

LINCOLN SCHOOL

P R O V I D E N C E

**MIDDLE &
UPPER SCHOOL
FAMILY HANDBOOK**

2019–2020

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Upper and Middle School Family Handbook 2019–2020

301 Butler Avenue
Providence, RI 02906
401-331-9696
www.lincolnschool.org

<p>Middle School Grades 6–8</p> <p>Debbie Hanney Middle School Director dhanney@lincolnschool.org 401-331-9696 ext. 3160</p> <p>Kara Gilligan Middle and Upper School Dean of Students kgilligan@lincolnschool.org 401-331-9696 ext. 3143</p> <p>Kim Lawrence Administrative Assistant klawrence@lincolnschool.org 401-331-9696 ext. 3169</p>	<p>Upper School Grades 9–12</p> <p>Peter Brooks Upper School Director pbrooks@lincolnschool.org 401-331-9696 ext. 3103</p> <p>Kara Gilligan Middle and Upper School Dean of Students kgilligan@lincolnschool.org 401-331-9696 ext. 3143</p> <p>Kim Lawrence Administrative Assistant klawrence@lincolnschool.org 401-331-9696 ext. 3169</p>
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Defining Statements and Guiding Principles

Mission Statement

Lincoln School's dynamic academic program, rooted in Quaker principles, educates girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.

Values

We value all-girls education.

We value the life of the mind and intellectual challenge.

We value a global perspective in service of social justice and responsibility.

We value a community of trust and mutual respect which affirms the inherent value of every person.

July, 2018

Statement on Diversity

Lincoln School values difference and honors a multiplicity of perspectives that includes, but is not limited to, age, religion, ethnicity, race, sexual orientation, socioeconomic status, gender, physical ability, and family structure. We are committed to the Quaker values of equity, justice, peace, and community. These ideals are driven by an understanding that a socially conscious learner is an empowered one, one who engages in critical self-reflection and honest action.

All members of the Lincoln School community—students, alumnae, faculty, staff, administrators, parents, and trustees—will honor, embrace, and empower difference and individuality as sources of strength.

Quaker Heritage and Traditions

Lincoln's educational philosophy and practices incorporate the Quaker testimonies of Simplicity, Peace, Integrity, Community, Equality, Service, and Stewardship of the Earth (SPICES) into the lives of its students and faculty on a daily basis.

Lincoln School came under the jurisdiction of the New England Yearly Meeting and of the Religious Society of Friends in 1924 to provide a Quaker education for girls in Providence. While Lincoln School is no longer under the governance of New England Yearly Meeting, it maintains its commitment to Quaker education as an active member of the Friends Council on Education.

Silent Meetings are held weekly in three Divisions of Lincoln School from Early Childhood through Upper School. The structure of these meetings varies in age-appropriate ways to ensure that students are introduced to this practice in ways that are meaningful to them given their age.

- In the Early Childhood program, a short silence is followed by the celebration of community and of individual worth.
- In the Lower School, a longer silence is followed by a student-led discussion on community values and issues.
- In the Middle School, the concept of a "query," or essential question is introduced, and a more extended silence comes before a time to share announcements and sentiments about the community.
- In the Upper School, the silent meeting is just that - silence that we hope secures a sense of inner peace and tranquility, providing an opportunity for everyone to learn how to listen inwardly and to perhaps share a piece of one's inner-life. Announcements take place in another space making a distinction between the peaceful effect of Silent Meeting and the lively tone of Upper School announcements.

Quaker history, practice, and testimonies are woven into the Lincoln program in many ways. The following illustrates a few: Grade 4 visits the Meeting House in Little Compton during its study of the Settling of America. The history curriculum for Grade 8 focuses on Human Rights and culminates in a special project centering on the

importance of Human Rights. All Freshmen take a course in Quaker Studies, and Testimonies are incorporated in many areas of school life from community service to Lincoln's [Edible Schoolyard Garden](#).

Lincoln's [Center for Justice, Peace and Global Citizenship](#) promotes the leadership of students, faculty, alumnae, and parents who embrace the values of Lincoln School and strive to construct new models for inclusion in keeping with our mission as a Quaker School. The Center organizes [annual school-wide events](#) such as Morgan Stone week, Future is Feminist week, and Lincoln Environmental Action week in addition to many other community events that promote diversity and Quaker testimonies at Lincoln and bring these ideals out into the community.

The Quaker Life and Education Committee (QLEC), is a committee comprised of faculty, staff, and administration. The QLEC meets monthly to review our work as a Quaker School and to explore new opportunities for outreach and strategies for keeping our Quaker traditions and values vital and accessible within our community and beyond. All are welcome to attend these meetings.

At Lincoln, our school song, "Simple Gifts," speaks of discovering humility, a quality of self-confidence which allows us to encourage the strengths and voices of others. As a Friends School, we seek to foster this quality in all our students so they can pursue their dreams and use their talents in a manner that encourages social responsibility and compassion for others.

Core Tenets of Lincoln School

Integrity of the Individual

Our philosophy begins with the basic assumption that each student operates from that which is good within her. Each student is provided an opportunity for independence appropriate to her age and developmental level. Hand in hand with this independence, students are responsible for upholding the core tenets of the community. If a student's behavior violates these tenets, the situation will be reviewed by the division director and dean of students, in consultation with the student's advisor and her parents. Through this process, appropriate consequences will be determined with the possibility of separating the student from Lincoln School.

A Lincoln Student is expected to:

- be honest in her work, actions, and speech.
- respect the privacy of others' feelings and property.
- extend courtesy and concern for every individual.
- honor the differences of every individual.

- respect and protect the school's facilities and reputation.
- attend with punctuality every class, appointment, or assigned commitment.
- uphold and abide by the law, and not possess, use, or transfer any controlled chemical substances including tobacco, alcohol, electronic cigarettes/vapor products, or any illegal substances-including edible THC/CBD.
- respect and abide by the rules of any school which she visits, and expect the same of her visitors.

Affirmation of Community Values

Our community comprises a wide spectrum of individuals, from all who attend and work at Lincoln School on a daily basis to those who are connected to the school in other ways. Quaker philosophy centers on the belief that each person operates from "that which is good within her." Each member of our community agrees to promote this philosophy by recognizing "that which is good" in others. Therefore, we are expected to treat all others with respect.

Lincoln School is a community of learners; Quaker values of honesty, respect, and simplicity form the foundation of our school community. Students agree to honor these values. They are accountable for their actions; they recognize that their choices affect both themselves and the well-being of the entire community.

Lincoln School is an inclusive community that honors the dignity of all people. The school will respond to any behaviors that violate our community values and/or do not provide a safe learning and work environment for members of the school community.

Racist Behavior and Hate Speech

Hate speech, writing, or symbols that target an individual's race, ethnicity, appearance, sexual orientation, gender identity, nationality, ability, religious identity, or any other aspect of identity are not permitted at school.

Racist behavior and hate speech—including slurs, jokes, memes, threats, symbols, and physical assault, and other behavior that disrupts the Lincoln School environment are not permitted. Use of the n-word, any of its variations or other derogatory language is prohibited on Lincoln School property and at school events. In an academic context, documents/films/texts/etc. that include this type of language are reviewed by faculty, department heads and the administration in light of the above-stated norms. Outside of the academic context, any forms of media, (music, movies, etc.) that include the use of this language are also prohibited at school or at school events (athletic practices, bus rides, games, dances, etc).

Community members who use derogatory language or hate speech in a mocking tone, or with the intent of making light of race, or other aspects of identity, will be considered in violation of the community norms around language and behavior.

If behavior, speech, or social media posts that violate the above-stated policies find their way into the school community (even if they don't happen at school or while school is in session), they will be treated with the same seriousness as incidents that happen at school.

