LINCOLN MIDDLE SCHOOL HANDBOOK

2026-2027

Our Students, Our Pride,

Our Future

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

LINCOLN PUBLIC SCHOOLS 2026 – 2027 CALENDAR Revision 2.2 (5/6/26)

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

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

86 days

Total 182 days

X = No School

August
- 24 Teacher Orientation & TA PD Day
- 25 First Day of School Students in PK & grades 1-9 only
  Kindergarten Soft Start
- 26 Grades 1-12 report to School
  Kindergarten Soft Start
- 31 First Day of School - Kindergarten

September
- 3 LMS Open House 6-8:00 PM
- **7 Labor Day (no school)**
- **8 No School**
- **9 Primary Day (no school)**/Teacher PD & PD Day TAs
- 10 LHS Open House 6-8:00 PM
- 12-13 Rosh Hashanah (begins at Sundown on 9/11)
- 14 First Day - PK Community Peers
- 16 Elementary Open House 5:00 pm – 7:00 pm
- 21 Yom Kippur (begins at Sundown on 9/20)

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

November
- **3 Election Day (no school)**
- **11 Veterans' Day Celebrated (no school)**
- ***12*** LHS Early Dismissal – Parent Conferences
  Afternoon 12 – 2 PM & Evening 6 – 8:30 PM
- ***19*** LMS Early Dismissal – Student Led Conferences
  Afternoon 12:30– 2:30 PM & Evening 6 – 8:30 PM
- **25-27 Thanksgiving Recess (no school)**

December
- **3** No School Elementary – Parent Conferences
  Day 8:45 AM – 3:20 PM & Evening 6 - 8:30 PM
- **23-31 Holiday Recess (no school)**

Calendar Adopted by School Committee: 2/9/26

January
- **1 Holiday Recess (no school)**
- 8 LHS Early Dismissal – Exhibitions (snow date 1/15/27)
- 18 **Martin Luther King Day (no school)**

February
- **15-19 Winter Recess (no school)**

March
- 12 Elementary Only Early Dismissal/PM Elem. Teacher PD
- 26 Good Friday (no school)

April
- **19-23 Spring Recess (no school)**

May
- ***21*** LHS Early Dismissal – Exhibitions
- **31 Memorial Day (no school)**

June
- 4 Graduation ***(subject to change)***
- *16* Tentative Last Day of School-*Elem. Only Early Dismissal*
- 17 Or the day after the last day of school – TA PD Day
- **21 Juneteenth – (no school)**
- **17,18,22 Make Up Days – If Needed**

Quarters – Secondary

First	8/26/26 – 10/30/26	45 days
Second	11/2/26 – 1/22/27	46 days
Third	1/25/27 – 4/5/27	45 days
Fourth	4/6/27 – 6/16/27	46 days

Trimesters - Elementary

First	8/26/26 – 11/30/26	61 days
Second	12/1/26 - 3/15/27	61 days
Third	3/16/27 - 6/16/27	60 days

Lincoln Middle School

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

PRINCIPAL
Mr. James Williamson

ASSISTANT PRINCIPAL

Mr. Joseph DeLeo

DEAN OF STUDENTS

Ms. Mariel Casali

SUPERINTENDENT

Dr. Kevin McNamara

SCHOOL COMMITTEE

Mr. Joseph Goho, Chairperson

Mr. Steven Carvalho, Vice-Chair

Mrs. Staci Rapko, Clerk

Mr. Mario Carreno

Mrs. Mary Anne Roll

Mrs. Cheryl DerHagopian

Mrs. Lindsay Sullivan

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

TABLE OF CONTENTS

MESSAGE FROM LMS ADMINISTRATION TEAM	4
VISION OF A GRADUATE	5
LMS DAILY BELL ROTATION & SCHEDULES	7
ACADEMICS	9
EXTRA-CURRICULAR ACTIVITIES	17
GUIDANCE SERVICES	21
HEALTH SERVICES	23
STUDENT INFORMATION/EXPECTATIONS	27
ADDITIONAL LMS INFORMATION	37
STUDENT CODE OF CONDUCT INFORMATION & CONDUCT MATRIX	39
LINCOLN SCHOOL DEPARTMENT POLICIES & FORMS (WITH LINKS)	51
ANNUAL CONSENT/ACKNOWLEDGEMENT FORM	52
LINCOLN MIDDLE SCHOOL EMERGENCY CONTACT INFORMATION SHEET	53
LINCOLN PUBLIC SCHOOLS ANNUAL COMPUTER AND INTERNET ACCEPTABLE USE POLICY	54

MESSAGE FROM LMS ADMINISTRATION TEAM

Dear Lincoln Middle School Students, Families, and Faculty,

As we begin a new school year, we are excited to welcome each of you back to Lincoln Middle School. It is a privilege to support and serve such a vibrant and diverse school community, and we look forward to the learning, growth, and connections that lie ahead.

This year, we are focused on strengthening our culture of collaboration, respect, academic excellence, and community. With your partnership, we believe this can be one of our most rewarding years yet. Together, we will create a safe, inclusive, and engaging environment—one where students are encouraged to explore their interests, challenge themselves, and strive for personal and academic success.

We ask every member of our school community to uphold our shared values: mutual respect, personal responsibility, and a commitment to continuous learning. We hope students take full advantage of the many opportunities available—whether academic, artistic, athletic, or social—and build lasting friendships and memories along the way.

At Lincoln Middle School, we believe that middle school should be both meaningful and memorable. Our hope is that at the end of the year, each of you can look back with pride on your experiences and accomplishments.

Here's to a successful and inspiring school year!

