 3 ISD/TAC
10	Bomb Threat - School Safety	Threatening	3 OSS - 10 OSS, Referred to SRO
12	Communication/ Electronic Devices	Communication/ Electronic Devices	Warning DET ISD/TAC Confiscation OSS - Expulsion
13	Controlled Substances - Sale of/Possession with Intent to Sell	Possession/Use/Sale/Distribution of, or Being Under the Influence of Drugs and/or Alcohol	5 OSS - 10 OSS  Referred to SRO
15	Controlled Substances - Possession or Under the Influence	Possession of Drug Paraphernalia/Smoking THC Products	ISD/TAC 3 OSS - 10 OSS  Referred to SRO
16	Disorderly Conduct - Serious Class or Campus Disruption	Disruptive Behavior in Classroom/School Area  Endangering Another Person or Oneself  Non-Directed Vulgarly	1 DET - 3 OSS
18	Fighting/Physical Altercation	Fighting/Assault Threatening	3 OSS - 10 OSS
19	Fire Regulations Violation	Disruptive Behavior in Classroom/School Area  Endangering Another Person or Oneself  Non-Directed Vulgarly	1 DET - 3 OSS
20	Forgery	Forgery	ISD/TAC - 3 OSS
21	Gambling		
22	Gang Activity Non-Violent Incident	Disruptive Behavior in Classroom/School Area	1 DET - 3 OSS

		Non-Directed Vulgarity	
24	Harassment - Stalking	Bullying/Harassment of Other Students	1 DET - 10 OSS, Referred to SRO
25	Harassment - Sexual	Sexual Harassment	3 OSS to Expulsion, Referred to SRO
26	Harassment - Prejudice/Hate Crimes	Bullying/Harassment of Other Students  Possession/ Distribution of Obscene Materials	3 OSS to Expulsion, Referred to SRO
27	Hazing	Bullying/Harassment of Other Students	1 DET to 10 OSS, Referred to SRO
28	Insubordination/ Disrespect	Insubordination/Defiance of Staff  Excessive Assignment to Detention	1 DET - 10 OSS
29	Kidnapping/ Abduction		
30	Larceny/Theft	Stealing/Possession of Stolen Property	1 DET - Expulsion, Referred to SRO, Restitution
31	Obscene/Abusive Language or Gestures Toward Student	Vulgarity/Verbal Abuse/Offensive Gesture at Student	1 DET - 10 OSS, Referred to SRO
32	Obscene/Abusive Language or Gestures Toward Teacher/Staff	Vulgarity/Verbal Abuse/Offensive Gesture at Staff	3 DET - 10 OSS, Referred to SRO
34	Technology-Unauthorized use of Computers/Other Technology	Violation of Internet Acceptable USE Policy	1 ISD/TAC - Expulsion Confiscation/ Restricted Use
35	Threat/Intimidation	Threatening Staff Member	5 OSS to Expulsion, Referred to SRO
36	Tobacco	E-Cigarette/Tobacco Related Violation	2 TAC to 5 OSS, Confiscation
37	Trespassing/ Restricted Area	In Restricted Area	1 DET to 2 OSS

38	Vandalism	Vandalism	2 ISD/TAC - Expulsion
39	Weapon Possession	Violation of Weapons Policy	10 OSS - Expulsion, Referred to Superintendent/SRO
40	Attendance-Cut/ Skipped In-School Suspension	Not Reporting to Assigned Detention	2 DET - ISD/TAC
41	Cheating/ Plagiarism	Forgery	1 DET - OSS, Expulsion
42	Robbery	Threatening Staff Member	5 OSS to Expulsion, Referred to SRO
43	Sexual Assault/Battery	Sexual Harassment	3 OSS - Expulsion, Referred to SRO
44	Sexual Misconduct	Possession/ Distribution of Obscene Materials	3 OSS - Expulsion, Referred to SRO

# DISTRICT & SCHOOL DEPARTMENT POLICIES

---

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 Public Schools 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. The administration'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.

## School Department Policies

### LINCOLN SCHOOL DEPARTMENT POLICY GBCD - SEXUAL HARASSMENT

**Definition** - For purposes of this policy, sexual harassment is defined as unwelcome or un-wanted 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 of 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 DATING SEXUAL VIOLENCE POLICY

---



## LINCOLN SCHOOL DEPARTMENT POLICY JJT - BULLYING

**1a. Definition - 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 there-of 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).**

**1b. Definition - 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:*

- The creation of a web page or blog in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages or
- 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's 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 hand-books
- 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. ([Access to bully reporting process](#))

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.

---

## **[LINCOLN SCHOOL DEPARTMENT POLICY JFC-R - 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 Public Schools 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/ 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, 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 Public Schools 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 GBK - SMOKE FREE ENVIRONMENT**

Effective June 8, 2015, and in accordance with 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 non-school 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, snuff, 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.

#### **Enforcement**

**Students:** All students violating this policy will be subject to consequences as described in the school's 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.

In accordance with Rhode Island state law and the Lincoln Public School policy, students are not permitted to smoke in the building or on school grounds at any time. Smoking is prohibited for the duration of a school-sponsored trip as well as all school-sponsored activities.