Disrespect and Harassment

It is the policy of Lincoln School to provide an academic and extracurricular environment free from all forms of harassment. Harassment constitutes any unwelcome or uninvited violations (physical, verbal, written, electronic, or otherwise) of a person's right to safety and respect. Acts of harassment include, but are not limited to, the following behaviors:

- Violence and assault—physical invasions of personal space that make another person feel unsafe or uncomfortable. Examples include, but are not limited to, threatening physical advances such as pushing, hitting, or scratching, and unwelcome sexual advances.
- Intimidation—any action that involves forcing a member of the community to do something unwillingly, any derogatory or discriminatory remarks or gestures, any display of offensive or demeaning materials, any use of offensive slang terms or labels, and any offensive or threatening comments made through the Internet or electronic devices are all examples of intimidation.
- Bullying—verbal, written, or emotional cruelty toward another individual with the intention of causing harm, obtaining personal gain/pleasure, or intimidating others. This includes, but is not limited to name-calling, criticizing another's appearance, condition, or mannerisms, gossiping, racial slurs, etc.
- Hazing—the initiation of students into a club, team, or organization on or off campus through violent, hostile, humiliating, intimidating, or demeaning acts. Hazing includes directing, aiding, or otherwise participating (actively or passively) in acts that intentionally threaten the physical or mental health of a student.

If a student feels harassed or if a parent or student witnesses an act of harassment she should inform or consult a trusted adult such as a teacher, administrator, or advisor.

Reporting: If a student, parent/guardian, or faculty/staff person believes that an act of harassment in any of the above-mentioned areas has taken place, they should immediately contact the appropriate division director or dean of students. If none of those administrators can be reached, the student or parent/guardian should reach out to any member of the Lincoln faculty/staff and that person will directly relay the report to the appropriate administrator.

Investigation: Lincoln School will promptly investigate all complaints of harassment, racist behavior, or hate speech, and will maintain confidentiality concerning such complaints and investigations to the extent practicable consistent with an effective investigation and response.

Consequences: Students who violate this policy will be subject to a prompt and thorough inquiry conducted by the division director and dean of students, who will make a recommendation to the head of school.

Consequences for violation of the above will vary depending on the age of the student and the specific circumstances surrounding the incident. We believe that there is an educational responsibility and opportunity for learning when addressing these issues.

In especially egregious circumstances, the division director and head of school may decide on disciplinary action, including removal from the school, immediately, or require the student in question not to attend school until after the disciplinary decision has been made. Decisions made by the head of school are final.

Theft

Unauthorized taking or "borrowing" of personal or school property will not be tolerated. Lincoln reserves the right to conduct searches of backpacks or lockers in the rare situation when strong suspicion of possession of stolen articles exists.

Possession of Threatening Objects

All weapons, tools, etc. (such as firearms or knives) that may potentially harm members of the community are strictly prohibited from school grounds.

School Identity

School Motto

Love, Loyalty, and Lowliness—the love of individuals, humanity, learning; loyalty to others, family, school, and country; lowliness, in the ancient sense of the word, a quality of self-confidence which allows one to encourage and to respect the strengths of others.

School Mascot

To celebrate the opening of the Boss-McLoughlin Gymnasium in 1986, the students selected a mascot, the Lynx. The mascot represents the linking of school to individual, and the agility and strength displayed by the School's teams.

School Name

Lincoln School (not The Lincoln School) was named to honor John Larkin Lincoln, who was a professor of history at Brown University and an early advocate for equality in the education of girls and young women. He was admired for his high standards of education by the school's founder, Mrs. William Ames, mother of Daisy Dwight.

Campus and Facilities

Lincoln School facilities are located on two separate campuses:

The Providence campus is at 301 Butler Avenue on the East Side of Providence, and is made up of Faxon Hall, Dorothy Gifford Science Wing, Paul and Ruth Levinger Dining Room, Francis Wheeler Gymnasium, Ebner, Elson, Hart Music Center, Murray Middle School, Lower School, the Little School, Boss-McLoughlin Gymnasium, 64 East Orchard Avenue, and Dwight House.

The school's outdoor athletic facilities located at Faxon Farm, 180 Danforth Street in Rehoboth, MA, feature the Murray Family Athletic Complex including a state-of-the-art artificial turf field, two natural turf fields, and the Boss Family Tennis Center with six all-weather tennis courts. The site is also home to the Carriage House and Terrace, historic farmhouse and barn.

Acceptable Use of Technology and Social Media Policy

Students are encouraged and often required to use the Internet for study and research purposes. Students are not permitted to watch/stream movies/TV shows or on-line games during the school day. Certain sites are restricted from use in the school building. Internet use is regularly monitored for content and violations of this policy.

Members of the Lincoln community are asked to respect the honor, dignity, and privacy and intellectual property of others at all times. Students and faculty/staff should not

engage in direct social media contact on any social media channels or platforms not owned or endorsed by Lincoln School. Students who use social media or technology for inappropriate communication or enter material which reflects poorly on the image of the school and the community will be required to meet with the Dean of Students, and will face disciplinary action.

Technology and Use

Lincoln School provides technology resources to its students solely for educational purposes. Through technology, we provide access for students, faculty and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence at Lincoln School by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. In accordance with the Children's Internet Protection Act, Lincoln School installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, Lincoln School cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Lincoln School is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;

- Defamatory material

Privileges and Responsibilities

Lincoln School's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through Lincoln School reflect on Lincoln School; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Lincoln Schools computers and networks.

Student users of technology shall:

- Use or access Lincoln technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use Lincoln technology for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;

● Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, gender identity, or disability, among others;

● Any and all purposes that would violate state, federal or international law, including

○ The Rhode Island School Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;

○ Copyright laws;

○ Cyberbullying laws; and

○ Sexting laws.

● Any use of profanity, obscenity, or language that is offensive or threatening;

● Reposting or forwarding personal communications without the author's prior consent;

● Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;

● Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;

● Obtaining financial gain or transacting any business or commercial activities;

● Plagiarizing (claiming another person's writings as your own);

● Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;

● Allowing others to use property issued to a specific student without authorization, including students whose access privileges have been suspended or revoked;

● Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.

Internet Safety

Students must take steps to ensure their safety on the internet, including, but not limited to, the following guidelines:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.

- Students should only post appropriate photographs of themselves and others. Please note that we do not allow the use of social media while on campus.

- Students should not arrange a face-to-face meeting with someone they “meet” on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student’s parent/guardian must attend.

- Student users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student’s parent should contact the division director immediately.

Lincoln School recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at: <https://www.justice.gov/criminal-ceos/children-internet-safety>

Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, or other appropriate disciplinary action depending on the severity of the offense. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

No Expectations of Privacy

Lincoln School’s electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on Lincoln servers will be private. Lincoln School reserves the right to log technology use, to monitor file server space utilization by users, and to examine users’ files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with

respect to access to transmissions and files by persons outside, or from persons inside Lincoln School.

Daily Operations

Arrival and Dismissal

Middle School: Students should be in their first period class at 8 a.m. where attendance is taken. School is dismissed at 3:15 p.m. Students may stay in the Middle School at a quiet study hall until 6 p.m., when the school closes.

Upper School: Students should be in their first period class at 8 a.m. where attendance is taken. Students with a first period free must sign in with the front desk. School is dismissed at 3:15 p.m.

Upper and Middle School Hours of Operation: The building is open to students between the hours of 7 a.m.–6 p.m. All students must leave campus by 6 p.m. unless there is a school sponsored event. Students should not be dropped off before 7 a.m.

The sports busses leave at approximately 3:25 p.m., and return to school at approximately 5:45 p.m. **Check the athletics calendars in the portal** for game day information/cancellations.

A student's responsibilities to the community include full attendance, and therefore each student is expected to attend school while it is in session, from 8 a.m. to 3:15 p.m.

