Lincoln Public Schools

"Lincoln Lions: Our Students, Our Pride, Our Future"

Elementary Handbook for Students and Families

2026-2027

MISSION STATEMENT

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

Lincoln Central Elementary

1081 Great Road, Lincoln, RI 02865

401.334.2800

Northern Lincoln Elementary

315 New River Road, Manville, RI 02838

401.769.0261

Lonsdale Elementary

270 River Road, Lincoln, RI 02865

401.725.4200

Saylesville Elementary

50 Woodland Street, Lincoln RI 02865

401.723.5240

LINCOLN PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

Dedicated to Excellence in Education

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Quick Reference Page

Lincoln Central Elementary 1081 Great Road Lincoln, RI 02865 P 401.334.2800 F 401.334.4294	Leanne Saravo, Principal Lisa Arena, Secretary Robyn Rao, School Nurse
Lonsdale Elementary 270 River Road Lincoln, RI 02865 P 401.725.4200 F 401.722.0920	Melissa Goho, Principal Vicki Ryan, Secretary Kate Laroche, School Nurse
Northern Lincoln Elementary 315 New River Road Manville, RI 02838 P 401.769.0261 F 401.765.0530	Lianne Denham, Principal Marissa Gauvin, Assistant Principal Kelly Marzini & Valerie Barker, Secretaries Kelley Wilson, School Nurse Kathy McDonald, Child Outreach Pre-K
Saylesville Elementary 50 Woodland Street Lincoln, RI 02865 P 401.723.5240 F 401.722.1090	Matthew Russo, Principal Sarah Picard, Secretary Jo-Ann Marino, School Nurse
Elementary School Arrival & Dismissal Times	8:45 am - 3:15 pm
Lincoln Public Schools Administration PO Box 367 135 Old River Road Lincoln RI 02865 P 401.721.3300 F 401.724.4121	Kevin J. McNamara, Ed.D., Superintendent Sara Monaco, Ed.D., Assistant Superintendent Melissa Devine, School Business Administrator Jessica Hassell, Director of Student Services Lisa Peck, Director of Human Resources Anthony Feola, Director of Non-Instructional Operations, Transportation and Security
School Committee	Joseph Goho, At Large Chair Steven Carvalho, District 2 Vice-Chair Staci Rapko, District 5 Clerk Mario Carreño, District 1 Cheryl DerHagopian, District 3 Mary Anne Roll, District 4 Lindsay Sullivan, At Large

WELCOME

The Lincoln Public Schools is proud to welcome students and their families/guardians to a new school year. This handbook has been prepared by the Lincoln Public Schools to help families answer questions commonly asked regarding the elementary schools, and to offer a better understanding of our daily operations. All Lincoln Elementary Schools will host their annual **Open House** on **Thursday, September 11, 2025**, from 6 - 8 pm.

STUDENT EMERGENCY FORMS

ACCESS TO SCHOOL 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.

AFFIRMATIVE ACTION OFFICER

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

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

ATTENDANCE

The length of the day and the number of school days per year are mandated by state law. We ask that your child be punctual and that he/she is not absent unless it is absolutely necessary. Please note that per the Rhode Island Department of Education (RIDE), all student absences are considered unexcused for the purposes of school accountability rankings. RIDE does NOT differentiate between absence reasons. RIDE's definition of chronically absent is when a student is absent 10 or more days during a school year. For the Lincoln Public Schools internal tracking mechanism, attendance records are noted as "excused" when a doctor's note or parental note is provided. Absences, tardiness, and dismissals adversely impact student learning.

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

BULLYING POLICY

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

Prohibition against Bullying:

Bullying is prohibited in the public schools of Lincoln, RI [R.I.G.L. 16-21-26]. The prevention of bullying is part of the Lincoln Public Schools District Strategic Plan [R.I.G.L. 16-7.1-2 (e)] and the School Safety Plan [R.I.G.L. 16-21-24].
It is the policy of the Lincoln Public Schools that all students be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, sexual orientation, or color will be tolerated and may also be punishable under our harassment policy. The victim also has the option of proceeding under that harassment policy.

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

General Definitions:

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

Definition of Bullying:

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

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

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

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

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

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

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

a. The creation of any digital or print media in which the creator assumes the identity of another person;
b. The knowing impersonation of another person as the author of posted content or messages; or
c. The distribution by electronic means of 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 these regulations, the phrase at school includes the following places and situations:

- In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)
- Anywhere on school property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops and walking to and from bus stops
- While students are walking directly to or from school
- At any school-sponsored activity or event, whether or not held on school premises
- Using property or equipment provided by the school, or
- Any other place, including off-school property, where bullying occurs which creates a material and substantial disruption of the education process or the orderly operation of the school.