## LINCOLN SCHOOL DEPARTMENT POLICY JFC-J - WEAPONS AND VIOLENCE

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 Public Schools 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, shot-gun, 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** 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** 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' purses and/or student book carriers, or the like, contents of pockets if suspected of containing prohibited, stolen, or illegal items.
2. Each school will undertake activities designed to develop a school-wide acceptance of desirable behavior standards particularly as they relate to weapons.
3. Hopefully, all students will feel a school citizenship responsibility to report violations of weapons regulations.
4. Schools are encouraged to use special student committees to help establish a climate of responsible behavior at all extracurricular events.
5. Schools are encouraged to keep open communications with parents and the community to support positive student behavior.

---

## LINCOLN PUBLIC SCHOOLS COMPUTER AND INTERNET ACCEPTABLE USAGE 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
- Responsibility 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 without 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, 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*

**LINCOLN PUBLIC SCHOOLS  
ANNUAL COMPUTER NETWORK AND INTERNET ACCESS**

**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 users under the age of 18 must obtain parental or guardian permission and must sign and return this form each school year.

By signing this User Permission and Waiver form, I \_\_\_\_\_ (print name) and my parent(s) or 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) or guardian(s).

Further, my parent(s) or 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.

Lincoln Public Schools 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) or guardian(s) of minors are responsible for setting and conveying standards that their children should follow. To that end, the Lincoln Public Schools 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) or guardian(s) must understand that student access to the computing networks and Internet () connections exist 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 (connection, and it specifically assumes no responsibility for:

1. The content of any advice or information received by a user 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 user 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, even if these disruptions arise from circumstances under the control of the Lincoln Public Schools.

LINCOLN PUBLIC SCHOOLS  
ANNUAL COMPUTER AND INTERNET ACCEPTABLE USE POLICY

**Student - Parent/Guardian Acceptance and Permission**

**The Student (user):**

I have received my parent(s)/ guardian(s) permission and I have read the **Lincoln Public Schools "Computer and Internet Acceptable Use Policy."** I understand and agree to all the provisions, rules and regulations outlined within. I understand that any violation of the Lincoln Public Schools Computer and Internet Acceptable Use Policy will result in immediate suspension of my Internet privileges and that as a result of such violation further disciplinary measures may be taken.

\_\_\_\_\_ Student's Signature \_\_\_\_\_  
Print Student's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ School Name \_\_\_\_\_  
Grade \_\_\_\_\_

**The Parent/Guardian:**

As the parent(s)/ guardian(s) of the above named student. I have read the **Lincoln Public Schools Computer and Internet Acceptable Use Policy** and I understand and agree to all the provisions, rules, and regulations outlined within. I hereby give permission for my child to use the Internet service provided by the Lincoln Public Schools. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/ daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Lincoln Public Schools to monitor access to such information, but that my son/ daughter is ultimately responsible for restricting himself/herself from inappropriate information.

\_\_\_\_\_ I give permission for my son/ daughter to be granted Internet access.  
\_\_\_\_\_ I request that my son/ daughter be denied Internet access and be provided alternative activities not requiring Internet use.

\_\_\_\_\_ Parent/Guardian's Signature \_\_\_\_\_  
Print Parent/Guardian's Name \_\_\_\_\_ Date \_\_\_\_\_

This form will be retained by the school.

Amended: January 10, 2022

**LINCOLN PUBLIC SCHOOLS  
ANNUAL COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

**Staff Acceptance**

Each staff member must read and sign this form prior to accessing district Internet facilities.

Name:

Position/Grade:

School(s):

I understand and will abide by the terms and conditions of the Computer and Internet Acceptable Use Policy for the Lincoln Public Schools. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. If I commit any violation, my access privileges may be suspended or revoked, and disciplinary action and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign & return to the Lincoln School Human Resources Department for inclusion in Personnel file**

Amended: January 10, 2022

### [MySchoolBucks Portal – The Ability to Pre-Pay for Meals](#)

The Lincoln Public Schools and ARAMARK Food Service encourage parents/guardians to prepay meals for their children through the MySchoolBucks 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 MySchoolBucks website. Parents/guardians will be able to and are encouraged to monitor their children's breakfast/lunch account activity through the MySchoolBucks website online system. This system can be used to confirm payments have been received, make payments, and monitor account activity.

The MySchoolBucks 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 the My School Bucks website via credit will be assessed up to a \$2.00 per transaction processing fee.

Registration for the MySchoolBucks website is currently available on the district home page, [www.lincolnps.org](http://www.lincolnps.org) under the parent's tab at the top.

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

Both the Lincoln Public Schools and ARAMARK 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. My School Bucks Payment: Students who "pay" from their MySchoolBucks accounts

#### **Students with No Money for Lunch or a Negative MySchoolBucks 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.lincolnps.org](http://www.lincolnps.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.
- 

### *Vandalism*

Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware or to harm or destroying 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 Public Schools, when any student's 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 parental permission is given, the student agrees to abide by the terms of the Lincoln Public Schools' 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 Public School's 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 Public Schools makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The Lincoln Public Schools 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 Public Schools will not be responsible for the accuracy, nature, or quality of information stored on Lincoln Public Schools diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through the Lincoln Public Schools provided Internet access. The Lincoln Public Schools will not be responsible for personal property used to access Lincoln Public Schools' computers or networks or for Lincoln Public Schools' provided Internet access. The Lincoln Public Schools will not be responsible for unauthorized financial obligations resulting from Lincoln Public Schools' provided access to the Internet.