After School Study Hall Guidelines (Middle School)

- After school study hall is held from 3:30–6 p.m..
- All students not being picked up at 3:15 must attend study hall.
- Students may do homework, read, or socialize quietly.
- Students may use cell phones with permission of the proctor to check in with families. Students may not watch videos, use social media, etc.
- No student may leave campus and then check back into after school study hall.

Lateness to School

- Students are expected to arrive at school by 8 a.m. for first period class.
- Students who arrive to first period class after roll has been called will be marked as late by the classroom teacher.

- If a student arrives to school late three times, she, her advisor, and her parents will receive an email informing her of the importance of coming to school on time.
- Any further late arrivals will result in a **break detention** for Upper and Middle School students.
- Chronic lateness may result in further disciplinary action.
- Parents are expected to contact the school by 9 a.m. to excuse a student who is late to school.
- Upper School Students with first period free must sign in at the front desk before 8 AM.

Class Tardiness

Students' responsibilities to the learning community include prompt attendance to all classes and events. In the event that a student is held in class after the beginning of the next class period, she is required to ask for a note from the teacher explaining the tardiness.

Students who arrive late to class are subject to the "Lateness to School" policy outlined above.

Early Dismissal

A student may be excused for a medical reason or a family emergency at the discretion of the school. A parent must inform the school prior to the early dismissal, explaining the reason and stating the specific departure time. The student must inform her teachers whose classes she will miss and must then sign out. Students will not be dismissed early to retrieve items left at home such as homework or athletic equipment. Students are responsible for missed work.

*****Important Note***** Daily community time from 2:40 to 3:15 is an essential component to the Lincoln experience and is **obligatory** for all students. *We ask families to avoid scheduling outside of school appointments during community time.*

Early Dismissal Due to Illness During School

The nurse tends to the medical needs of our student body. If a student becomes ill during the day, she should:

- Report to class (if possible) BEFORE going to the Health Center.

- Report to the nurse; or, if the nurse is unavailable, to the Upper/Middle School office.
- If a student needs to miss an after school activity (sports, drama) for medical reasons, she should contact teacher, coach and/or the Athletic Director.
- **The school nurse determines if a student will be dismissed due to illness.**
- If a student leaves school for medical reasons without following the proper procedures, she will be required to meet with the Dean of Students and may face disciplinary action.

Absence from School

- Parents are expected to contact the school by 9 a.m. to communicate a student's absence.
- Repeated unexcused absences will result in a parent/student meeting with the Dean of Students.
- Students must be in school by 10 a.m. in order to participate in afternoon and evening programs that day, including sports, performing arts, and special events.
- Students with absences of more than 10% (approximately 17) of school days will come under review by the Dean of Students and the Division Director. A student in this situation risks losing credit for missed courses.

Appointments

Appointments outside of school during the school day are strongly discouraged. If for some reason an appointment must be scheduled during the day, parents must send an explanatory note, email, or phone call to the front desk receptionist by the start of the school day on the date of the appointment.

Excused Absences

If a student is absent because of illness or other unexpected circumstances, her family should contact the front desk at 401-331-9696 between 7:30 and 9 a.m. to report the absence. After first period, the school will call the home of any student from whom no word has been received. An absence will be considered unexcused if a student's family does not contact the school or if we cannot contact the family.

If a student knows in advance that she will be missing school for any reason, she must fill out the Excused Absence Form and have it signed by her parents, teachers, advisor and dean at least 24 hours before the absence. The form should then be turned in to the receptionist or Dean of Students.

Unexcused Absences

When a student has an unexcused absence, the Dean of Students will contact the parents of that student to discuss the absence. The student will also work with her advisor to set a plan for making up missed work.

Repeated Absences

A student with excessive excused or unexcused absences (approximately 15 days of school) will come under review by the Dean of Students and Division Directors. A student who comes under review for her attendance risks losing credit for missed courses.

Missed Class

If a student intentionally misses a class, she will be required to meet with the Dean of Students and may face disciplinary action.

Truancy

If a student is found to be truant, she will be required to meet with the Dean of Students and may face disciplinary action and possible suspension.

Leaving Campus

Students must remain on campus at all times between 8 a.m. and 3:15 p.m., unless senior or junior privileges have been granted.

The main campus boundaries are Butler Avenue, Oriole Avenue, and Patterson Avenue. Students may not go to their cars during school hours without permission from the Upper School office or the front desk.

If a student leaves campus without permission, she will be required to meet with the Dean of Students. Seniors who leave campus without permission will lose their privileges and must meet with the Dean of Students.

Student Visitors

Students may not welcome visitors to the Lincoln campus without permission from the Dean of Students or Division Director.

Medical Leave of Absence

In the event that a student has a serious illness, injury, or mental health condition that requires her to miss more than one week of school, the student can be granted a Medical Leave of Absence at the discretion of the Division Director. In these circumstances, families will need to provide a letter from a physician or mental health professional recommending the leave.

During a Medical Leave, a student's family is expected to partner with the school to develop an Academic Support plan for the student while she is not in school. Once the student receives clearance from a medical health professional to return to school, a consultation meeting with the student, family and Lincoln's Health Team will be scheduled. Through this conversation, Lincoln School will determine whether the student is ready to return to school. Families are required to provide written documentation from a medical health professional at this meeting.

After Lincoln School has approved a student's return from leave, a transition meeting will be required in order to determine an action plan for supporting that student.

If a medical leave lasts for more than six weeks, a family meeting with the Health Team will take place to determine whether the student will be able to return to school or progress to the next grade level.

College Visits

We strongly encourage seniors to plan college visits during the summer after junior year, spring break, holiday break in December, and over long weekends. However, seniors will be allowed three excused college visit days during the academic year. These visits must be cleared through the College Counseling Office. Students must get a **College Visit Form** signed by each of their teachers, their advisor, and their dean. This form must be returned to the College Counseling Office at least 3 days in advance.

Juniors are not permitted to use school days to visit colleges. This will be considered an unexcused absence.

Family Vacations

The school understands the importance of family vacations and provides time for them during the academic year at Thanksgiving, winter break and spring break. We strongly discourage families from taking vacations that would necessitate a student missing school.

If a family decides to take a vacation which requires the student to miss school, they will need to submit, for approval, an extended absence request form to the Dean of Students. Faculty will only make assignment accommodations for families that follow through on the process outlined above. Please plan accordingly.

Calendars

Refer to the portal at portals.veracross.com/lincoln for the most up to date calendar. The School Calendar has every event listed.

Cell Phones/Mobile Devices

Cell phones and mobile devices are tools that many parents, students and educators use regularly in their daily life. There are many benefits to using technology appropriately and responsibly. Our goal is to provide the opportunity to use these tools while upholding our commitment to providing an ideal environment for learning and fostering community. As partners with the school, especially at this time when students are developing independence and responsibility, families are asked to call the school if they need to contact their child or leave a message, rather than text messaging throughout the day.

All members of our community are expected to use their cell phones/devices in a way that does not compromise their ability or the ability of those around them to learn and to be present. Because we acknowledge and celebrate the developmental differences between Middle and Upper School students, we have different guidelines for the different divisions.

Upper School:

Cell phones/mobile devices should be off before and during all classes (unless directed by teacher), assembly periods, clubs periods, silent meeting, morning/advisor meetings and community gatherings. Students are not to use mobile devices for phone calls, texting, music/media viewing in all school hallways, dining room (during lunch), or in the music center. Phones should be away and should not be visible in the hallways. Students may quietly use their phones (with earphones) for listening to music and academic use in the library.

Students who use their phone in NO PHONE ZONES will have their device taken for the remainder of the day. Students will need to collect their phones from **the front desk at the end of the day and will be required to serve break detention the following day.**

Middle School:

In Middle School, students need the opportunity to be fully present throughout the day, with their peers and teachers in their classes, during free times, and in the hallways. Cell

phones/mobile usage is not permitted at any time in the Middle School during the school day (7:30-3:15) or during the afternoon program (3:15- 6:00). If a student needs to contact a family member by phone, she will need to ask permission from a teacher prior to using her phone. As well, middle school has a phone line students may use. All cell phones/mobile devices must be kept in a student's backpack or locker. Lincoln School is not responsible for cell phones/mobile devices throughout the day.