Warm regards,

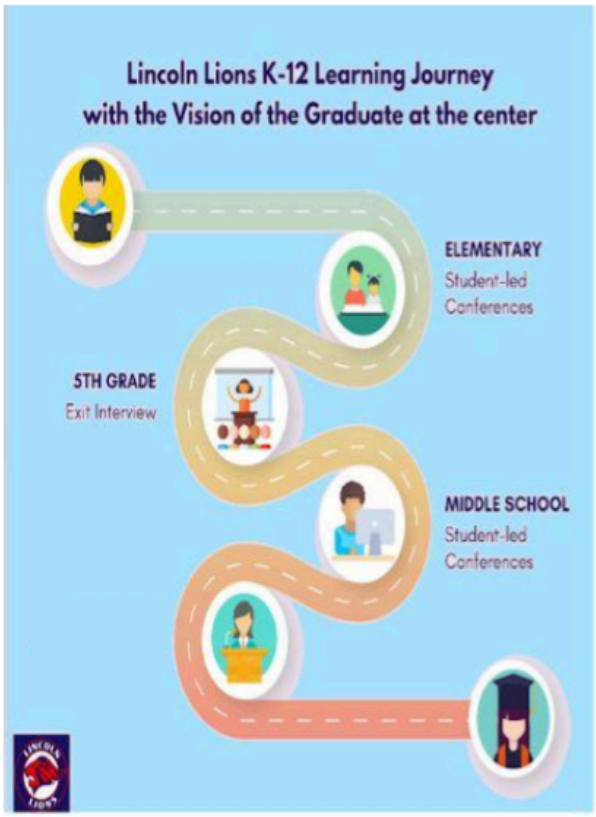
The LMS Administration Team

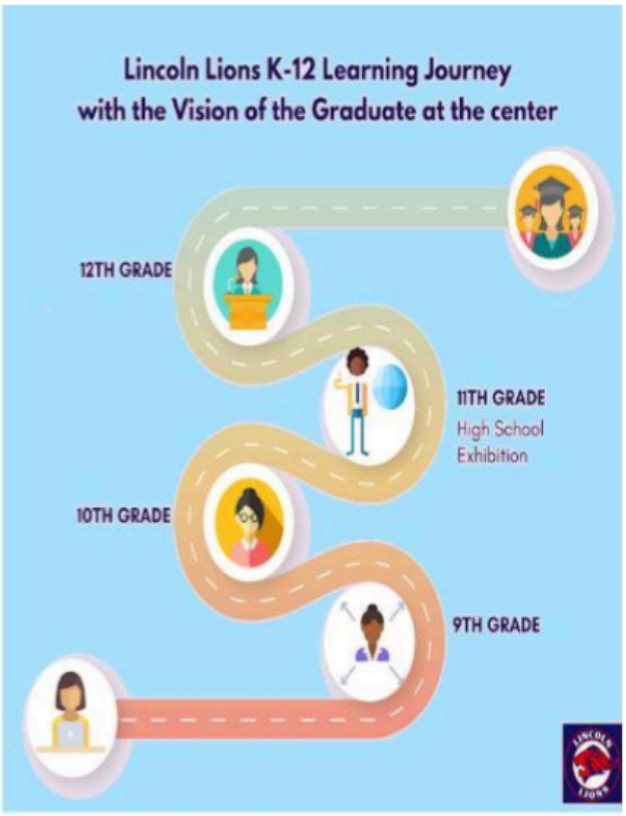
LINCOLN SCHOOLS VISION OF A GRADUATE

● 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.





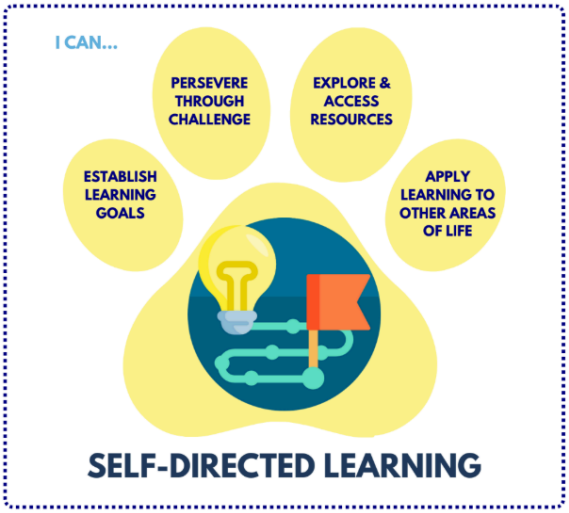
SCHOOL MOTTO

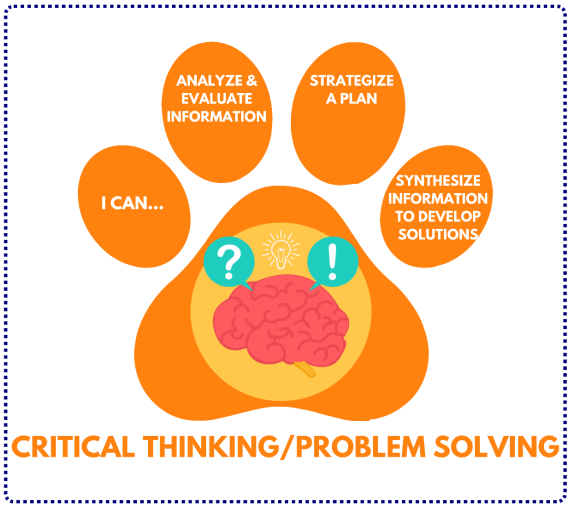
"Be Respectful, Responsible & Ready to Learn"

VISION OF A GRADUATE SKILLS













LMS DAILY BELL ROTATION & SCHEDULES

Schedules are subject to change

LMS Daily Bell Rotation

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

Lunch Rotation

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

1 Hour Delay

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

Half-Day Schedule

Class Times	A Day	B Day	AA Day	BB Day
7:50-8:10	**Homeroom**			
8:12-8:43	1	Grade Rotation	Grade Rotation	Grade Rotation
8:45-9:16	2	Grade Rotation	Grade Rotation	Grade Rotation
9:18-9:49	3	Grade Rotation	Grade Rotation	Grade Rotation
9:51-10:22	4	Grade Rotation	Grade Rotation	Grade Rotation
10:24-10:55	6	Grade Rotation	Grade Rotation	Grade Rotation
10:57-11:28	7	Grade Rotation	Grade Rotation	Grade Rotation

ACADEMICS

Course of Studies

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

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

Core Academics	Art	World Language	Music & Theatre	TechEd	Health/ Phys-Ed
Math	Visual Art	Exploratory Spanish	Band	STEM	Grade 6
English	3D Art	Spanish I	Chorus	Computer Literature	Grade 7
Science			Music Exploration	Computer Tech	Grade 8
Social Studies			Theatre	Media	
				Digital Applications	

Lincoln Public Schools Grading Policy

Mission Statement:

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

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

Purpose:

The Lincoln Public School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluating and reporting student progress

that is understandable to students and their parents/guardians and relevant for instructional purposes. The primary audiences for a grade are students and parents/guardians.

The following points are central to issuing a grade:

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

The Basis of the Policy:

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

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

Grading Policy:

The purpose of the Grading Scale is to indicate numerical ranges for quarterly and yearly grades.

- For the first quarter only, the minimum quarter grade a student may earn is a 50.
- Rubric to Grade when rubrics are used to determine grades a conversion scale shall be used.