Disciplinary Sanctions:

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

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

Reporting Bullying

The school principal shall establish and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place are persons who may file a report of bullying. Any student or staff member who believes he/she is being bullied is obligated to promptly report such circumstances to an appropriate staff member, teacher, or administrator.

Responsibility of Staff:

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

Instruction in the Prevention of Bullying:

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

Responsibility of Students:

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

R.I. Gen. Laws § 11-52-4.2 § 11-52-4.2. Cyberstalking and cyberharassment prohibited.

(a) Whoever transmits any communication by computer or other electronic device to any person or causes any person to be contacted for the sole purpose of harassing that person or his or her family is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500), by imprisonment for not more than one year, or both. For the purpose of this section, "harassing" means any knowing and willful course of conduct directed at a specific person which seriously alarms,

annoys, or bothers the person, and which serves no legitimate purpose. The course of conduct must be of a kind that would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

(b) A second or subsequent conviction under subsection (a) of this section shall be deemed a felony punishable by imprisonment for not more than two (2) years, by a fine of not more than six thousand dollars ($6,000), or both.

For the full policy, please click **HERE**

BUS/TRANSPORTATION

School bus transportation should be treated as a privilege, not a right, and is an extension of the school system.

A student's misconduct at a bus stop or while on a bus may provide sufficient reason to discontinue providing bus service for a specific amount of time. Please refer to the Student Behavior Codes. Children are expected to ride only on the bus to which they are regularly assigned and to get on and off at their proper bus stops. If it becomes necessary to deviate from this routine, parents must request, in writing, permission from the principal. Likewise, students who want to walk to and from school when they usually ride a bus must have written permission from a parent/guardian.

First Student Transportation is the official transportation contractor for the school department. First Student's telephone number is 334-0565. Bus routes will be posted on the Lincoln Public School website, www.lincolnps.org.

For students to be able to walk to or from school, a parent/guardian must complete and submit a signed notice to the school administrator.

CAR AND PARKING REGULATIONS

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

CARE OF SCHOOL PROPERTY

Students are expected to take responsible care of school property. Students are held accountable for damaged or lost books as well as school-issued technology devices (i.e. Chromebooks, iPads, etc.). Defacements of school property will result in disciplinary action. Parents/guardians will be financially responsible for damages.

CHILD OUTREACH

The Lincoln Public Schools provides Child Outreach screenings for all children ages three to five. This screening takes a brief look at the following domains; vision, hearing, speech/language, social/emotional, and general development. The goal is to screen every child, every year to ensure early detection and remediation of problems that might interfere with a child's learning.

Throughout the school year, screenings are conducted at Northern Lincoln Elementary School as well as at local early care and education centers.

More information about Child Outreach and the district's preschool program may be obtained by contacting the Student Services Office at 721-3317.

COMMUNICATION SERVICES

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

CUSTODY ISSUES

Please notify the office of any family situation (separation/divorce) that has implications regarding parental custodial issues, subsequent restrictions, and access to student records. Any legal orders need to be updated annually.

STUDENT DRESS CODE

The educational experience is designed 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 in an overly revealing or distracting fashion is not acceptable. This includes but is not limited to:
    a. Low-riding pants or jeans, which display underwear
    b. Cropped or any top that exposes the midriff
    c. Any article of clothing deemed as underwear or any exposed undergarments
3. Clothing that causes excessive wear or damage to school or personal property will not be allowed. Such clothing includes metal taps, cleats on shoes, or shoes with wheels.
4. 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.
5. Hats, caps, visors, bandannas, 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 when classrooms are too cold for comfort. Outerwear is to remain in cubbies/lockers during the school day.
6. Appropriate and safe footwear must be worn. Flip-flops are not appropriate for school purposes.
7. Sunglasses will not be worn in school buildings unless required for certifiable medical reasons.

The administration will notify parents or guardians of any violation of the regulations and students will be required to change.

EMERGENCY CLOSING OF SCHOOL

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

WPRO (630 AM and 92.3 FM)
B101 (101.5 FM)
WNRI (1380 AM)
WHJJ (920 AM)
WRX (103.7)

Channel 12 News
Channel 10 News
Channel 6 News

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

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

FAMILY INVOLVEMENT

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

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

All families are welcomed into the school community. The school will provide all families with opportunities to become active participants in the life of the school and feel connected to each other, to school staff, and to what students are learning and doing in class. Families and school staff engage in regular, meaningful communications about student learning. Parent(s)/guardian(s) requesting to visit a classroom shall follow the district's classroom observation policy.