Students who use their phones without permission will have their device taken for the remainder of the day and **will be required to serve break detention the following day.** Students may use their phones quickly for logistical purposes during after school study hall or on their way to sports. Students are reminded that this is still school time and should not use their cell phones/mobile devices for social media or texting.

Daily Schedule

Lincoln works on a seven-day rotating schedule. All schedule updates, as well as the day of the rotation, will be on the Veracross calendars, in the GreenScene and on the website calendar.

Upper School Sample

2019-2020 Upper School Schedule Schematic

Upper School	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:00-8:55	A	B	C	D	E	F	G
9:00-9:55	F	G	A	B	C	D	E
9:55-10:10	BREAK PERIOD						
10:10-11:40	C	D	E	F	G	A	B
11:45-12:25 Arts/Office Hours	Arts/ Office Hours	Arts/ Office Hours	Arts/ Office Hours	Arts/ Office Hours	Arts/ Office Hours	Arts/ Office Hours	Arts/ Office Hours
12:30-1:10 X-Block/Lunch 1	X- Block G/ Lunch 1	X- Block A/ Lunch 1	X- Block B/ Lunch 1	X- Block C/ Lunch 1	X- Block D/ Lunch 1	X- Block E/ Lunch 1	X- Block F/ Lunch 1
1:10-1:40 Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2
1:40-2:35	D	E	F	G	A	B	C
2:40-3:15	COMMUNITY TIME						

Middle School Sample

2019-2020 Middle School Schedule Schematic

Middle School	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:00-8:55	A	B	C	D	E	F	G
9:00-9:55	F	G	A	B	C	D	E
9:55-10:10	BREAK PERIOD						
10:10-11:40	C	D	E	F	G	A	B
11:45-12:25 Co-curricular Block	Co-curricular Block	Co-curricular Block	Co-curricular Block	Co-curricular Block	Co-curricular Block	Co-curricular Block	Co-curricular Block
12:25-12:55	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:55-1:35 /X-Block	G	A	B	C	D	E	F
1:40-2:35	D	E	F	G	A	B	C
2:40-3:15	COMMUNITY TIME						

Outside Food Policy

- In order to provide a safe and equitable environment for all students, food should not be brought in as part of a student's birthday celebration
- Classes or group celebrations that include food must be overseen by a faculty member and approved by the Dean of Students.
- Fundraisers/bake sales must be pre-approved by the Dean of Students.
 - A sign, indicating that items may have been made in a facility that processes peanuts or tree nuts, should be posted
- Students should not order food for delivery to school. Any food that is delivered to school must be sponsored by a faculty or staff member, for example, advisor parties, team parties etc. That faculty/staff member must be present at the front desk to receive the food. Seniors, are welcome to use senior privileges to go off campus for lunch, however, are to not bring outside food back into school.

Participation in Extracurricular Activities

If a student is not in school by 10 a.m., she may not participate in any extracurricular, athletic, or school-sponsored activity that day. If a school-sponsored extracurricular activity requires an early dismissal, students are responsible for all missed work and assignments.

Parking

As good members of this community, we must respect our neighbors, particularly in respect to the use and parking of cars.

- Students may NOT park in the Front Circle at any time.
- Students may NOT park on the Patterson Street side of The Little School
- Student cars must be registered at the front desk.
- Students must observe the local speed limit and must drive responsibly in the neighborhood.

Students reported driving recklessly will be reported to the Upper School office and will meet with the Dean of Students.

Personal Belongings

Lincoln School is not responsible for a student's personal property. Students should place all books and belongings in their lockers. They are strongly encouraged to leave items of value at home.

Public Spaces

All of the rooms and common areas at Lincoln School are shared spaces. It is each individual's responsibility to use these areas respectfully. Therefore, students are expected to:

- Pick up after themselves when they leave any room or common area
- Be mindful of the volume of their voices
- Eat ONLY in designated areas
- Not leave their personal belongings in the lounge. Lockers are provided to store student books and valuables

Senior Privileges

Off-campus senior privileges are granted at the discretion of the Dean of Students and the Upper School director. Eligibility will be reviewed and awarded or rescinded as conditions arise. The senior class will be eligible for off-campus privileges at the beginning of October. The junior class will be considered for off-campus privileges at

the beginning of May.

Student Lounges

The student lounges are public spaces. Students must be conscious of the people who pass through that space every day (students and faculty from all divisions, prospective students and families, visitors to the school). Many students use the lounge area as a quiet space for studying. Music may be played only with headphones and all conversations should be done quietly. **The lounges must not be used for sleeping or viewing movies or TV shows.** If a student uses a public space disrespectfully, she will lose the privilege to use that public space for a period of time to be determined by the Dean of Students.

Disciplinary Procedures

Disciplinary Actions

Categories

Disciplinary actions fall into four categories:

1. Disciplinary situations which are handled by a faculty or staff members when and where they occur. In these situations, the student's advisor will be consulted.
2. Minor disciplinary offenses will be referred to the Dean of Students who will determine an appropriate course of action.
3. Major offenses will be addressed by the Dean of Students and the Division Director.
4. Suspension and/or expulsion of a student will be determined by the Division Director in consultation with the Head of School. Students who have been suspended from school will be required to report this on their college applications, as will Lincoln School, when the college requests this information.

Alcohol/ Illegal substances

The possession of and/or use of Alcohol or Illegal substances is expressly prohibited on Lincoln's campus at any Lincoln sponsored event or off-campus at any Lincoln endorsed event. A student found in possession or under the influence of alcohol or an illegal substance will be subject to suspension and/or removal from the school.

Smoking/Vaping/Edibles

Smoking or vaping is illegal for students under the age of 18 years old. Students, no matter their age, may not possess or smoke tobacco, vapor products, electronic cigarettes, or illegal drugs- including edible THC/CBD products. In addition, students may not possess vaping paraphernalia, full or expended vaping cartridges, or vapor product chargers. **Students who use or are found in possession of any of the above products will face disciplinary action which may include suspension from school.**

******If a student is found in possession of alcohol, illegal substances or vaping products and it is determined that the student intends to distribute- by sale or other means- those products, the student will be immediately removed from the school community.******

Uniform Policies

Students are required to be in uniform at the start at school day and students are expected to stay in uniform for the duration of the school day from 8 a.m–3:15 p.m. All faculty, Dean of Students, and division directors will monitor the uniform.

Monday–Thursday

Collared Shirts/Turtlenecks: Students are required to wear collared shirts or turtlenecks (black, navy blue, gray, white, or dark green) to school every day. T-shirts are not permitted.

Kilts/Pants: Students are required to wear either the Lincoln kilt (with shorts or spandex) or khaki or navy blue **uniform style** pants. **No jeans of any color.**

Socks/Hosiery: Students may wear socks of any color. Tights must be black, navy blue, gray, or white, no prints or fishnets.

Shoes: Students may wear sneakers or closed-toe shoes with soles (any color). Crocs or Boots (including Uggs, Dr. Martin’s or ankle boots) may be worn to school but must be removed by the start of morning meeting.

Sweaters: Students may wear unadorned sweaters or cardigans in solid black, navy blue, white, dark green, or gray.

Sweatshirts or Fleece Pullovers: Students may wear sweatshirts/pullovers in black, navy blue, gray, white, or dark green. Sweatshirts/pullovers must be plain or have a Lincoln logo on them. **Sweatshirts or long-sleeve shirts may not be worn inside out.**

Accessories: Scarves of any color may be worn. Hats and bandanas are not allowed (except for headscarves worn for religious, medical or cultural reasons).