## Transportation -Buses

FIRST STUDENT  
CONTACT INFORMATION  
401 - 334 - 0565

**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 the 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. Student's 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.

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 the 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 be removed from the bus.

#### **Suspension Policy of Riding Privileges**

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

#### **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 student's permanent records. **Parents are urged to call the middle school between 8:00 AM and 9:00 AM** each morning to report their child's absence. If no call is received, the school will attempt to contact the parent at home, or at work, to verify the absence. A written excuse for absence is required by State Law. Please send a written excuse for absence on the same day your child returns to school even if you called the school regarding the absence.

**A student who is absent on the last day of school before a weekend, vacation, or holiday cannot participate in school activities during that weekend or vacation, or holiday period.**

**ABSENCE FROM CLASS** - Attendance to all assigned classes is mandatory for all students. An unauthorized absence from class will be considered a skip. Students skipping class will receive a zero on all quizzes, tests, papers, and projects given or due in class that day. Additionally, skips may result in further disciplinary action including detention, assignment to ISD, or suspension. A student tardy to class 15 minutes or more without a pass will be sent to administration.

**DISMISSAL FROM SCHOOL** - Students who must be dismissed from school before 2:30 PM are required to **present a note** from a parent or guardian to the Main Office prior to the first period. 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, who have not attended at least half the school day, 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 11:30 AM cannot participate in any after-school activities that day, unless he/she has an excused tardy. **Tardies are excused with a note from the doctor's/dentist's office.**
2. Students will be admitted after 11:30 AM 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 8:05 AM, will be considered tardy and must report to the Main Office, sign in and receive a late slip **before** reporting to class. 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, 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.

**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 Public Schools 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 the 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.
- 

### **Administrative Guidelines for Applying the School Behavior Code**

The list on this and the following page 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

#### **Consequences**

**Detention:** For a first offense no more than three sessions of detention may be assigned. **Recurrence of the same offense will result in more progressive discipline and may result in activating the suspension process.**

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 may result in a doubling of the originally assigned time. A second offense can result in school detention (ISD) or suspension. Parents of secondary school children will be notified, by the administrator, within twenty-four hours of assignment of detention.

#### **Administrative Detention Rules**

1. Detention is held from 2:35 to 3:35 PM in a location to be determined by the administration.
2. Lateness is not excusable; students arriving late will be refused admittance and referred to administration.
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 or assigned work for the duration of the detention period.
5. Students must maintain absolute silence throughout the session.
6. An unexcused absence will result in the assignment of two additional detentions, in-school suspension or suspension.

#### **In School Detention**

[In School Detention](#) (ISD) 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 who has been assigned ISD is

not to 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 specific academic assignments are not allowed in ISD. A student must secure these items in his/her locker or relinquish them to an administrator prior to entering ISD.

Failure to report to ISD, unless excused by an administrator, will result in additional disciplinary consequences. A student is expected to adhere to the rules of ISD. If a student refuses to comply with the rules of ISD, he/she may be suspended out of school for a minimum of 1 day.

If a student completes work assignments in ISD, 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 ISD (test, quiz, etc.), the student must make arrangements with the teacher to complete the assignment within 2 days, with a possible loss of points.

### **Suspension**

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 8:00 AM to 8:00 AM will constitute one (1) day of suspension.)

1. 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.
2. 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 the suspension. Notification of the reason and duration of suspension in writing will be mailed to parents within forty-eight (48) hours.
3. 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 their 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.
4. Students suspended OSS must meet after 8:05 AM with administration and their parents for re-admittance.
5. A STUDENT IS SUBJECT TO SUSPENSION AND/OR EXCLUSION FROM ALL EXTRACURRICULAR ACTIVITIES FOR A PERIOD OF UP TO 1 YEAR FOR A VIOLATION(S) OF THE STUDENT BEHAVIOR CODE.
6. Conduct that 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) Leaving the school grounds without administrative permission.
- g) Smoking in any area on school property during school, or at any school function.
- h) The use or possession of alcoholic beverages, narcotics, marijuana, prescription medication, etc., on school property, during school, or at any school function.
- i) Being under the influence of alcohol or a narcotic while at school or during a school function.

### **Due Process**

When a suspension of ten (10) days or less is appropriate, the administrator will be responsible for implementing the following procedure as outlined by the Board of Regents' Regulation:

- a. That the student is given oral or written notice of the charges against him/her.
- b. That if the student denies the charges, the student is given an explanation of the evidence the authorities possess.
- c. That the student is 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. A notice containing the reason for suspension and the duration thereof will be given to the parent(s) or guardian(s). Such notice shall be given in the parent's 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.

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.

- 1. 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.
- 2. 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 Sections 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.
- 3. 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 present evidence on their behalf.
4. 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.
5. The student shall be furnished with a copy of the record without cost.
6. A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis thereof.
7. The student shall promptly be provided with a copy of the said decision.
8. 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 parent's 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 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 who 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.
4. 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.
5. 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 Public Schools, will give direction.