FIELD TRIPS

Class field trips are a part of the elementary school program. To be allowed to participate, each child must return a signed parental permission slip to the school before the trip takes place. All pertinent information will be shared with the parents/guardians. Participating students are supervised by teachers and parent volunteers.

Note: Students who do not demonstrate appropriate behavior during the school year may not earn the privilege to participate in class field trips.

FIRE DRILLS

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

GRADING POLICY & REPORTING

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

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

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

The following points are central to issuing a grade:

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

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

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

Grading Policy:

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

Grading Scale:

Elementary K-4

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

Elementary Grade 5

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

Elementary Grade 5

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

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

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

Homework/Preparedness:

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

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

Grade Reporting:

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

Grading Special Populations:

Teachers of English Language Learners, special educators, and general education teachers who provide instruction for a student will collaboratively examine evidence collected to determine a student's grade.
Parents of students with Individualized Educational Programs (IEP) will receive supplemental information on progress towards attainment of IEP goals at the time report cards are issued, consistent with federal and state requirements.
Parents of English Language Learners will receive supplemental information on progress towards language development at the time report cards are issued based on WIDA descriptors and district ELL guidelines.

Implementation:

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

Reviews and Reporting:

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

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

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

DPT	5 doses with last dose given after 4th birthday
Polio	4 doses with last dose given after 4th birthday

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

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

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

HOMEWORK GUIDELINES

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

In general, the guidelines for homework are:

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

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

KINDERGARTEN REGISTRATION

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

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

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

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

LIBRARY BOOKS

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

PARENT NOTIFICATION SYSTEM

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

PARENT-TEACHER ORGANIZATIONS

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

PARENTS' RIGHT TO KNOW

Parents/guardians of students attending a Title I school have the right to request information about the professional qualifications of their child's classroom teacher(s) and any paraprofessionals who provide services to their child. This may include information about state certification, licensure, emergency or provisional status, subject-area certification, and paraprofessional qualifications. Requests may be made by contacting the school principal.

Parents/guardians will also be notified if their child is taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

PERSONAL PROPERTY

Students may not bring personal property to school without specific permission from the principal. Even with permission, students are responsible for their property. Each student is responsible for his/her personal property. Large sums of money, watches, any type of electronic equipment **(including cell phones, smartwatches, and like devices),** and jewelry should be left at home. If an article is lost, check to see if it has been turned in to the Main Office. If it is necessary to bring a large sum of money and or valuables to school, it is strongly advised that it be taken to the Main Office for safekeeping during the day. The Lincoln Public Schools is not responsible for lost or stolen personal property.

Prohibited & Restricted Materials

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

RESTRICTED ITEMS include but are not limited to:	
• Body Sprays/Perfumes • Cellular Phones • Earbuds/Headphones	• Smart Watches • Tablets • Toys or other distracting items

PROHIBITED ITEMS include but are not limited to:		
• Any alcohol, drugs, and/or paraphernalia • Laser Pointers • Skateboards	• Any item that constitutes as a weapon as defined by the Lincoln School Committee Weapons Policy	• Tobacco products/vapes/lighters/matches

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 in school and on any transportation provided by LPS 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.

PHYSICAL EDUCATION FOOTWEAR

Physical education includes many types of movement, such as running, jumping, turning, and side-to-side activities. To help keep students safe and comfortable, students must wear shoes that provide support and stay securely on their feet. Students would wear full-coverage athletic shoes with rubber soles on days scheduled for physical education.

PROGRAM SPECIALIST CURRICULUM

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

RECESS

Elementary students will receive at least twenty (20) consecutive minutes of supervised, safe, and unstructured recess each school day in accordance with Rhode Island General Law. Recess provides students with an important opportunity for physical activity, social interaction, and free play. To ensure safe participation during recess, students should wear appropriate clothing and closed-toe shoes suitable for active play and outdoor weather conditions. Families are encouraged to send children dressed for seasonal outdoor conditions whenever possible.

SCHOOL-AGED SCREENING

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

SCHOOL/HOME COMMUNICATION

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

We encourage parents/guardians to sign up for Skyward listserv, ClassTag, Google Classroom(s), school-based social media, and other forms of digital communication from the school.