Grading Scale:

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

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

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 13 education teachers who provide instruction for a student will collaboratively examine evidence collected to determine a student's grade.

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

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

Implementation:

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

Reviews and Reporting:

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

Cross Reference to other policies & documents:

- School Level Handbook (Homework protocols and procedures)

First Reading: May 20, 2019
Second Reading: June 10, 2019
Policy Adopted: June 10, 2019
TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

Grading Protocols:

- Students may reassess summative assessments up to a 70
- Students may reassess within 2 weeks after the graded assessment has been handed back
- Penalties for missed deadlines will be specified in the course syllabus
- Work that is not submitted will be coded in Skyward as "Missing". After one week, this will change to a zero

Homework

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.

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

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

Progress Reports

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

Report Cards

Report cards are posted on our student information system (Skyward) at quarterly intervals during the school year. These reports include a grade in achievement in all subjects taken by the student and the number of absences. When necessary teachers will provide feedback on current performance. Please contact your child's teacher or school counselor if you have any questions about the information on the report card.

Student Exams

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

Communicating Failing Grades

Teachers will communicate with parent(s)/guardian(s) regarding pending failure of quarter/cumulative grades via direct communication (phone call, email and/or in-person meeting).

Academic Probation

A student will be placed on academic probation if they fail two or more subjects on the quarterly report card. A student on academic probation may be excluded from participating in and attending any co-curricular and extra-curricular activities, including, but not limited to, athletics, school clubs, school festivals, school-sponsored events, and student council activities. A student who is academically ineligible to participate may have his/her case reviewed after mid-quarter interim reports. Student

appeals of academic probation placement will follow the appeals process for disciplinary action as described in the Student Handbook.

Promotion & Retention

Students must achieve a passing grade in each of the four core subject areas of English (ELA), Mathematics, Social Studies and Science in order to be promoted. Promotion to the next academic grade requires that the student passes each of the four core subjects or demonstrates equivalent proficiency as determined by the academic team and or administrator. Students with a failing grade for the year in core subjects may need to attend summer school in each subject that they have failed before being promoted to the next grade.

Academic Integrity

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

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

1. The student's work will be rejected. Disciplinary action will be given based on severity. An alternate assignment will be given at the teacher's and administrator's discretion.
2. If more than one person is involved in cheating, the same penalty will be assigned to all parties concerned. Students who allow their papers to be copied are considered to be cheating.
3. In the case of cheating which involves classroom disruption, the administration may impose a penalty that may include suspension.
4. The theft of teacher testing materials of any type will result in suspension.
5. It should be noted that in the exam setting, any behaviors not directly related to the taking of the exam could be construed as cheating. Students are cautioned to observe the sanctity of the exam and not risk the accusation of cheating and its consequences by talking, turning around, placing their own exam where it might be observed by others, etc.
6. Students shall only use Artificial Intelligence (AI) under the direct supervision of a teacher and as specified by the teacher.

Honor Roll (calculated by quarter)

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

National Junior Honor Society

The National Junior Honor Society is an organization that is built on 5 pillars of excellence: Scholarship, Leadership, Service, Citizenship, and Character. Students considered for NJHS apply in grade 7 only. To become a candidate, students must demonstrate the following in each of these areas:

Scholarship:

- Maintain a cumulative GPA of 3.75 in grades 7 & 8. Cumulative GPAs will be reviewed:
    - After 1st semester 7th grade year
    - After 2nd semester 7th grade year
    - After 1st semester 8th grade year
    - After 3rd quarter 8th grade year

A student must have a cumulative GPA of 3.75 at the time of induction, which takes place at the end of the 8th Grade year.

Leadership / Citizenship

- Students must document participation in clubs/activities/community during grades 7 & 8. Students are encouraged to have at least 2 examples:
    - Participate in an after school club
        - Math Counts
        - Science Olympiad
        - Jazz/Advanced Band
        - School Sports
        - Student Council
        - Robotics
        - Advanced Chorus
        - Drama Club
    - Participate in an out-of-school activity
        - Dance
        - Girl/Boy Scouts
        - Club sports
        - Religious chorus/clubs
- Students will be asked to provide documentation of their service. This will need to be signed off on by the adult supervisor who can attest to the candidate's participation.

Service

- Students are required to complete **at least** 15 hours of community service to be inducted into the NJHS during grades 7 & 8.
    - Community service must be completed and submitted by a date to be determined by the Chapter Adviser. The deadline will be given in advance to allow members sufficient time to complete their service obligations.
    - Community service cannot be signed off on by a family member.
    - Working at the family business will not count towards community service hours.
    - Helping a family member with a task will not count towards community service.

Character

- Disciplinary referrals will be checked. *Removal from consideration due to behavior/lack of academic integrity is separate from any punishment handed out by the administration at the time of the offense*. **Major disciplinary referrals may result in removal from consideration**. These reasons include but are not limited to:
    - Cheating/Plagiarism
    - Fighting/Physical Aggression
    - Bullying
    - Sexual Harassment
    - Disrespect toward faculty/staff
- A student will be given due process before being dismissed due to his/her character. During due process, the chapter notifies the candidate of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally.

EXTRA-CURRICULAR ACTIVITIES/ATHLETICS

The Lincoln Middle School recognizes its responsibility to provide a variety of intellectual, educational, and recreational activities for all students. Students are encouraged to participate in the many and varied co-curricular programs offered by the middle school. However, students may not remain in school after school hours unless they are involved in a scheduled supervised activity or are receiving instructional assistance from a teacher. **Students are not permitted to remain in the building at any time unless a faculty sponsor supervises them. The safety of our students is paramount.**

STUDENT CLUBS & ACTIVITIES

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

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

Participation in Clubs and Extra Curricular Activities

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

Leadership Behavior

Students who have the privilege of holding a position of leadership (club officer, team captains, etc.) are expected to behave in a manner that represents the school, the community, and themselves in an honorable manner. Students who fail to live up to the requirements of leadership will be removed from their positions by the administration/club moderator.

Class and Co-Curricular Activity Funds

1. All money belonging to any school activity must be turned in to the principal's office.
2. Such money turned in must be accompanied by a deposit slip. A receipt will be issued for all sums received, and the money will be deposited in a local bank.

3. The Lincoln Public Schools keep an accurate itemized separate account for each activity and issue checks (no cash payments are to be made) upon the written request (*Expenditure Authorization Form*) of the faculty sponsor of any activity having funds on deposit. The Lincoln Public Schools keep an accurate itemized account of the club's financial dealings.
4. Club fundraising activities are restricted to school-sponsored groups. The application must be made to the administration at least ten (10) days before the start of the fundraising activity. No fundraising may take place unless administrative approval is obtained.