## **EXTRA-CURRICULAR ACTIVITIES**

---

The Lincoln Middle 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 middle 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.**

### STUDENT CLUBS & ACTIVITIES

LMS offers multiple clubs and activities to all students, including but not limited to:

- |                   |                    |                   |
|-------------------|--------------------|-------------------|
| - Advanced Band   | - Drama Club       | - Student Council |
| - Advanced Chorus | - Jazz Band        | - Yearbook        |
| - Best Buddies    | - Math Counts      |                   |
| - Chess Club      | - Science Olympiad |                   |

### Formation of Clubs

- Student clubs and activities are based upon our current student interests and we are always open to run additional activities.
- Those who desire to form a club must expect to meet regularly.
- There must be a definitive organization, systematic procedures, and discipline of such a nature as to ensure orderly carrying out of club activities.
- 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 administration.
- A faculty member must agree to sponsor the club. An administrator must approve the formation of the club.

### Leadership Behavior

Students who have the privilege of holding a position of leadership (club officer, team captains, etc.) are expected to behave in a manner that 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.

### Participation in Clubs and Extra Curricular Activities

1. In order to be eligible to participate in a club or activity, a student must be in good academic and behavioral standing.
2. A student who is academically ineligible to participate can have his/her case reviewed after mid-quarter interim reports.
3. A student who is asked to report to a teacher or detention after school must report, even if doing so causes him or her to miss a co-curricular activity.
4. A student may participate in as many activities as he/she can manage successfully. At least one activity is recommended for each student.
5. A student may not take part in any co-curricular activity if the student is absent from school on that particular day. A student must be in school all day on the last day of classes 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 confronted with an unusual situation, the assistant principal will offer guidance.

## **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 keep an accurate itemized separate account for each activity and issue 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. The Lincoln Public Schools keep an accurate itemized account of the club's financial dealings.
4. Club fundraising activities are restricted to school-sponsored groups. The application must be made to the administration at least ten (10) days before the start of the fundraising activity. No fundraising may take place unless administrative approval is obtained.

## **Student Council**

The Student Council, the student government organization of the school, is composed of any student willing to serve as a member. It serves as a forum to voice student opinions 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 skills in the use of parliamentary procedures.

## **Athletic Programs**

Lincoln Middle School has a full complement of athletic sports designed to offer every boy and girl an opportunity to participate in a sport.

**INTERSCHOLASTIC SPORTS** - Your candidacy for a position on one of the following teams is welcomed. All students if eligible will be given an opportunity to earn a spot in one of the following interscholastic league sports.

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross Country - Boys	Basketball - Boys	Baseball - Boys
Cross Country - Girls	Basketball - Girls	Softball - Girls
Field Hockey - Girls	Wrestling - Boys	Track - Boys
Soccer - Boys	Wrestling - Girls	Track - Girls
Soccer - Girls		

## **ELIGIBILITY RULES FOR INTERSCHOLASTIC COMPETITION**

To play on a team representing our school in competition with other schools, a student must, among other things:

1. Be governed by all rules listed in the Lincoln Middle School Student Handbook and conform to the rules of the [Rhode Island Principals Committee On Athletics](#) - Grades 6-8 ([RIPCOA](#)).
2. Return, or pay for, all borrowed equipment. Failure to do so will automatically bar him/her from further participation in sports.
3. Accompany the team in the transportation vehicle provided by the school authorities.



4. Attend school all day on the day of an athletic contest if played on a weekday, and the day before if played on a Saturday. Unexcused absence from school or from any class period will be the basis for exclusion from athletic competition. The Principal is the final judge.
5. Meet the following academic eligibility requirements; winter and spring athletes cannot fail more than two courses as determined by the quarter grades preceding the start of the respective season. At the end of quarter 4, year-end marks will be used rather than quarter 4 marks. Students must be taking at least four subjects, each involving at least four periods of work or an aggregate of fifteen periods per week. At all times the student must have secured a passing grade in 60% of the student's programs (credits). A student who is not passing 60% of his/her program credits is ineligible to participate in games/meets/matches until the end of the quarter."
6. Students who are academically ineligible to play, may have their cases reviewed after mid-trimester interim reports.
7. Be physically fit according to a doctor's physical examination and must have a current physical on file in the school nurse teacher's office.
8. Present an [Assumption of Risk Form](#) signed by a parent.
9. Have insurance coverage. Candidates are urged to enroll in school insurance. In the event they refuse this option, they must have a parent sign a school [Insurance Waiver Form](#).
10. Be in school no later than 9:30 AM in order to participate, unless they have an excused tardy.

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

see link above

## **GUIDANCE SERVICES**

---

The primary goal of the school counseling program is academic success for all students through the support of the learning process. Counselors strive to promote learning by addressing the developmental needs of students in a proactive and preventative manner. The school counselor delivers services on an individual and group basis throughout the school year. The school counseling program focuses on the needs of the middle school student: academic, social, and personal. Student schedules are constructed in accordance with the prescribed Lincoln Middle School course of study. In addition, students may choose electives in band and chorus in lieu of other related arts classes. Every pupil's daily schedule is

constructed 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 and fill out a *Request for Counselor Appointment* or make appointment arrangements before homeroom. The counselor will then schedule the appointment as soon as possible during the school 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.**

#### **SERVICES**

- |  |   |
|--|---|
| * Adjustment and changing of schedules | * Assistance with personal and interpersonal concerns     |
| * Adjustment to the school situation   | * Counseling: drug and alcohol-related, personal & family |
| * Assistance with academic concerns    |   |

### **Course Changes**

Middle School philosophy embraces exposing students to a variety of related arts course offerings with the goal of allowing students an opportunity to explore various contents, art forms, skills, and cultures during their time at LMS. In the event that a student wishes to make a change to their schedule, the student will be allowed to do so only during the first ten (10) days of the school year. Changes will be made providing that the building schedule allows and there is availability in the class. Students are to see their guidance counselors for assistance with this process.