Outerwear/Coats: Non-Lincoln coats or outerwear are not permitted to be worn during the school day.

Please be advised that while items in the store bear Lincoln branding, not all are

acceptable "in-uniform" colors, and are therefore not appropriate for in-school wear.

Friday Uniform

All students (Grades 6–12) must come to school in the Lincoln kilt, khaki, or navy blue pants, and a collared shirt or turtleneck (black, navy blue, gray, dark green, or white). Solid sweaters may be worn over collared shirts. Shoes must be black, navy, gray, or brown (flats only- no heels, no sneakers, no slippers, moccasins, or boots). Socks or tights must be black, navy blue, gray, or white. Tights and socks must be solid with no pattern or design. All sweatshirts and long sleeve t-shirts are not in uniform on Friday.

Length of Kilts

All kilts must be the standard uniform length, at or below fingertips resting at side. Any student whose kilt is too short may be asked to serve break detention and will be asked to not wear that kilt until it is the designated length.

Uniform Violations

The uniform will be monitored by faculty throughout the day. Failure to be in uniform will result in break detention to be served the next school day.

PE Attire

Upper School: Participants will be expected to change into appropriate workout clothes such as shorts, t-shirts, spandex, sweatshirts, and sweatpants. Lincoln logo attire is not required. Athletic sneakers are essential for most activities.

Middle School: Middle School students will be issued a locker with a combination lock and will change into physical education clothes for class. They should wear a Lincoln T-shirt (a bookstore logo T-shirt, a shirt from a Lincoln event such as the book fair, field day, tournament, or camp) or a plain T-shirt in a Lincoln uniform color (white, navy blue, black, dark green, or gray); athletic length Lincoln logo shorts or plain colored shorts in Lincoln uniform colors; socks, and sneakers/athletic shoes. Lincoln logo or plain uniform colored sweatpants and sweatshirts may be worn as well. All clothing should be marked with the student's name.

Uniform Ordering Information

All information about ordering uniforms can be found on the website under Life at Lincoln > Uniforms and Gear

Health Services

The Lincoln School Health Center on the garden level on the Murray Middle School is open each school day from 8 a.m. to 3:30 p.m. and the school nurse, Diane Murphy, is available throughout the day. Students who are injured or ill will be seen in the Health Center. The school nurse will notify parents after a complete assessment. You can contact the nurse at 401-455-1122 or at dmurphy@lincolnschool.org. Detailed Health Center information can be found at lincolnshcool.org/health

Health Forms

Each year every student must submit a **Physician Health Form** which has been completed by a physician and a **Lincoln School Parent Health Form** completed and submitted online by a parent. In addition, there are policies and permissions that must be completed yearly which are found in the parent portal and are part of the enrollment process. Without these forms on file, the school cannot allow students to be in attendance, nor to participate in any field trip or athletic activity. If a child has a particular health concern, parents should inform the nurse so that she can respond knowledgeably to the child's needs and inform Division Directors and faculty when appropriate. There are additional forms that must be completed for children with additional medical considerations. See lincolnschool.org/forms for additional information.

Medication Policy

All medications must be kept in the Health Center and stored by the nurse. Medication includes any over-the-counter medications, homeopathic treatments/preparations, and/or prescription medication. A Medication Authorization form must accompany any medication that is administered during the school day. Students may carry Epi-Pens and inhalers as a first-line emergency intervention if indicated by the physician.

Illness

Parents will be notified if there is an outbreak of contagious illness at school. If a child contracts a contagious disease, parents should notify the nurse as soon as possible. Parents are asked to report to the appropriate Division Director any illness which will keep a child at home.

In the case of a serious health issue or injury, a note from the doctor or permission for our nurse to speak with the doctor is required.

Illness during School

If a child becomes ill during the school day, the school will call the parents to request that they make arrangements for their child to be picked up in a timely manner. If we cannot reach the parents, we will call the emergency name provided in the portal. If a student who drives to school becomes ill, she will not be allowed to drive home or take public transportation without the permission of a parent.

Head Lice

Head lice are a common problem for children in schools and childcare. Anyone can get head lice. Head lice are not a sign of uncleanliness, and head lice do not spread disease. They can be a time-consuming nuisance and one that should be dealt with as quickly as possible. Your child will not be excluded from school because of head lice, but we do request you address the issue by having them treated, either at home or through a service, as soon as they are discovered. Information about head lice procedures can be found lincolnschool.org/health.

Emergencies

In the event of an emergency, the supervising adult and/or nurse will follow appropriate emergency procedures (described below), notify parents, and file a written report. It is essential for parents to keep current contact information up to date in the portal with daytime telephone numbers and emergency contact persons.

Emergency Procedures

In all emergencies, we will immediately try to reach parents. In extreme emergencies, 911 will be called concurrently. If we cannot reach either parent, we will call the emergency contacts designated by the parents in the portal. In the event we cannot reach this person, we will contact the child's physician. If emergency transport is necessary a child will always be accompanied by an adult.

Field Trip Medication

If your daughter requires a daily medication that will need to be taken during a day field trip, or an overnight trip:

- A "[Field Trip Medication Authorization Form](#)" must be completed if medications will be sent with your daughter on a field trip. This form, and the medication must be delivered to the school nurse, at least one day prior to the trip.

- If the daily medication is a prescription med, and if there is not already a copy of the doctor's order for the prescription on file in the school, please supply a copy of that order with the medication.
- Medication must be supplied in its original prescription bottle.
- Please send in only the amount that will be needed during the trip, plus one or two extra, in case of loss.
- If the medication is an over the counter variety, please send it in the original packaging, with instructions.
- Prescription medications in the original prescription bottle, and over the counter daily meds, in their original packaging, must be put in a ziplock bag, clearly labeled with the student's name, grade and birthdate.
- Please DO NOT pour loose pills into a ziplock bag and send to school. These will not be identifiable, and will not be administered to your child.
- Please DO NOT send bottles of Ibuprofen or Tylenol with your daughter. The chaperones will have a supply of Ibuprofen and Tylenol should your daughter unexpectedly need a pain reliever and/or fever reducer, on the trip. You will be called for permission to administer these to your daughter, unless we have already been given permission via the Emergency Authorization forms.
- If the medication being sent is an EPI PEN, or an asthma inhaler, which is usually self-carried by your daughter, it is still necessary to complete the [Field Trip Medication Authorization Form](#).

Please be aware that there will not be a nurse, or medical personnel on the trip, so your daughter will be supervised by a teacher, while taking the medication herself. All medications will be kept by the chaperones. No students will be allowed to carry medications (with the possible exception of asthma inhalers, or Epi Pens.) If you have questions or concerns about this policy, please contact the school nurse. 401-331-9696, ext. 3122.

Food Allergies

Lincoln is a peanut/tree nut "aware" environment. This includes, but is not limited to the following:

- We do not serve anything in the dining room that contains nuts in any form, nor do we use any kind of nut oil in cooking.
- We do not allow students or faculty/staff to bring peanuts, tree nuts or products containing nuts to school.
- If the packaging of an item clearly states "may contain traces of peanuts or tree nuts" it is NOT allowed.
- Products with packaging that states "manufactured in a facility that processes peanuts/tree nuts" or "made on equipment that also processes peanuts or tree

- nuts” (or similar wording) are permitted.
- We instruct students in the Lower School that they may not share food.

Food Allergy Protocol

Lincoln School recognizes that food allergies, in some instances, may be severe and, even occasionally, life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts (almond, Brazil nut, cashew, chestnut, filbert/hazelnut, macadamia nut, pecan, pine nut, pistachio, walnut), dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with food allergies can suffer serious or life-threatening reactions.