Student Council

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

Formation of Clubs

- Student clubs and activities are based upon our current student interests and we are always open to run additional activities.
- Those who desire to form a club must expect to meet regularly.
- There must be a definitive organization, systematic procedures, and discipline of such a nature as to ensure orderly carrying out of club activities.
- Definite goals and objectives must be stated in writing to guide the club toward its purposes. Eligibility for and limitation, if any, of membership must be stated. This information must be submitted to the administration.
- A faculty member must agree to sponsor the club. An administrator must approve the formation of the club.

Hazing

Under no circumstances will any type of hazing and/or initiation be tolerated. The term "hazing", as defined by Rhode Island State Law, means any conduct or method of initiation that any student organization, which willfully or recklessly endangers the physical or mental health of any student or other person (abbreviated from State of Rhode Island Hazing Law, section 11-21-1(b)). Violation of this policy will result in strong disciplinary action, including suspension from the extra-curricular activities, clubs, athletic teams and loss of captaincy.

The following activities include but are not limited to some examples of violation of this standard:
● Requiring the consumption of any food, alcohol, drug, or other substance;
● Requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion;
● Exposing another to weather elements or other physically or emotionally uncomfortable situation;
● Forcing excessive fatigue from sleep deprivation, physical activities or exercise;
● Requiring anything that would be illegal under any applicable law, including laws of the

State of Rhode Island;
● Requiring anything that can be reasonably expected to be morally offensive to another;
● Committing or requiring any act that demeans another based on race, gender, ability, sexual orientation, religion, or age;
● Committing any act of physical brutality against another, including, but not limited to, paddling, striking with fists, open hands, or objects, and branding;
● Kidnapping of transporting another with the intent of stranding him or her;
● Committing verbal abuse;
● Forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts;
● Denying sufficient time for study or other academic activities; or
● Committing or requiring another to commit any sexual act or engage in lewd behavior.

Athletic Programs

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

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

FALL	WINTER	SPRING
Cross Country – Boys	Basketball – Boys	Baseball – Boys
Cross Country – Girls	Basketball – Girls	Softball – Girls
Field Hockey – Girls	Wrestling – Boys	Track – Boys
Soccer – Boys	Wrestling - Girls	Track - Girls
Soccer - Girls		

ELIGIBILITY RULES FOR INTERSCHOLASTIC COMPETITION

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

1. Be governed by all rules listed in the Lincoln Middle School Student Handbook and conform to the rules of the Rhode Island Principals Committee On Athletics – Grades 6-8 (RIPCOA).
2. Return, or pay for, all borrowed equipment. Failure to do so will automatically bar him/her from further participation in sports.
3. Accompany the team in the transportation vehicle provided by the school authorities.
4. Attend school all day on the day of an athletic contest if played on a weekday, and the day before if played on a Saturday. Unexcused absence from school or from any class period will be the basis for exclusion from athletic competition. The Principal is the final judge.
5. Meet the following academic eligibility requirements; winter and spring athletes cannot fail more than two courses as determined by the quarter grades preceding the start of the respective season. At the end of quarter 4, year-end marks will be used rather than quarter 4 marks. Students must be taking at least four subjects, each involving at least four periods of work or an aggregate of fifteen periods per week. At all times the student

must have secured a passing grade in 60% of the student's programs (credits). A student who is not passing 60% of his/her program credits is ineligible to participate in games/meets/matches until the end of the quarter."

6. Students who are academically ineligible to play, may have their cases reviewed after mid-trimester interim reports.
7. Be physically fit according to a doctor's physical examination and must have a current physical on file in the school nurse teacher's office.
8. Present an *Assumption of Risk Form* signed by a parent.
9. Have insurance coverage. Candidates are urged to enroll in school insurance. In the event they refuse this option, they must have a parent sign a school *Insurance Waiver Form*.
10. Be in school no later than 9:30 AM in order to participate, unless they have an excused tardy.

LINCOLN PUBLIC SCHOOLS INTERSCHOLASTIC ATHLETIC POLICY

see link above

GUIDANCE SERVICES

The primary goal of the school counseling program is academic success for all students through the support of the learning process. Counselors strive to promote learning by addressing the developmental needs of students in a proactive and preventative manner. The school counselor delivers services on an individual and group basis throughout the school year. The school counseling program focuses on the needs of the middle school student: academic, social, and personal. Student schedules are constructed in accordance with the prescribed Lincoln Middle School course of study. In addition, students may choose electives in band and chorus in lieu of other related arts classes. Every pupil's daily schedule is constructed so that needs, interests, and abilities are met. All available means will be used to make certain that you can follow a pattern of studies appropriate to your complete growth and development.

Request for Counselor Appointments

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

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

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

Course Changes

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

Withdrawals and Transfers

Upon withdrawal or transfer from the school, a student should:

1. Report to the Guidance Center for a withdrawal form.
2. Have the withdrawal form signed by his/her parent/guardian, teachers, the nurse, librarian, attendance secretary, counselor, and the appropriate administrator.

3. Return the form to the Guidance Center. A transcript of your work will not be sent to the new school until you have completed the prescribed Lincoln Middle School withdrawal procedures.

Access to Records

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

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

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

504s

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

It is the policy of Lincoln Middle School to conform to the provisions of Section 504 of the Rehabilitation Act of 1973, as amended. In accordance with applicable laws and regulations, the school provides that all programs, activities, and classes, including laboratories, shops, and technology components, be readily accessible to and usable by all students, teachers and parents, including individuals with disabilities. Physical facilities including laboratory components, which offer classes in the areas of Art, Technology, Health and Physical Education, and Science, are located on the main floor level in close proximity to other regular education classes. One elevator at Lincoln Middle School provides access to the 1st and 3rd levels.

Any individual wishing to obtain information about access to physical facilities or requesting relocation of programs, activities, and/or classes may contact the office of the principal.