### **Withdrawals and Transfers**

Upon withdrawal or transfer from the 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 Middle School withdrawal procedures.

### **Address Changes**

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

### **Access to Records**

[FEDERAL EDUCATION RIGHTS AND PRIVACY ACT 20 USC 1221 - ACCESS TO EDUCATIONAL RECORDS](#)

Parent(s)/guardian(s) 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. 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.

### **504s**

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

It is the policy of Lincoln Middle 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, Technology, Health and Physical Education, and Science, are located on the main floor level in close proximity to other regular education classes. One elevator at Lincoln Middle School provides access to the 1st and 3rd levels.

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.

## **HEALTH SERVICES**

---

### **Emergency Procedure Cards**

At the beginning of each school year, each student is asked to bring home two *Emergency Procedure Cards* to his/her parent(s)/guardian(s) for completion. The card must be returned by the student to his/her homeroom 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. One card will be kept in the main office and the other card in the nurse's office.

## *Procedure for Health Services 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 nurse's office, 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 nurse's office.
2. When a student comes to the nurse's office 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 notify the teacher that the student is in the nurse's office.
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 nurse's office. 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 nurse's office. 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 the seventh grade.

This general health examination may be performed during the sixth (6th) grade, but no later than six (6) months after entry into the seventh (7) grade. 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.

If there is no evidence that the appropriate health examination has been performed, the school system shall make provisions for said examination by the end of the school year in which it is required.

## *Sports and Medical Clearance*

Any student participating in a sport at the middle school is required to provide the school nurse-teacher with written evidence of a physical examination and clearance to play a sport on a yearly basis and **prior** to tryouts (**within the year for the specific sport season**). If clearance expires during the season, an updated physical is required to complete the season. (RIPCOA)

## *Immunizations*

**NOTE: RI Department of Health Regulation**

**A 2-dose immunization requirement is being phased in for Rhode Island students.**

- 1 dose of HPV vaccine will be required for 7th graders
- 1 dose (second dose) will be required for 8th graders

### **Requirements for all students entering 7th grade**

In accordance with the **Rhode Island Department of Health** *Rules and Regulations Pertaining to Immunization and Testing for Communicable Diseases* (R23-1-IMM), all children entering the 7th grade are required to have the following immunizations:

1. Booster of Tdap (tetanus, diphtheria, pertussis) vaccine, if it has been 5 years or more since the last dose of diphtheria-tetanus containing vaccine.
2. *Four (4) doses of Polio vaccine*
3. *Two (2) doses of MMR vaccine (Measles, Mumps, Rubella)*
4. Two (2) doses of Varicella (chickenpox) vaccine received or a statement signed by your child's doctor stating that your child has a history of chickenpox disease.
5. *One (1) dose of Meningococcal conjugate (Meningitis) vaccine.*
6. This general health examination may be performed during the sixth (6th) grade, but no later than six (6) months after entry into the seventh (7) grade
7. *One(1) dose of HPV vaccine (New 2015)*

An annual Influenza (flu) vaccination is now RECOMMENDED for all children 6 mo. – 18yrs. of age to prevent the spread of flu to others in daycare, preschool and school settings as well as at home and in the community. Influenza vaccine is available from October through April each year.

### **Annual Screenings**

**VISION SCREENING** - all 7th graders will be given a vision screening unless evidence is presented to the School Nurse/Teacher that the same screening was completed within the preceding 12 months by the student's Ophthalmologist, Optometrist, or primary care provider. The student will be exempt from this exam requirement for the school year. The school nurse-teacher will notify the parent of any student who fails to meet the minimum vision requirements on the second screening in order to arrange for further evaluation or treatment.

**SCOLIOSIS**- all 6th, 7th, and 8th-grade students will be provided a scoliosis screening. The screenings of male and female students are conducted separately and individually. The parent may have the screening conducted by a private physician and provide the results to the school nurse/teacher which will exempt the student from the screening done at the school. The school nurse-teacher will notify the parent of any student who has positive signs or symptoms of scoliosis, in order to arrange for further evaluation or treatment.

### **Dismissal for Sickness**

If a student becomes ill during the school day, he/she will be assessed by the school nurse-teacher. She will determine if the student should be dismissed and will notify the parent/guardian. Students may not call home on their own to request dismissal.

Any student being dismissed from the school due to illness must be signed out of the building by a parent/guardian or an adult who has evidence and authorization to assume responsibility for the ill student. In emergency situations, Lincoln Middle School, acting on behalf of the parents /guardians, will notify Lincoln Rescue if a serious threat to life or physical well-being seems to warrant it. The parents/guardians will be notified as soon as possible should this course of action be necessary.

### **Medications**

Students will be suspended for carrying, sharing, transferring, self-administering or in any way diverting his/her over-the-counter medication and or prescription medication. Any other over-the-counter medication requires a doctor's order. 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 immediately upon arrival at school. 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 nurse's office.
4. Tylenol, Advil, and Tums are stocked in the nurse's office. The dosage administered is according to label instructions. Higher dosages require a doctor's order.
5. Under no circumstances will medication be administered without a parent's or guardian's signature.