SCHOOL LUNCH/BREAKFAST PROGRAM

Nutritious lunches and milk are available at all schools. At the elementary level (K-5), the price of a lunch is $2.75, breakfast is $1.25; milk is $.50.

Applications for free or reduced-price breakfasts/lunches are sent home at the beginning of the school year and are available at the school anytime thereafter. Free and reduced lunch applications can be found here: English and Spanish.

Menus are printed monthly, in advance, and in school newsletters. You may pay by the week or by the month. Make checks payable to Lincoln School Nutrition Services. (Note: Exact change is helpful for payment of lunch/milk.) The School Breakfast Program is offered at all schools. Payment for breakfast, lunch, or milk can be made in two ways:

1. *Online through our prepayment system MySchoolBucks.com*. For more information on how to pay online and see transaction information, please go to myschoolbucks.com.
2. *In person at school.*
   When sending cash or checks to school, please be aware **we are unable to take unmarked payments**. To ensure payments are credited correctly we must ask that you let us know who the payment is for. **Payment made at school must be sent in an envelope or zip-lock bag with your child's name and account number clearly written on the outside**. Student ID numbers can be found on their Plastic ID card at school. If you're not sure about your child's Student ID number, please contact the principal's office and we can look it up for you.

STUDENT DISCIPLINE

Lincoln Public Schools believes that the proper educational environment must be maintained in each elementary school in order to provide the best educational opportunities for each child. As part of our commitment to this belief, children who disrupt the educational process, or are a threat to themselves or others, will be disciplined. Any discipline measure will be consistent with the Student Behavior Code and the Regulations for Special Education of Students with Disabilities. This code will be distributed to each family electronically during the first week of school. Should you require a hard copy, please contact the school's main office.

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

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

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

Administrative Guidelines for Applying School Behavior Code

Students are expected to maintain proper standards of behavior at all times and will:

- Respect the rights of others
- Observe and adhere to the rules of the school/classroom
- Contribute to a positive school climate/culture

Below is a list of responses for violations and responses 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 behavior code.

Potential Responses for Violations

- Parent/Guardian Notification
- Positive supports and interventions
- Restorative responses
- Restrictive interventions
- Interventions/responses outlined in school-level handbooks (such as before and after school detention, alternative placements within the school day, loss of extracurricular/social activity privileges, etc.)
- Suspension (short and long-term)

A student can be suspended from school for conduct which shall include any of the following as the behavior code:

1. Assaulting or threatening to assault another student, a teacher, any person having authority over the student, or any other person.
2. Taking, attempting to take, or threatening to take personal property or money from another student, teacher, or any other person.
3. Causing or attempting to cause damage to school property, to the property of another student, teacher, or any other person.
4. Continued and willful disobedience, or continued failure to comply with teacher instruction, or open defiance of the authority of any teacher or any person having authority over the student, or the habitual use of profanity or obscene language.
5. Possessing a knife, gun, potentially dangerous objects, and other weapons, in any school building, or on school grounds, or at any school-related function.
6. Conduct that poses an ongoing threat of disrupting the academic process and orderly discipline including without limitation, vulgarity and profanity, boisterous behavior, fighting, etc.
7. Failure to comply with school directives.
8. Smoking or possession of smoking materials, including electronic nicotine delivery systems.
9. Possession or sale or being under the influence of drugs or alcohol.

The administration reserves the right to permanently suspend a student or to discipline a student for offenses as determined by the administration or for any violation of any of the General Laws of Rhode Island.
School Committee Policy Manual and Procedures

STUDENT DISMISSAL

Students must be picked up within 15 minutes of dismissal time. For students who miss the bus at dismissal time, parents will be notified immediately. If parents or other designated persons (from the student's emergency card) cannot be reached within a reasonable amount of time, the police will be notified to assist with making contact with parents. (THIS APPLIES TO ALL EMERGENCY SITUATIONS.) It is very important that parents/guardians keep the school secretary/teacher informed of any changes of address, preferred emails, all telephone numbers, and all emergency contacts.

STUDENT RECORDS

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

STUDENT SERVICES

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

TESTING PROGRAMS

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

The purposes of these tests are:

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

Additional information regarding state assessments may be found on the Rhode Island Department of Education website – www.ride.ri.gov. (2025-26 RI State Assessment Schedule)

TECHNOLOGY PLATFORMS FOR DISTANCE LEARNING

In the event of a school or classroom closure and the declaration of a distance learning day, please be advised of the following. The Lincoln Public Schools uses a variety of remote technology platforms.

For the most part, the LPS uses technology tools within the Google ecosystem. These have all been vetted for FERPA requirements regarding privacy concerns.