Mental/Social Health

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

HEALTH SERVICES

Procedure for Health Services Admittance

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

1. A student must have a written pass from the teacher whose class he/she will be missing to come to the nurse's office.
2. When a student comes to the nurse's office at the end of a class period he/she will not be admitted and will be sent to the teacher of the class they are expected at for a pass.
3. When in the nurse's judgment a student is too ill or injured to obtain a pass, the nurse will notify the teacher that the student is in the nurse's office.
4. It is not acceptable for an ill student to spend a class period in a lavatory because they are "too ill" to make it to the nurse's office. This will be treated as an unexcused absence from class, as the nurse is available to assist students as needed. Students who are ill are **not** to use their cell phones to call their parents. **Contact with parents will be made through the school nurse.**
5. Students should not assume that because they have an appropriate pass they are entitled to spend an entire class period in the nurse's office. While consideration is always given to a student's statement of ill health, nursing judgment is also utilized in determining if a student should be sent back to class, allowed to rest, or sent home.

Health Examinations

In accordance with the State of Rhode Island School Health Regulations, health examinations are **required** when a student enters the seventh grade.

This general health examination may be performed during the sixth (6th) grade, but no later than six (6) months after entry into the seventh (7) grade. All students who transfer into the Lincoln Public Schools are required to have a complete physical examination by their health care provider. Written evidence of the results of the physical examination must be given to the school nurse-teacher.

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

Sports and Medical Clearance

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

Immunizations

NOTE: RI Department of Health Regulation
A 2-dose immunization requirement is being phased in for Rhode Island students.

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

Requirements for all students entering 7th grade

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

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

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

Annual Screenings

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

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

Dismissal for Sickness

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

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

Medications

Students will be suspended for carrying, sharing, transferring, self-administering or in any way diverting his/her over-the-counter medication and or prescription medication. Any other over-the-counter medication requires a doctor's order. No person except the school nurse-teacher may accept medication of any kind from a parent or student.

OVER THE COUNTER MEDICATION (OTC) - Students may carry OTC medication to school and deliver it to the School Nurse/Teacher immediately upon arrival at school. Please note the following guidelines:

1. Medication must be in the original manufacturer's container.
2. A medication permission form must be signed by the parent. This must be done yearly.
3. The school nurse-teacher will administer the medication in the nurse's office.
4. Tylenol, Advil, and Tums are stocked in the nurse's office. The dosage administered is according to label instructions. Higher dosages require a doctor's order.
5. Under no circumstances will medication be administered without a parent's or guardian's signature.

PRESCRIPTION MEDICATION

1. Requires a doctor's written order and a parent's or guardian's signature preferably on a medication form.
2. Medications that are once a day dosed are preferred to be administered at home.
3. Students may carry prescription medication to school and deliver it to the School Nurse/Teacher upon arrival.
4. All medications must be stored in their original prescription-labeled containers.

INHALERS AND EPIPENS - *Parents/Guardians must inform the School Nurse if their child requires an Inhaler or Epipen.* Students requiring these items are allowed to self-carry and self-administer Inhalers and Epipens, but a written doctor's order will be kept on file with the school nurse-teacher and requires a written agreement between the doctor, parent, and nurse that the student is capable and reliable to self-carry and self-administer these medications. Students will not be allowed to leave school without it. If the student no longer needs it, a physician's note is required.

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

1. The school nurse-teacher will count and document the amount of medication received.
2. Medication must be stored in the original prescription-labeled container.
3. A written doctor's order must be provided, as well as a parent's or guardian's signature.

MEDICATION ON FIELD TRIPS - Students may self-carry and self-administer one day's supply of medication during a field trip. All medication must be supplied by the parent and shall be stored and transported in its manufactured container (School Health Programs, section 19.11- to 19.11.14**)**
When the medication permission slip is turned in to the teacher, said teacher will supply the school nurse-teacher with the copy of the completed medication portion of the permission slip. The school nurse-teacher will check with the student who will be carrying and administering the medication on the field trip. The school nurse-teacher will check that:

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

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

STUDENT INFORMATION/EXPECTATIONS

School-Sponsored Events

The purpose of school-sponsored events is to provide Middle School students with additional social and recreational activities to foster personal, social, and emotional development. Typical functions include but are not limited to: festivals, holiday fundraisers, sporting events/competitions, movies, and dances.

Behaviors at School-Sponsored Events

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

Student expectations will be laid out and explained in detail at the beginning of the year, and then regularly reviewed. Students are expected to periodically re-read the Lincoln Middle School Handbook. As a result, there will be no excuse or plea of ignorance accepted regarding the behavior expected at all school-sponsored functions throughout the course of the school year.

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

1. **All school rules and procedures remain in effect during school functions.**
2. During school dances, students will comport themselves with respect for both themselves and others.
3. Any chaperone has the right to address and redirect inappropriate behavior.
4. No running/horseplay.
5. Food is to be consumed in designated areas only.
6. Students are to take turns with equipment as applicable.
7. Admission to events closes one-half hour after the scheduled starting time.
8. Upon arrival, students need to immediately enter the designated area and not loiter outside.
9. Students will not be allowed to leave an event without their parent or guardian until fifteen minutes before the end of the event. Students leaving before this time without administrative authorization will be subject to the disciplinary code.
10. Students may not re-enter an event once they have left.
11. At events, as at all school activities, each participating student should be clean, neat, and well groomed. Students will dress in full conformance with the Student Dress Policy.
12. Students must be in attendance all day at school on the day of an event.
13. **Parents are to be timely in picking up their students at the conclusion of the event.**

INFRACTIONS - School functions are seen as a privilege. If a student's behavior is disruptive to the event or to another student's participation in the event's activities, the student will be removed from the event to the Main Office and his/her parent(s)/guardian(s) will be called to pick up the student immediately.

Assembly Behavior Expectations

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

a) Students will enter the auditorium quietly and in an orderly fashion.

b) All students will remain with their class for the entire program.

c) Students will sit where staff members direct them. They will fill all the rows beginning from the front of the auditorium filling every seat.

d) Students will face the front of the space where the assembly is being held, not talk during the presentation, and will sit quietly while waiting for the program to begin.

e) In keeping with school rules, no electronic devices will be used during any assembly.

Care of Property

PERSONAL PROPERTY - Each student is responsible for his/her personal property. Large sums of money, watches, any type of electronic equipment, and jewelry should be left at home**.** If an article is lost, check to see if it has been turned in to the Main Office.

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

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

LOCKER POLICY AND PHYSICAL EDUCATION LOCKERS

1. Each student is assigned a locker for his/her use only and may only use the locker that is assigned to him/her. Sharing lockers is not allowed.
2. Each student is required to use the school-issued combination lock. Any unauthorized lock will be removed.
3. Each locker must always be kept locked.
4. It is the student's responsibility to report all broken lockers to his/her homeroom teacher.
5. No materials should be pasted on the outside of the locker.
6. No student is to write on any locker or mark it in any way.
7. The school locker is loaned to the student and may be inspected by a school official at any time. The locker must be kept in neat condition at all times.
8. Tampering with a locker is vandalism and the student will be subject to suspension and/or restitution for the damage.
9. Students may bring a lock from home to be used on gym lockers during their gym period only. P.E. locker problems should be reported to his/her physical education teacher.