### **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 are preferred to be administered at home.
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-teacher 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. Students will not be allowed to leave school without it. If the student no longer needs it, a physician's note is required.

**CONTROLLED SUBSTANCES** - A student may carry his/her own medication to school but must deliver it to the school nurse-teacher immediately upon arrival at school.

1. The school nurse-teacher will count and document the amount of medication received.
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.

**MEDICATION ON FIELD TRIPS** - Students may self-carry and self-administer one day's supply of medication during a field trip. All medication must be supplied by the parent and shall be stored and transported in its manufactured container (School Health Programs, section 19.11- to 19.11.14)

When the medication permission slip is turned in to the teacher, said teacher will supply the school nurse-teacher with the copy of the completed medication portion of the permission slip. The school nurse-teacher will check with the student who will be carrying and administering the medication on the field trip. The school nurse-teacher will check that:

- The student has only one day's supply of medication
- Medication is in the original container
- Correct dose and name of medication are clear.

The school nurse-teacher will then consult with the supervising teacher regarding the students who will be carrying and administering medication for the field trip. If the field trip leaves prior to the start of school, the teacher and the school nurse-teacher will go over which students will be self-administering medications the day before the field trip. The supervising teacher will check with the student prior to the field trip departure.

### *Mental/Social Health*

**STUDENT ASSISTANCE COUNSELOR** - The student assistance counselor may be made available 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 make their request known to their guidance counselor. The student's guidance counselor will contact the student assistance counselor and the student assistance counselor will contact the student to schedule an appropriate meeting time.

**SCHOOL PSYCHOLOGIST AND SCHOOL SOCIAL WORKER** - The school psychologist's office and school social worker's office are located in the guidance wing. They are available to students by appointment and as needed.

## **STUDENT LIFE**

---

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

### *School Functions*

The purpose of school-sponsored functions is to provide Middle School students with additional social and recreational activities to foster personal, social, and emotional development. Typical functions include; arts and crafts, video gaming, sports activities (basketball, dodgeball), movies, and dancing.

**GUIDELINES** - The following are being implemented for the personal comfort and enjoyment of programming by all who attend school functions.

1. No provocative dancing.
2. During slow dancing, hands should be kept in appropriate places.
3. Any chaperone has the right to deem any form of dancing inappropriately.
4. No running in the hallways.
5. Food is to be consumed in designated areas only.
6. Students are to take turns with equipment as applicable.
7. **All school rules remain in effect during school functions.**

**INFRACTIONS** - School functions are seen as a privilege. If a student's behavior is disruptive to the festival or to another student's participation in festival activities, the student will be removed from the festival to the Main Office and his/her parents/guardians will be called to pick up the student.

1. Tickets will only be sold in advance.
2. Events, unless otherwise stated, are open only to members of Lincoln Middle School, grades 6-8, **who are in good behavioral standing.**
3. Admission to events closes one-half hour after the scheduled starting time.
4. Upon arrival students need to immediately enter the festival and not loiter outside.
5. Students will not be allowed to leave an event without their parent or guardian until fifteen minutes before the end of the event. Students leaving before this time without administrative authorization will be subject to the disciplinary code.
6. Students may not re-enter an event once they have left.
7. At events, as at all school activities, each participating student should be clean, neat, and well groomed. Students will dress in full conformance with the Student Dress Policy.
8. Students must be in attendance all day at school on the day of an event.
9. The safety of our students is paramount. All school rules remain in effect during events.
10. **Parents are to be timely in picking up their students at the conclusion of the event.**

### **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. Talking during presentations is disrespectful. Any behavior that disrupts the presentation is embarrassing to the Lincoln Middle 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.



### Care of Property

**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.

**The Lincoln Public Schools are not responsible for lost or stolen school property articles.**

**LMS PROPERTY** - The School Committee supplies each student with all necessary textbooks/tech books. 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 or tech book.

### **LOCKER POLICY AND PHYSICAL EDUCATION LOCKERS**

1. Each student is assigned a locker for his/her use only and may only use the locker that is assigned to him/her. 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 his/her homeroom teacher.
5. No materials should be pasted on the 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 the damage.
9. Students may bring a lock from home to be used on gym lockers during their gym period only. P.E. locker problems should be reported to his/her physical education teacher.

### Prohibited & Restricted Materials

The following items interfere directly with the educational environment and are therefore prohibited and/or restricted at Lincoln Middle School. Among such items include but are not limited to:

<b>RESTRICTED ITEMS</b> include but are not limited to:	
<ul style="list-style-type: none"><li>• Body Sprays/Perfumes</li><li>• Cellular Phones</li><li>• Earbuds/Headphones</li></ul>	<ul style="list-style-type: none"><li>• Smart Watches</li><li>• Tablets</li><li>• Toys or other distracting items</li></ul>

<b>PROHIBITED ITEMS</b> include but are not limited to:
---

<ul style="list-style-type: none"> <li>• Any alcohol, drugs, and/or paraphernalia</li> <li>• Laser Pointers</li> <li>• Skateboards</li> </ul>	<ul style="list-style-type: none"> <li>• Any item that constitutes as a weapon as defined by the Lincoln School Committee Weapons Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Tobacco products/vapes/lighters/matches</li> </ul>
---	---	---

Possession of prohibited/restricted materials will result in disciplinary referral to the administration. Students who are repeat offenders may face disciplinary consequences for continuing to bring prohibited items or misusing restricted materials. Tobacco products, illegal substances and accompanying paraphernalia will not be returned to students.