Understanding and managing the risks of serious food allergies are necessary to provide a safe educational environment. Lincoln School is committed to working with students, parents, and healthcare professionals to implement safeguards that minimize the risks related to students’ food allergies and to respond appropriately in the event of students’ allergic reactions both on-campus and off-campus. However, the School cannot guarantee that a student will never experience an allergy-related reaction on this campus or at a school-sponsored activity. Therefore, the ultimate responsibility for food allergy risk reduction lies with the student and her parents/guardians.

Family’s Responsibility

- Promptly notify the school of the child’s allergies once they are known.
- Submit written medical documentation pertaining to the allergy (including the appropriate Allergy Action Plan), instructions, and medications as directed by the child’s physician.
- Supply the school with properly labeled medication and replace the medications after use or upon expiration.
- Submit emergency contact information.
- Educate the child about how to manage her allergy at school, including, but not limited to, identifying “safe foods” by reviewing Lincoln School’s weekly lunch menu together, and contacting the food service director for ingredient listings. If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or snacks for their child.
- Debrief with school staff, the child’s physician, and the child (if appropriate) after an allergic reaction has occurred.

School's Responsibility

- Review health records submitted by parents.
- Include food-allergic students in school activities.
- Participate, together with the parents and physician, in the determination as to whether the student will carry her own epinephrine.
- If it is determined in the opinion of the student's parents and physician that the student should not carry her own epinephrine, in accordance with applicable federal and state laws and regulations, the school shall properly store the student's epinephrine in an easily accessible, secure location central to designated school personnel.
- Maintain an emergency supply of epinephrine on campus and in first aid kits for treatment of an anaphylactic response during off-campus activities.
- Work with its food service vendor to provide a variety of foods in the dining hall that all students may enjoy. In the case of a student with multiple or unusual allergies, however, the school may require the student or family to provide lunch or snacks, if necessary for the student's safety.
- Inform faculty and staff who have routine contact with a food-allergic student of the student's food allergy.
- Educate faculty and staff on campus to recognize signs and symptoms of an allergic reaction and to respond appropriately, as necessary.
- Discuss food allergy management with families during on-campus and off-campus functions, such as field trips and retreats.
- Educate students to refrain from sharing foods.

Student's Responsibility

- Refrain from sharing food.
- Not ingest anything with unknown ingredients or known to contain any allergen.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food that they are allergic to or if they notice any symptom of an allergic reaction.
- If appropriate, based on the opinion of the student's parents and physician and in accordance with applicable federal and state laws and regulations, carry epinephrine with her.

Academic Information and Graduation Requirement

Academic Program Overview

Diploma Requirements

The Board of Trustees confers the Lincoln School diploma on the recommendation of the Head of School and Upper School Faculty. The recommendation is based upon the evaluation of the student's successful fulfillment of the diploma requirements, completion of each year's work, and her support of the School's tenets.

The year's work is defined as five full-credit courses plus required enrichment and physical education courses, except in unusual cases approved by the Upper School director. Listed below are the requirements for a Lincoln School diploma.

Academic Requirements

Most Upper School students elect to take five academic courses each year for a total of 20 credits. The following is a list of the required courses and credits for a Lincoln School diploma.

Graduation Requirements/Student Course Load

The Board of Trustees confers the Lincoln School diploma by the recommendation of the Head of School and Upper School faculty. The recommendation is based upon the evaluation of the student's successful fulfillment of graduation requirements, completion of each year's work, and her support of the school's tenets.

Each year, students must be enrolled in a minimum of five core academic courses, as well as required arts and co-curricular courses. In addition, students may choose to enroll in elective courses from any department, pending the fulfillment of prerequisite requirements. Six academic courses is considered a strong and robust program. Only in rare cases will students be permitted to enroll in a seventh. Students who wish to do so must submit a formal, written request to the Upper School Director.

The process for course selection begins at the start of April. Advisors meet with students in Grades 9–11 to discuss each student's four-year plan and to discuss course offerings for the 2019–20 school year. We encourage students to review course descriptions with parents and have a sense of course direction for the upcoming year. Department heads and advisors are available to help the students make course choices

based on interest, course sequence, and prerequisites. Course registration will happen online. Students will receive a printout of their selections to share with their parents, who must sign and return the form.

See below for a complete list of required courses.

Department	Graduation Requirements
Arts: Performing and Visual (Five semesters)	Studio Art (Grade 9) One additional Visual Art elective Performing Arts electives (minimum of two) One additional elective from either discipline
English (Four years)	English 9: The Self, the World, and the Word English 10: Literature and the Human Condition English 11: The American Experience English 12: Senior Seminar elective
History (Three years)	Topics in Early World History (Grade 9) The American Experience (Grade 11) Electives One additional year of History study
Mathematics (Three years; four years recommended)	Algebra 1 Algebra 2 Geometry Pre-calculus (recommended)
Science (three years; four years recommended)	Physics Chemistry Biology

World Language (three consecutive years in a single language; four years recommended)	Arabic French Latin Spanish
Co-curricular Courses	Grades Taken
Grade 9 Seminar	Grade 9
Computational Thinking	Grade 9
Ethical Global Citizenship and Sophomore Speaker Series	Grade 10
College Counseling Seminar	Grade 11
Health	Grades 9–11
Physical Education/Sports	Grades 9–12
Senior Community Action Project	Grade 12

Departmental requirements comprise 16-and-a-half required academic credits. A good secondary school education includes additional courses in areas of interest to provide depth as well as breadth in the program of study. Other courses may be selected from the Arts (Visual or Performing) or from an elective course in English, World Languages, History, Technology, Mathematics, or Science. Final decision on course availability will be subject to course enrollment.

Grade Point Average (GPA)

Lincoln does not calculate GPAs or rank students. For scholarship opportunities that require a GPA, please contact the College Counselor, Beth Ellis, (ext. 3141) with questions.

Grading System

All grades are to be given as letters, following the numerical equivalents given below.

A	Work of consistently high caliber Participation in class discussion outstanding in quality Intellectual enthusiasm Considerable initiative and originality in approach Ability to apply the factual material learned, draw conclusions, make comparisons, and develop general concepts
B	Good grasp of subject matter Thoughtful applications of facts learned Ability to express ideas with facility and fluency Meaningful contribution to class discussions
C	Adequate understanding and use of subject matter Acceptable class participation and preparation
D	Work slightly above minimum requirements. (This level of work at year's end gives little promise of marked success in any further study of the subject.)
F	Work not meeting minimum standard

Grading Scale

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	0-59

Add/Drop Period—Upper School

Adding and Dropping Courses in Upper School

Students may add a course during the first two weeks of the semester by filling out an Add/Drop Request Form and collecting all required signatures.

Students may drop a course during the first five weeks of the semester by filling out an Add/Drop Request Form and collecting all required signatures.

2019–20 Add Dates:

Fall: September 4–September 20, 2019

Spring: January 27–February 12, 2020

2019–20 Drop Dates*:

Fall: September 4–October 4, 2019

Spring: January 27–February 26, 2020

All classes dropped before the end of the drop period will be removed from the student's transcript.

***Please note:** all classes dropped after the end of the drop period will remain on the transcript and receive a grade of W (withdrawal) with a Pass/Fail designation. This includes students who change course levels- e.g. Honors to regular or vice versa

All students must remain in their originally scheduled classes until they receive their new schedule confirming that the schedule change has been approved.

Procedure for Adding or Dropping a Class

An Add/Drop Request Form must be completed and signed by the student, advisor, parent, and department chair, and returned to the Upper School office before the designated add/drop date. Upon approval, the student will receive an updated schedule.

Academic Policies

Late Work

In order to succeed, Lincoln students must cultivate time-management skills. A crucial aspect of time management is communication. Students must communicate with their teachers and advisor to let them know if they need help managing their time.

Students are expected to complete major assessments and homework assignments on time. Students should not expect to receive full credit for assessments or homework that are not completed in a timely manner. If a student is consistently late with her assignments, she may be required to attend Late Work Study Hall after school. Late Work Study Hall takes place each day after school from 3:25–4:30 p.m.