Prohibited & Restricted Materials

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

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

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

Attendance

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

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

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

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

DISMISSAL FROM SCHOOL - Students who must be dismissed from school before 2:30 PM are required to **present a note** from a parent or guardian to the Main Office prior to the first period. Students are expected to make appointments after the school day. Excuses to leave school for appointments should be unnecessary, but if a student is excused, upon return to school the student must present evidence of the appointment. All students must sign out in the Main Office and are to leave the school campus promptly. Approval for dismissal is at the discretion of the administration. Students released early, who have not attended at least half the school day, will not be allowed to participate in after-school activities on that date.

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

1. Any student not in school by 11:30 AM cannot participate in any after-school activities that day, unless he/she has an excused tardy. **Tardies are excused with a note from the doctor's/dentist's office**.
2. Students will be admitted after 11:30 AM only if a parent notifies the student's Assistant Principal (either in person or by phone) or the student provides written documentation as to why he/she is late, such as a doctor's note, etc. All unauthorized or intentional tardies to school will result in disciplinary consequences.
3. Students, who are not in class by 8:05 AM, will be considered tardy and must report to the Main Office, sign in and receive a late slip **before** reporting to class. Please be advised that a note from a parent or guardian acknowledging the tardiness does not automatically excuse it. Only an administrator can excuse lateness to school because of extenuating circumstances (verified doctor's appointment, a religious obligation, court appearance, etc.) Lateness to school is not an excuse for missing class. Even though the number of times tardy for the quarter resets at the start of each quarter, a cumulative record of a student's tardiness is maintained.

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TRUANCY - A student who is absent from school without proper authorization is truant. Rhode Island General Law, Section 16-19-1, states in part

"Every child who has completed or will have completed six (6) years of life on or before September 1 of any school year and has not completed eighteen (18) years of life shall regularly attend some public day school during all the days and hours that the public schools are in session in the city or town in which the child resides. Every person having under his or her control a child as described in this section shall cause the child to attend school as required by this section, and for every neglect of this duty the person having control of the child shall be fined not exceeding fifty dollars ($50.00) for each day or part of a day that the child fails to attend school, and if the total of these days is more than thirty (30) school days during any school year, then the person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars ($500), or both…"

In an effort to prevent truancy, the Lincoln Public Schools will continue:

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

Positive Behavioral Interventions and Supports (PBIS)

Throughout the course of the school year, students have the opportunity to earn "Lions Bucks" for acting in a manner that is indicative of the core tenets of what it means to be an LMS student: "Be Respectful, Be Responsible, and Be Ready to Learn". Students will then have the opportunity to "cash-in" their Lions Bucks for small prizes/rewards, or as raffle tickets for bigger prizes, such as gift cards to local stores/restaurants. Additional information on PBIS is posted throughout the building and shared regularly with students and families.



Transportation - Buses

First Student
Contact Information
401 - 334 - 0565

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

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

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

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

1. School Bus Transportation is a privilege, not a right, and is an extension of the school department. A student's misconduct at a bus stop or on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
2. The driver shall report to the bus company manager and the administrator(s) any violations of the student bus code, stating the student's name, school attending, date, and nature of the violation.
3. School administration shall investigate the violation and if substantiated, the student shall be removed from the bus.

Suspension Policy of Riding Privileges

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

* School administration reserves the right to adjust the consequence(s) based on the severity of the infraction.

Field Trips

1. Students participating in a school-sanctioned trip must have the required paperwork and payment completed and signed by a parent or guardian and returned to the faculty supervisor as directed.
2. An administrator may limit who is able to attend a field trip. Students not attending a field trip will be notified ahead of time.
3. Students attending field trips are responsible for all class material presented that day in all of their other classes, including meeting all announced due dates.
4. Exemplary conduct is expected of all students involved in a school-sanctioned trip.
5. Students are to leave from and return to the middle school in the transportation provided.
6. All school rules remain in effect during field trips.
7. **Medications for field trips needs to be reviewed by our school nurse**

Cafeteria

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

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

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and on you as an individual. Students who fail to observe these guidelines will be subject to disciplinary action, including the loss of cafeteria privileges. Check with the cafeteria staff to see if any changes need to be made.

Library/Media Center

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

- **PASSES -** Students may come to the Library Media Center individually and in small groups to choose books and work on projects. All students entering without a teacher must have a signed pass. Students must present their passes and sign in at the circulation desk.

- **DUE DATES -** All members of the Lincoln Middle School community are encouraged to borrow books. Students may choose up to three items (books or magazines) for three weeks. Due dates are stamped on the back of every book or magazine so students know when material must be returned. Books may be renewed for one extra loan period (three weeks), unless the book is on hold for another student.
    - Overdue notices are distributed weekly, as reminders, but no overdue fines are charged. Students will receive detention when books are four weeks or more overdue. Any material that is lost or damaged beyond repair must be replaced. Checks can be made out to Lincoln Middle School.

- **COMPUTERS -** The computers in the Library Media Center are available to complete school projects. All students must adhere to the Lincoln Public School's Internet Use Policy while using computers in the Media Center.

Band and Chorus

All students may participate in either the band or chorus. These activities afford students an opportunity to perform in different settings and are an important part of the life of our school.

Band and Chorus Rules

Rules governing concert band and chorus equipment are as follows:

1. Members of these musical organizations are held responsible for the care and return of all music and supplies issued to them.
2. The student to whom an instrument is charged must assume responsibility for replacing strings, reeds, etc.
3. If an instrument is lost or damaged while in the student's charge, he/she must assume financial responsibility for replacement or repairs.
4. The student who requests to store their instrument in the band room closet will assume all responsibility for the instrument. The Lincoln Public Schools cannot be held responsible for the loss of an instrument stored at a student's request.
5. Unless permission is secured from the band teacher, the student will use the instrument only when playing with Lincoln Middle School organizations.
6. In case of a lengthy illness, the student should return all music equipment to the school for class use.
7. Members of musical organizations are required to attend ALL rehearsals necessary for performance at concerts, special performances, etc.