However, the LPS may also utilize other platforms providing streaming video and schoolwork online through other systems, such as Video Chat tools and Zoom, etc.

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

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

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

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

USE OF SCHOOL TELEPHONE

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

VACATIONS

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

VISITORS

Any person entering the building will need to present a valid form of identification at the main office.

Here is what you can expect if you need to enter as a visitor:

1. You will be required to show your driver's license or state ID..
2. The license/ID will be scanned.
3. Your photo will be taken.
4. We will print you a visitor ID with your name, photo, date/time, and visiting location visible on the ID.
5. You will be asked to affix the ID to your person.
6. Once printed, a red "VOID" will appear after a predetermined amount of time.
7. You will be asked to "scan out" before you leave so that we know you have left the premises.
8. You may discard the pass after you leave the building.

VOLUNTEERS

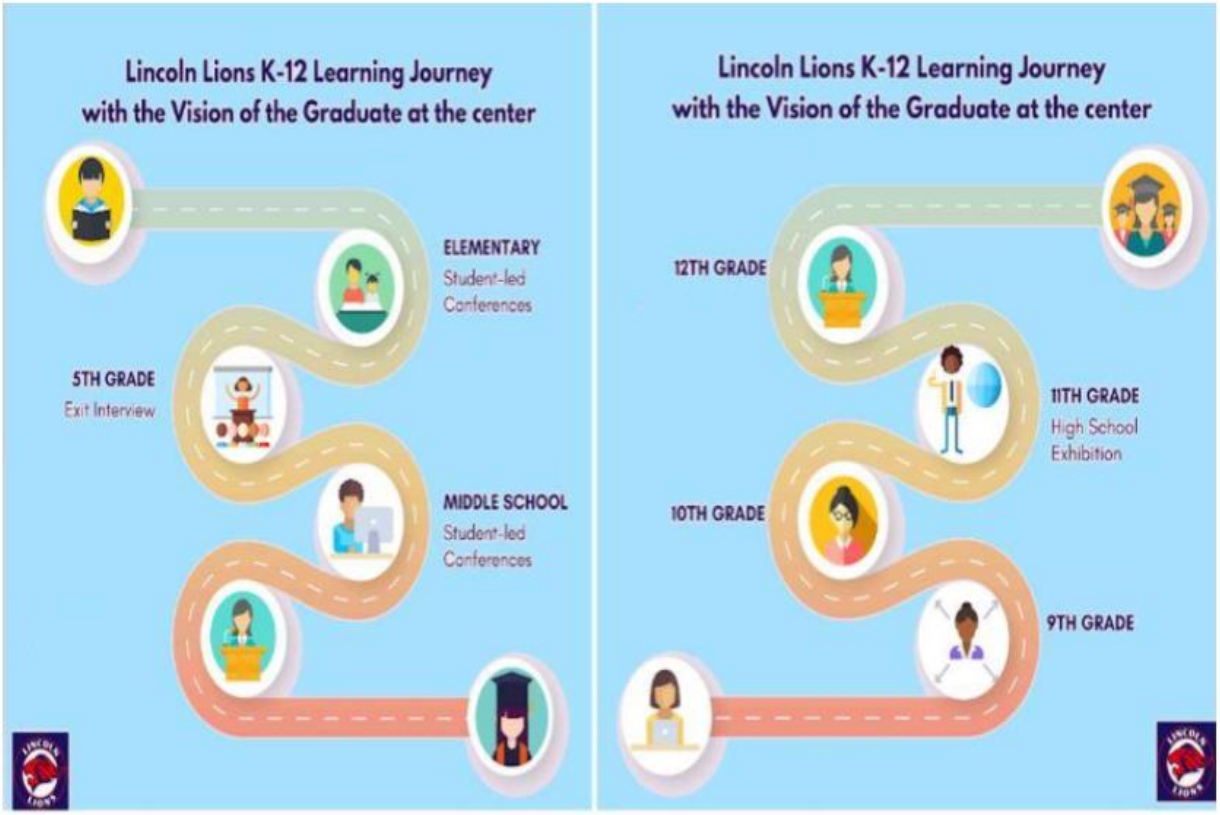
Parents are encouraged to participate in the Volunteer Program in each school. Volunteers offer assistance to teachers and principals in tutoring, clerical assistance, library, computer programs, and after-school enrichment programs. For more information, contact the building principal. In accordance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