Extensions

Lincoln School understands the busy schedules (Academic/Extra-Curricular) that our students maintain. Therefore, extensions may be given to the students under the following conditions:

- The student requests an extension in person with a teacher at least 24 hours in advance of the due date.
- The student has a reasonable explanation for why the extension is needed.
- The student assumes the responsibility to work with her teacher to develop a plan to complete the work.

Academic Review

If a student receives a single grade of C- or below at any formal marking period, she will be required to have a meeting with her advisor and classroom teacher. If a student earns a grade of 'C-' or below in two or more courses or a single grade of 'D' at the end of a quarter marking period, she will be placed on Academic Review.

A student on "Academic Review" and her family will meet with the Division Director and

her advisor to determine an appropriate course of action, which may include supervised study and extra help sessions with her teachers. If a student is placed on Academic Review for two or more quarters, her re-enrollment contract may be reviewed and may be held by the Division Director and the Head of School.

Incomplete Course Work

An incomplete grade 'I' will be recorded when a student is unable to complete course work as a result of serious illness, accident, family emergency, or other reasonable extenuating circumstances as determined by the Division Director. Missing work should be completed within six weeks of the original due date. If the missing work is submitted within this timeframe, teachers will issue a final letter grade replacing the temporary 'I' designation. If missing work is not submitted during this timeframe, the student may earn a failing grade. The six-week time limit may be extended only through written consent of the Division Director in response to a written request initiated by the student/parent.

Conduct in Testing Environments

The purpose of an exam, test, quiz, or other assessment is to evaluate a student's command of a topic. Students need a proper working environment to demonstrate their knowledge. Students must respect their peers during assessments by arriving on time and avoiding any distracting behavior. Inappropriate conduct during assessments is a serious breach of academic standards and will result in disciplinary action.

A Statement on Academic Integrity

Honesty is at the heart of Lincoln's mission as an academic community and Quaker school. Academic Dishonesty undermines both the community and the students' own learning. Therefore, all students are expected to maintain the highest standards in this realm. Presenting work that is not one's own is plagiarism. Giving one's work to another student is cheating. In every piece of academic work, from homework assignments to exams, students are expected to acknowledge their sources. Students should always consult with a teacher when they have questions or need clarification.

We understand the important role that families play in their child's academic journey. However, it is critical that families support the school's Statement on Academic Integrity and refrain from doing work for their daughter.

Plagiarism and Cheating

If a faculty member believes that a student has plagiarized or cheated, he or she will

speak with the Division Director and the Dean of Students. Follow up discussions will take place involving the student and the advisor. The family will be contacted by the school. If it is determined that a student presented work that was not her own, there will be a disciplinary response as outlined below:

- First time plagiarism/cheating offenses- The student will receive a grade penalty for the offense as determined by the Dean of Students and Division Director and the incident will be recorded in her file.
- Any additional plagiarism/cheating offenses will result in suspension or dismissal. Students who plagiarize/cheat more than once will be required to note and explain the incident on their college applications.

Lincoln School believes strongly in capitalizing on teachable moments with students when they make mistakes. All cases of plagiarism/cheating are opportunities for learning and student growth and will entail extensive conversations between students, their families, and the school's administration.

Academic Reporting

Student grades are reported at every quarter throughout the year.

Parent Conferences

Parent conferences with teachers and advisors are held at the end of the first quarter in November. Parent conferences for students in all grades may be held in addition to these regularly scheduled meetings at the request of either the families or the school.

Eligibility for Academic Accommodations

A student with a neuropsychological evaluation may be eligible for academic accommodations from Lincoln School. If a student qualifies for academic accommodations, all required forms and documentation must be submitted to our Academic Support Team before accommodations will be granted. In all cases, an academic support plan meeting will be held to discuss the student's accommodations.

A student with a neuropsychological evaluation may also be eligible for academic accommodations on standardized tests. For more information on academic accommodations for standardized testing please reach out to Lincoln's Learning Skill Specialist, Faith Pine (fpine@lincolnschool.org)

Lincoln School Tutoring Policy

This policy refers to tutors who are hired by families to work with Lincoln students during school and after-school hours on Lincoln premises.

Timing of Tutoring

- Lincoln will provide tutoring space at no cost during the school year
 - During school hours for Middle or Upper School students as accommodated by class schedules or after school from 3:15-5:30.
 - From 3:15-5:30 for Lower School students. Exceptions for cases in which a student's educational profile (e.g., speech and/or hearing pathology and similar medical needs) warrants time being arranged during the school day can be authorized by the Division Director.

Tutoring Spaces

- Tutoring spaces will be contingent on availability during the school year, and may include the library, the dining room, or a classroom space.
- Lincoln will provide tutoring space during the summer at its discretion and is dependent on the summer facilities work.
 - A family must make a formal request for having tutoring sessions on campus in the summer one month prior to the end of school.

Parent Responsibilities

A family that hires a tutor to work on campus with its daughter must :

- Provide the Division Administrative Assistant with the name of the tutor and the requested schedule of days/times two weeks in advance of the first session.
- Ensure that a completed background check for the tutor, the cost of which the family or tutor is responsible, has been submitted to the Administrative Assistant one week in advance of the first session.
 - Please note that background checks need to be updated annually in September.
- Ensure that the tutor understands s/he is required to sign in and out at the front desk every time s/he is on campus.

- The tutor of a Lower School student will pick up the student from an adult (at Extended Day or the parent), must stay with the student for the entire tutoring session, and must drop off the student to Extended Day or the parent at the end of the session.

Background/Fingerprinting Check for parent volunteers and tutors

All tutors and parent volunteers regardless of their connection with the school (e.g., parents or guardians) are required to pass a background check.

The background check should be completed by going to your local precinct in Rhode Island or the Attorney General's Customer Service Office.

4 Howard Avenue
Cranston, RI 02920
401-274-4400

Monday - Friday 8:30 am until 4:30 pm

The fee of \$5 can be paid only by check, money order, or credit card; no cash.

Parent Involvement and Communication

Class Representative

Class representatives act as the liaison between the parents, the Lincoln School Parents Association (LSPA) and the school administration. They support the activities of the school and promote its goals and philosophy. Specific responsibilities include attending LSPA meetings four times a year as well as divisional meetings, calling for volunteers, assisting in organizing LSPA events and welcoming new families to the Lincoln community. Class reps are critical to relaying important news and information (reminder emails, informational meetings, volunteer opportunities, upcoming events) to the class(es) they support.

For more information on how you can get involved, contact Betsy Hunt, Associate Director of Communication at 401.455-1151 or ehunt@lincolnschool.org.

Lincoln School Parents Association (LSPA)

The mission of the LSPA is to:

- Foster effective and positive communication among Lincoln School, its administration, its faculty, and parent body;
- Enrich the quality of the student experience at Lincoln by encouraging the involvement of the parents in the School's programs and activities;
- Support parents in preparing their children for satisfying and productive lives;
- Support parent engagement and participation in the Annual Fund and other fundraising priorities that build a stronger and more vibrant community for learning at Lincoln;
- Provide a vehicle for the expression and resolution of concerns shared by parents or any group of parents; and
- Foster a community in which education and a lifelong love of learning are celebrated.

Organization and Membership of the LSPA

All members of the Lincoln School Parent Community are automatically members of the LSPA. The LSPA is led by a Leadership Team. Detailed information about the LSPA can be found in the portal.

GreenScene

This weekly communication from Lincoln with important news, announcements, and calendar updates can be found in your email inbox on Sunday mornings.

Middle School News/Upper School News

These pages contain important current information about Middle and Upper schools. They are updated regularly can be accessed from the GreenScene, and also through the portal

Website and Parent Portal

The Lincoln website may be accessed at www.lincolnschool.org. The GreenScene, report cards other information is available in the Parent Portal. Click on Login found in the top right hand corner of the homepage. Please make sure you can access the portal using your email and password.