Emergency Drills

Each student will become familiar with the drill instructions posted in the classrooms.
When emergency notification is given, each student will:

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

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

Dress Code

STUDENT DRESS CODE

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

1. Clothing and hairstyles worn at school during school hours and during school-sponsored activities must reflect cleanliness, neatness, and appropriateness for the activity in which the wearer is involved.

2. Clothing of an overtly revealing or distracting fashion is not acceptable. Students are not permitted to draw special attention to themselves in a way that can be deemed inappropriate or a disruption in the school environment.

3. Tops that expose the midriff and/or cannot be tucked in are prohibited. **The shirt and/or blouse must overlap the pants so that the midsection is not revealed.**

4. Tops that do not completely cover the shoulder(s) are prohibited. Shirts, dresses, etc. worn as outer garments must have straps that are at least three (3) inches wide at its narrowest section. **Muscle shirts, "Spaghetti Straps", "Tube Tops" and halter-tops cannot be worn as outer garments.**

5. All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage are not permitted. Pants must be worn at the waist and completely cover the buttocks and midsection area. Pants cannot be worn in such a way as to expose undergarments.

6. **Any article of clothing deemed as underwear or pajamas is prohibited.**

7. No dog collars, chokers, or chains are allowed to be worn either on the body or on clothing.

8. Clothing that causes excessive wear or damage to school or personal property will not be worn. Such clothing includes but is not limited to metal taps or cleats on shoes.

9. Clothing, insignia, buttons, jewelry, or any other apparel that advocates, advertises, or flaunts the use of tobacco or alcohol products, drugs, weapons or contains obscene or questionable printing will not be permitted.

10. Hats, caps, visors, bandanas, and other forms of outdoor headgear, as well as coats, windbreakers, and parkas will not be worn in school except for medical reasons or designated "spirit days." Students who must go outdoors may wear appropriate clothing when necessary. This provision may be waived by the classroom teacher involved. **Outerwear is to remain in lockers during the school day.**

11. Appropriate and safe footwear must be worn.

12. Sunglasses will not be worn in school buildings unless required for certifiable medical reasons.

ADDITIONAL LMS INFORMATION

Building Guests/Visitors

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

Early Dismissal From School

Students who must be dismissed from school before 2:30 PM are required to **present a note** from a parent or guardian to the Main Office prior to the first period. Students are expected to make appointments after the school day. Excuses to leave school for appointments should be unnecessary, but if a student is excused, upon return to school the student must present evidence of the appointment. All students must sign out in the Main Office and are to leave the school campus promptly. Approval for dismissal is at the discretion of the administration. Students released early, who have not attended at least half the school day, will not be allowed to participate in after-school activities on that date.

Announcements

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

Security Cameras

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

Use of Building

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

Supervision

Regardless of when, students are not allowed to use the school's facilities, including the gym, without direct faculty supervision.

School Lunch Policies/Procedures

Students, Faculty, and Staff are responsible for the purchase of their meals. More information regarding payment, prepayment, and free/reduced meal applications can be found in the district/school department policies section of this handbook.

Chaperones/Volunteers

All chaperones/volunteers need to have a current BCI check on file with the Lincoln Public Schools. All chaperones are expected to maintain confidentiality of our students, faculty, and staff.

STUDENT CODE OF CONDUCT INFORMATION

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

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

The goal of the Behavior Code is to foster a positive environment, which promotes learning. A positive school environment is more than a set of rules and their corresponding punishments. The Lincoln Public Schools will continue to provide a structure of incentives to acknowledge and reward students for proper behavior and academic achievement. The administration's judgment will qualify and determine any final decision, which may be appealed to the principal. Such an appeal must be filed in writing within 24 hours of the imposition of a sanction and will be heard immediately.

The Lincoln Public Schools use this chart as a guideline for administrators in applying the school behavior code. It is the administrator's responsibility to investigate, gather information, and make the final decision in applying the discipline code.

POSSIBLE CONSEQUENCES

Lunch DET – Lunch Detention – Served during lunch time with administration or their designee
Teacher DET – Teacher detention – Served with the teacher
Office DET – Office detention - Served with administration or their designee from 2:30 to 3:30
ISD – In School Detention – Served in school for the duration of the day
OSS – Out of school suspension – Removal from school for a designated time

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

	Infraction	Definition	Consequence
1.	Alcohol	Possession, use or sale of intoxicating alcoholic beverages. Includes being under the influence of alcohol on school grounds or at school events.	5 OSS - Expulsion Referred to SRO and Support Staff
2.	Arson	To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device	2 ISD - Expulsion

3.	Assault/Battery of Student	An actual intentional touching or striking of another student against his or her will. When one student physically attacks or "beats up on" another student. Intentionally causing bodily harm to another student. Includes an attack with a weapon or threat with a weapon.	3 OSS - 10 OSS Referred to SRO
4.	Assault/Battery of Teacher/Staff	An actual intentional touching or striking of a teacher or staff member against his or her will. When a student physically attacks or "beats up on" a teacher or staff member. Intentionally causing bodily harm to a teacher or staff member. Includes an attack with a weapon or threat with a weapon.	10 OSS - Expulsion Referred to SRO
5.	Attendance - Cut/Skipped Class	Absence from class. Per state law, this infraction may not result in an out-of-school suspension.	Lunch DET - ISD
6.	Attendance - Cut/Skipped Detention	Absence from detention. Per state law, this infraction may not result in an out-of-school suspension.	2 DET - ISD
7.	Attendance - Left School Grounds	Leaving school grounds without permission. Per state law, this infraction may not result in an out-of-school suspension.	1 ISD to 3 ISD Referral to SRO and/or Support Staff
8.	Attendance - Tardy/Late	Repeated tardiness/late arrival at school or class. Per state law, this infraction may not result in an out-of-school suspension.	Teacher Conference Lunch DET - ISD
9.	Attendance - Truant	Absent for the day without authorization. Per state law, this infraction may not result in an out-of-school suspension.	Referral to Truancy Officer