Student cell phone and smart device use is prohibited at LMS unless utilized as part of classroom curriculum per teacher’s discretion. Cell phones are to be “off and away”, secured in student backpacks/lockers upon arrival and are not to be removed until students have **exited** the building at dismissal. At the point of dismissal, students who are not using their cell phones/smart devices appropriately, and/or are impeding the dismissal process will be asked to leave their devices off and away until they leave school grounds.

A school phone in the main office is available for emergency use. Student cell phones are not to be used to make social arrangements or to change afternoon transportation.

**Field Trips**

1. Students participating in a school-sanctioned trip must have the required paperwork and payment completed and signed by a parent or guardian and returned to the faculty supervisor as directed.
2. An administrator may limit who is able to attend a field trip. Students not attending a field trip will be notified ahead of time.
3. 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.
4. Exemplary conduct is expected of all students involved in a school-sanctioned trip.
5. Students are to leave from and return to the middle school in the transportation provided.
6. All school rules remain in effect during field trips.

**Medication on Field Trips (see handbook page 43)**

**Cafeteria**

The cafeteria will be open each school day from **7:45 AM until 8:00 AM for breakfast**. At lunchtime, students are to be in the cafeteria only during their assigned lunch.

Students are expected to:

1. Pay for their lunch; no credit.
2. Stand in line and wait their turn.
3. Remain seated while eating.
4. Keep the table areas clean.
5. Maintain an appropriate indoor voice.
6. Properly dispose of refuse in recycling and trash receptacles. Food items, drinks, and ice cream are not to be taken from the cafeteria.

7. Sitting on tables or throwing foodstuffs or debris is not permitted

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. Check with the cafeteria staff to see if any changes need to be made.

### **Library/Media Center**

The Library Media Center is located on the main level of the Lincoln Middle School. It is open throughout the school year during school hours. Students come to the Media Center with their teachers to work on projects that integrate information literacy (research skills) and content area knowledge. Teachers also bring classes for book talks and book selection.

- **PASSES** - Students may come to the Library Media Center individually and in small groups to choose books and work on projects. All students entering without a teacher must have a signed pass. Students must present their passes and sign in at the circulation desk.
- **DUE DATES** - All members of the Lincoln Middle School community are encouraged to borrow books. Students may choose up to three items (books or magazines) for three weeks. Due dates are stamped on the back of every book or magazine so students know when material must be returned. Books may be renewed for one extra loan period (three weeks), unless the book is on hold for another student.
  - Overdue notices are distributed weekly, as reminders, but no overdue fines are charged. Students will receive detention when books are four weeks or more overdue. Any material that is lost or damaged beyond repair must be replaced. Checks can be made out to Lincoln Middle School.
- **COMPUTERS** - The computers in the Library Media Center are available to complete school projects. All students must adhere to the Lincoln Public School's Internet Use Policy while using computers in the Media Center.

### **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.

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

Rules governing concert 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. The student who requests to store their instrument in the band room closet will assume all responsibility for the instrument. The Lincoln Public Schools cannot be held responsible for the loss of an instrument stored at a student's request.
5. Unless permission is secured from the band teacher, the student will use the instrument only when playing with Lincoln Middle School organizations.
6. In case of a lengthy illness, the student should return all music equipment to the school for class use.
7. 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 badge 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.

### **Announcements**

Announcements are made from the Main Office. These announcements occur daily during homeroom (8:05), Prior to lunches in the cafeteria (11:20), and at the end of the school day (2:00). All announcements are to be submitted electronically to the office by the faculty/staff member sponsoring the activity.

### **Student Postings**

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 the permission of an administrator.
2. All notices should be neatly lettered and have the 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.

### **Emergency Drills**

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

When emergency notification is given, each student will:

1. Leave the room in a quiet and orderly manner.
2. Leave the building and proceed as directed in a quiet and orderly manner to a designated area. Students will remain with their respective classes and follow the directions from their teacher or an administrator.

In keeping with school rules, no electronic devices will be used during any emergency drill. For all other emergency drills (evacuation, lockdown, etc.), students will follow the instructions of their teachers and administrators.

## Security Cameras

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

## 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** - 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 11:00 PM**

## Dress Code

### STUDENT DRESS CODE

**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 and during school-sponsored activities must reflect cleanliness, neatness, and appropriateness for the activity in which the wearer is involved.
2. Clothing of an overtly revealing or distracting fashion is not acceptable. Students are not permitted to draw special attention to themselves in a way that can be deemed inappropriate or a disruption in the school environment.
3. Tops that expose the midriff and/or cannot be tucked in are prohibited. **The shirt and/or**

**blouse must overlap the pants so that the midsection is not revealed.**

4. Tops that do not completely cover the shoulder(s) are prohibited. "Spaghetti Straps", "Tank Tops", and "Tube Tops" are not allowed. Shirts, dresses, etc. worn as outer garments must be one strap that is at least three (3) inches wide at its narrowest section. Layering shirts to meet this requirement is not permitted. **Muscle shirts, halter-tops, or tank tops cannot be worn as outer garments.**
5. All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.
6. **Any article of clothing deemed as underwear or pajamas is prohibited.**
7. No dog collars, chokers, or chains are allowed to be worn either on the body or on clothing.
8. Clothing that causes excessive wear or damage to school or personal property will not be worn. Such clothing includes but is not limited to metal taps or cleats on shoes.
9. Clothing, insignia, buttons, jewelry, or any other apparel that advocates, advertises, or flaunts the use of tobacco or alcohol products, drugs, weapons or contains obscene or questionable printing will not be permitted.
10. Hats, caps, visors, bandanas, and other forms of outdoor headgear, as well as coats, windbreakers, and parkas will not be worn in school except for medical reasons or designated "spirit days." Students who must go outdoors may wear appropriate clothing when necessary. This provision may be waived by the classroom teacher involved. **Outerwear is to remain in lockers during the school day.**
11. Appropriate and safe footwear must be worn.
12. Sunglasses will not be worn in school buildings unless required for certifiable medical reasons.