LINCOLN SCHOOLS VISION OF A GRADUATE

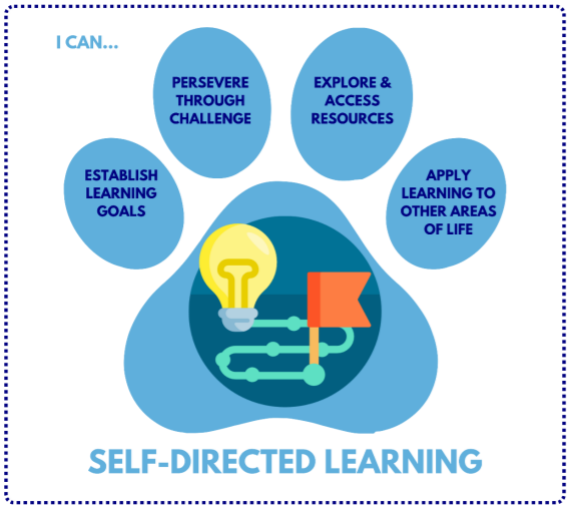
● Our Vision of a Graduate work begins upon entry into the Lincoln Public Schools and continues through graduation.

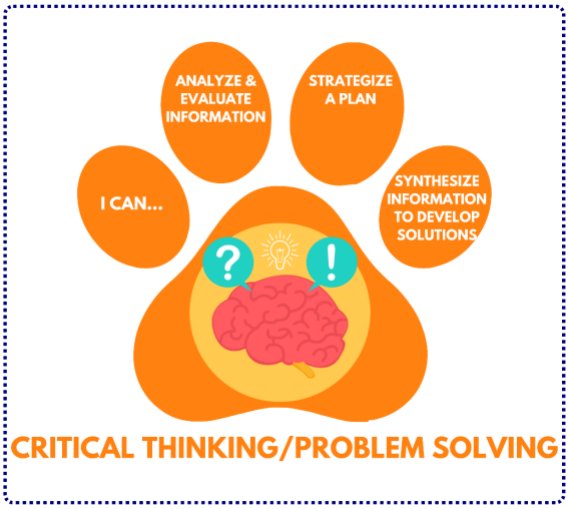
● Our Vision of a Graduate is a culmination of the learning, acquired skills, and demonstrations of proficiency that occur over time during a student's education.

● This Vision is embedded in the culture, practices, and lessons presented to students.



VISION OF A GRADUATE SKILLS





Lincoln Public Schools

Elementary School Reporting Pupil Progress 2026-2027

All students will receive a progress report; their child's teacher will inform Parents/Guardians if a concern or problem arises outside of the designated reporting period.

Progress Reports

Grading Period	Dates for Progress Reports
Trimester I *(No Progress Report for Kindergarten)*	October 9, 2026
Trimester II	January 22, 2027
Trimester III	May 4, 2027

Report Cards

Grading Period	Grades Close	Report Cards Sent Home
Trimester I	November 30, 2026 (61 days)	December 7, 2026
Trimester II	March 15, 2027 (61 days)	March 22, 2027
Trimester III	June 16, 2027 (60 days)	June 16, 2027

REPORT CARDS AND PROGRESS REPORTS

Lincoln Public Schools has a standards-based report card that is aligned with the Common Core State Standards (www.corestandards.org). Report cards are posted on the Skyward student information system for grades K-5 in November, March, and June.

Prior to the trimester report a progress report will be posted on Skyward. Parent/guardian conferences are held in early December or at the request of the parent or teacher.

Please feel free to contact your child's teacher if you have any questions or concerns regarding the report card or progress reports. Likewise, should you need a hard copy of a progress report or report card, please contact the school.

Please send this form in with your child by the end of the first week of school.

Lincoln Public Schools

Photo Release Form
2026 - 2027

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

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

_____

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

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

Student's Name Printed _____Grade _____

Student's Signature _____

Parent/Guardian's Name Printed_____

Parent/Guardian's Signature _____

Date:_____

Please send this form in with your child by the end of the first week of school.

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

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

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

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

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

The content of any advice or information received by a student from sources outside the school district, or any costs or charges incurred as a result of seeing or accepting such information;

Any costs, liability, or damages caused by the way the student chooses to use his/her Lincoln Public Schools' network access;

Any consequences of service interruptions or changes, even if these disruptions arise from consequences of service interruptions or changes, and even if these disruptions arise from circumstances under the control of the Lincoln Public Schools.

Student's Name Printed _____Grade _____

Student's Signature _____

Parent/Guardian's Name Printed_____

Parent/Guardian's Signature _____

Date:_____