If you have questions or encounter difficulty accessing the Parent Portal from the Lincoln Website, contact Teryl Wilson at twilson@lincolnschol.org. Please check that our emails are not going into your spam folder.

Volunteer Opportunities

For more information on how you can get involved, contact Betsy Hunt, Associate Director of Communication at 401.455-1151 or ehunt@lincolnschool.org.

All parent volunteers must have a completed background check from the Attorney General's Office on file with the school. For information about conducting a background check click [HERE](#).

Email

Each faculty and staff member has a Lincoln school email address. Parents may send email messages to teachers using the following address:
[firstinitiallastname@lincolnschool.org](mailto:firstname.lastname@lincolnschool.org).

Directories

All parent, student and faculty/staff information can be found in the portal.

Physical Education (Upper School)

All students must take part in physical education class, a Lincoln sport, or an Independent Athletic Program to receive physical education credit on their transcript. Students participating on a Lincoln School after school athletic team or the Independent Athletic Program are exempt from physical education classes. At the end of each sports season, if a student is not participating in a sport the following season, she must sign up for physical education. **Fall P.E. signups are available here.**

Physical Education Class Times and Activities

Upper School physical education classes are held after school Monday, Tuesday and Thursday from 3:30–4:30 pm. Students will choose two days a week to attend class for that trimester. The students participate in a Personal Conditioning and Wellness Program in the Fitness Center consisting of resistance training and cardio training taught by certified strength and conditioning specialists from Performance Physical Therapy of RI. Throughout the year a variety of instructors will also offer classes in Zumba, Pilates, yoga, kickboxing and recreational games in the adjacent gymnasium.

Students who participate in the winter musical will receive P.E. credit for participating in the dance choreography during rehearsal time after school.

If a student has extenuating transportation circumstances which make it impossible for her to stay after school for the required two classes a week for Physical Education, she may be considered for a special exemption from the class. Each student's situation will be considered on an individual basis. This is designed only for the student who is experiencing unusual transportation difficulties.

After School Exemption Form PDF

P.E. Attire

Participants will be expected to change into appropriate workout clothes such as shorts, t-shirts, spandex, sweatshirts, and sweatpants. Lincoln logo attire is not required. Athletic sneakers are essential for most activities.

Attendance

If a student has been ill or has a medical problem but is in school and wishes to be excused from her physical education class, she must present a note to the P.E. department from a parent, doctor, or the school nurse. If her name is not on the absence list and she does not come to class, it is considered an unexcused absence. Long-term medical excuses should be written by the doctor and submitted to the school nurse at the beginning of the trimester.

Independent Athletic Program

Upper School students who participate in an after school competitive or performance-based sport not offered at Lincoln School, may apply to use the Independent Athletic Program, which allows them to waive the physical education class requirement. To take part in this program, a proposal form must be filled out by both a coach/instructor and a parent/guardian and submitted to the Physical Education department head for approval. The student must be in training a minimum of eight hours a week and be supervised by a coach who submits a written end-of-season report. Each proposal is considered on an individual basis. These students are typically dancers, equestrians, figure skaters, and organized club team participants. Students who wish to do a personal fitness workout for an Independent Athletic Program will be encouraged to participate in our new after school opportunities with the Performance Physical Therapy of Rhode Island staff two days a week. **Independent Athletic Program PDF**

Safety and Security

Being Safe at School

Maintaining a safe and secure school environment and being prepared for emergencies on campus are of utmost importance to everyone at Lincoln. Faculty, staff, and students work together to make safety and security a priority, and the school regularly tests effectiveness of safety and emergency procedures, plans and drills.

Safety and Security Measures

- School buildings are locked on a regular schedule during the school day
- After-school programs are supervised and staffed until every child is picked up
- All visitors, including parents must sign in at the front desk or the Lower School office to receive a visitor badge.

Emergency Procedures

In all emergencies, we will immediately try to reach parents. In extreme emergencies, 911 will be called concurrently. If we cannot reach either parent, we will call the emergency contacts designated by the parents on the health form. In the event we cannot reach this person, we will contact the child's physician.

Personal Safety

Students are expected to inform an adult member of the faculty, staff, or administration if they believe that their safety or the safety of another student is in question or at risk. If a student seeks help for herself or someone else, confidentiality will be maintained.

Reunification

In the event of a school evacuation, parents will be notified by email, text and phone call as to where children should be picked up. Please be sure that emergency contact information is current and up to date in the portal.

Visitors to Campus

For the students' safety, all visitors, including parents must sign in at the Upper School

and Lower School Front Desks and receive a name tag/visitors badge upon entrance to the buildings. Parents do not have to sign in during drop-off in the morning.

Snow Days and Emergency Closings

Lincoln utilizes **Blackboard Connect**, an electronic emergency notification system. All families should have updated their contact information in the family portal under household profile update.

Below are the procedures that we will follow in the event of snow or severe weather:

- If Lincoln School is closed, The Little School will also be closed.
- When school is closed, all school activities are canceled.
- If school is canceled, the decision will be made by 5:30 a.m. and will be announced on radio, television, the school website, the school phone system, and through Blackboard Connect.
- If the city of Providence declares a parking ban, Lincoln must automatically close.
- If the weather is in question and we feel that it is necessary to make a change to the normal school day, we will send a Blackboard Connect notification and post information on the school website. Your children will be safe, warm, and well taken care of until you are able to pick them up.
- **If Lincoln is in session on a day that you feel the roads are unsafe, we respect your decision to keep your child at home or pick them up early.** Weather will be noted in the attendance roster.

School Store

The school store is online and can be accessed at www.lincolnschool.org/schoolstore

Who to Contact

Topic	Contact
Reporting absences	Call the front desk before 9 a.m. 401-331-9696
Accessing homework when my child is sick	Log into the Family Portal and check course websites and calendars
After school contact	Contact Kim Lawrence
How do I get a message to my child?	Contact Kim Lawrence
How do I update my emergency information?	Login to the Family Portal and click on "update profile"
Calendars	Login to Family Portal and click on "calendars"
General questions	Kara Gilligan, Dean of Students or student's advisor
Program questions	Debbie Hanney, MS Peter Brooks, US
Class questions	The class teacher
Course selection	Your child's advisor
Portal questions	Teryl Wilson twilson@lincolnschool.org or 401-331-9696 ext. 3162 Betsy Hunt ehunt@lincolnschool.org or 401-331-9696 ext. 3152
Athletics	Ann Palms 401-331-9696 ext. 3138 or apalms@lincolnschool.org
Athletic calendars	Login to the Family Portal and click on "calendars"
Health questions	Diane Murphy, nurse 401-331-9696 ext. 3122 or dmurphy@lincolnschool.org Masha Schiller, school psychologist 401-331-9696 ext. 3180 or mschiller@lincolnschool.org

Where is my child now?	Login to the Family Portal
Communicating with faculty member	lincolnschool.org/directory
College Counseling	Beth Ellis 401-331-9696 ext. 3141 or bellis@lincolnschool.org
Reports	Login to the Family Portal
Billing questions	email businessoffice@lincolnschool.org

Financial aid questions	Sue Farnum 401-331-9696 ext. 3153 or sfarnum@lincolnschool.org
Advancement/Lincoln Fund	Molly Garrison 401-331-9696 ext. 3118 or mgarrison@lincolnschool.org
International student questions	Peter Brooks
Admission	Sue Farnum 401-331-9696 ext. 3153 or sfarnum@lincolnschool.org
LSPA and parent involvement	Betsy Hunt 401-331-9696 ext. 3151 or ehunt@lincolnschool.org
Center for Justice, Peace and Global Citizenship	Barrett Fabris bfabris@lincolnschool.org
Today's lunch menu	lincolnschool.org/lunch
Lincoln Store	www.lincolnschool.org/schoolstore

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