## LINCOLN MIDDLE SCHOOL

### CONTACT INFORMATION & HANDBOOK CONSENT

---

#### Emergency Information Sheet

- Please complete and return the **Emergency Information Sheet (Found on the back of this paper)** to your child's homeroom teacher. This information will be used to update Skyward, our student information system.

#### Over the Counter Medication Record

- Please complete the **Over the Counter Medication Form** at <https://forms.gle/s7xUUGHSvULSr4XV8>

**Free & Reduced Lunch Application Information**

- An application can be found on the Lincoln Public Schools website. Hard copies will be sent home as well. Apply online at [myschoolapps.com](http://myschoolapps.com)

**NOTE:** The application process needs to be completed on a **yearly basis**.

**Photo Release (CHECK ONE)**

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

- As my child’s parent/guardian, I **give** permission for The Lincoln Public Schools to use photos along with my son/daughter’s name on its website, in other publications (including the Valley Breeze Newspaper), and in other forms of social media.
- As my child’s parent/guardian, I **do not give** permission for The Lincoln Public Schools to use photos along with my son/daughter’s name on its website, in other publications (including the Valley Breeze Newspaper), and in other forms of social media.

**Lincoln Middle School Handbook (CHECK ONE)**

*By signing below, we acknowledge that we have reviewed, on the school’s website, the Lincoln Middle School Edition Handbook. We understand and agree to the policies and procedures outlined within the Lincoln Middle School Handbook*

- I have reviewed the Handbook **online** and **do not require a hard copy**.
- I request and will review a hard copy of the Lincoln Middle School Edition Handbook.

---

Signature of Parent/Guardian

---

Printed Name of Parent/Guardian

---

Signature of Student

---

Printed Name of Student

## LINCOLN MIDDLE SCHOOL EMERGENCY CONTACT INFORMATION

**Please confirm the information and make any necessary updates**

*If information changes over the course of the year, contact the Main Office to ensure our records are up-to-date.*

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Address:</b>			
<b>Date of Birth:</b>		<b>Grade:</b>	
		<b>Team:</b>	
		<b>Bus Number:</b>	
<b>Family 1 Contact Information</b>		<input type="checkbox"/> <i>Check if Guardian 1 of Family 1 should be called first</i>	
	<b>Guardian 1</b>	<b>Guardian 2</b>	
<input type="checkbox"/> <b>Name</b>			
<input type="checkbox"/> <b>Relationship</b>			
<input type="checkbox"/> <b>Address</b>			
<input type="checkbox"/> <b>Primary Phone</b>			
<input type="checkbox"/> <b>2<sup>nd</sup> Phone</b>			
<input type="checkbox"/> <b>3<sup>rd</sup> Phone</b>			
<input type="checkbox"/> <b>Email Address</b>			
<b>Family 2 Contact Information</b>		<input type="checkbox"/> <i>Check if Guardian 1 of Family 2 should be called first</i>	
	<b>Guardian 1</b>	<b>Guardian 2</b>	
<input type="checkbox"/> <b>Name</b>			
<input type="checkbox"/> <b>Relationship</b>			
<input type="checkbox"/> <b>Address</b>			
<input type="checkbox"/> <b>Primary Phone</b>			
<input type="checkbox"/> <b>2<sup>nd</sup> Phone</b>			
<input type="checkbox"/> <b>3<sup>rd</sup> Phone</b>			
<input type="checkbox"/> <b>Email Address</b>			
<b>Emergency Contact.</b> Please list up to four other contacts who will assume temporary care of your child <b>only</b> if you cannot be reached. Please list them in the order you would like them to be called.			
<b>Name</b>		<b>Relationship</b>	
<b>Primary Phone</b>		<b>2<sup>nd</sup> Phone</b>	
<b>Name</b>		<b>Relationship</b>	
<b>Primary Phone</b>		<b>2<sup>nd</sup> Phone</b>	
<b>Name</b>		<b>Relationship</b>	
<b>Primary Phone</b>		<b>2<sup>nd</sup> Phone</b>	
<b>Name</b>		<b>Relationship</b>	
<b>Primary Phone</b>		<b>2<sup>nd</sup> Phone</b>	
<b>Allergies</b>			
<b>Special information</b>			
<b>Student's Physician</b>			
<b>Physician's Telephone #</b>			

Parent Signature: \_\_\_\_\_

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





## **Lincoln Middle School**

**152 Jenckes Hill Road  
Lincoln, RI 02865  
Tel.# 401-721-3400  
Fax: 401-721-3428**

Visit us on the web @ [www.lms.lincolnps.org](http://www.lms.lincolnps.org)