10	Bomb Threat - School Safety	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff.	3 OSS - 10 OSS Referred to SRO
12	Communication/ Electronic Devices	Having on one's person or unauthorized use of a paging device, cellular telephone, or other electronic communication device that violates the Code of Conduct.	Warning - DET Confiscation/Restrictions
13	Controlled Substances - Sale of/Possession with Intent to Sell	The sale of – or possession of, with the intent to sell – any controlled drug or narcotic substance or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by students.	5 OSS - 10 OSS Referred to SRO
15	Controlled Substances - Possession or Under the Influence	The unlawful use, purchase, possession, or transportation of any controlled drug or narcotic substance, or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by the student. Includes being under the influence of drugs on school transportation, at school-sponsored events or at school.	ISD - 10 OSS Referred to SRO
16	Disorderly Conduct - Serious Class or Campus Disruption	Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a	Lunch DET - 10 OSS Referral to SRO and/or Support Staff if necessary

		threat to the health, safety, and/or welfare of students, staff, or others. This includes incidents which occur on the school bus or at school-sponsored events, as well as incidents which take place on school grounds.	
18	Fighting/Physical Altercation	Participation in a fight involving physical violence. Includes minor physical altercations and tussles, but does not include verbal confrontations	3 OSS - 10 OSS
19	Fire Regulations Violation	Causing a false fire alarm or otherwise causing others to believe that there is a fire without reasonable belief that there actually is a fire or emergency; possession of matches or lighters.	1 DET - 3 OSS
20	Forgery	Forging or tampering with school-related documents.	ISD - 3 OSS
21	Gambling	To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance; tamper with the outcome of a sporting event or contest to gain a gambling advantage.	1 DET - 3 ISD
22	Gang Activity-Non-Violent Incident	Participation in activity that is not violent, per se, but is characterized by membership in or affiliation with a gang. A gang is a group of recurrently associating individuals with identifiable leadership and internal organization, identifying with or claiming control over turf, and engaging in violent or other illegal activity. Includes wearing or displaying gang symbol, dress, or colors.	1 DET - 3 OSS

24	Harassment - Stalking	Threatening by repeatedly following or watching the victim or placing her/him in fear of receiving bodily harm, sexual assault, confinement, or restraint. Includes stalking carried out through the use of technology or any electronic device.	1 DET - 10 OSS Referred to SRO
25	Harassment - Sexual	Unwanted sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature which is offensive and objectionable to the recipient, causing discomfort or humiliation. Includes sexual harassment carried out through the use of technology or any electronic device.	3 OSS to Expulsion Referred to SRO
26	Harassment - Prejudice/Hate Crimes	An action motivated by hostility or hatred due to some characteristics or perceived characteristics of the victim. Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to the victim's real or perceived membership in a class (including, but not limited to, race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability). Includes prejudice-related harassment or hate crimes carried out through the use of technology or any electronic device.	3 OSS to Expulsion Referred to SRO

27	Hazing	Method of initiation into any team, organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.	1 DET to 10 OSS, Referred to SRO
28	Insubordination/ Disrespect	Refusing a directive of a teacher, administrator or other staff member.	Lunch DET - 10 OSS
29	Kidnapping/ Abduction	The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.	3 OSS - 10 OSS Referred to SRO
30	Larceny/Theft	The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.	Lunch DET - 5 OSS Restitution Referred to SRO if necessary
31	Obscene/Abusive Language or Gestures Toward Student	To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, verbally or in writing, to a student, repeatedly or excessively.	Lunch DET - 10 OSS Referred to SRO if necessary
32	Obscene/Abusive Language or Gestures Toward Teacher/Staff	To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, or in writing, to a teacher or other staff member.	Lunch DET - 10 OSS Referred to SRO if necessary
34	Technology-Unauthorized use of Computers/Other Technology	Unauthorized or inappropriate use of technology; willfully causing or attempting to cause damage to technology or data. This includes any violation of local technology policies but does not include cyber bullying.	Lunch DET - Expulsion Confiscation/ Restricted Use Referred to SRO if necessary
35	Threat/Intimidation	To unlawfully place another person in fear of bodily harm	5 OSS - Expulsion Referred to SRO

		through verbal threats without displaying a weapon or subjecting the person to actual physical attack. This also includes bullying. Bullying means the use 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. Includes cyber bullying, i.e. or bullying through the use of technology or any electronic device.	
36	Tobacco	Where applicable, the possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school transportation.	3 ISD to 5 OSS Confiscation Referred to SRO
37	Trespassing/ Restricted Area	To enter or remain on a public school campus or restricted area without authorization or invitation and with no lawful purpose for entry. May include breaking in with the intent to	1 DET to 2 OSS

		commit a crime.	
38	Vandalism	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner of the person having custody or control of it. This category includes graffiti.	2 ISD - Expulsion Referred to SRO if necessary
39	Weapon Possession	The possession of any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing, bodily injury on another person. Includes firearms, bombs and other explosive devices, knives, other sharp objects, blunt objects, or harmful chemicals, as well as realistic replicas. Includes use of a weapon in which no other individuals were injured, threatened, or frightened.	3 OSS - Expulsion Referred to SRO and Superintendent
40	Attendance-Cut/ Skipped In-School Suspension	Absence from in-school suspension. Per state law, this infraction may not result in an out-of-school suspension.	2 ISD - OSS
41	Cheating/ Plagiarism	Any act of academic dishonesty or breaking the rules to gain academic advantage, including cheating on tests or other assignments and appropriating another's work as one's own without the required citation or attribution.	1 DET
42	Robbery	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the	5 OSS - Expulsion Referred to SRO

		victim in fear.	
43	Sexual Assault/Battery	A sexual act committed on another person without their consent or ability to consent. Causing another person to engage in an unwanted sexual act by use of force or threat of force. Includes rape (oral, anal, or vaginal), fondling, forced kissing, and child molestation.	3 OSS - Expulsion Referred to SRO
44	Sexual Misconduct	Any act of a sexual nature which substantially disrupts the orderly conduct of a school function. Includes sexual activity, indecent exposure, and displaying pornographic imagery. Serious, non-consensual offenses should be coded as Sexual Assault/Battery.	3 OSS - Expulsion Referred to SRO

Administrative Guidelines for Applying the School Behavior Code

The list on this and the following page is used as a guideline for administrators in applying the school behavior code. It is the administrator's responsibility to investigate, gather information, and make the final decision in applying the discipline code

Consequences

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

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

Administrative Detention Rules

1. Detention is held from 2:45 to 3:45 PM in a location to be determined by the administration.
2. Lateness is not excusable; students arriving late will be refused admittance and referred to administration.
3. Students are not allowed to bring candy, soda, gum, or food of any description to the session. The use of any type of electronic device is forbidden.

4. Students must perform school-related work or assigned work for the duration of the detention period.
5. Students must maintain absolute silence throughout the session.
6. An unexcused absence will result in the assignment of two additional detentions, in-school suspension or suspension.

In School Detention

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

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

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

Suspension

Suspension is the responsibility of the building administrator and will not be assigned for less than one (1) school day or more than ten (10) school days. (A twenty-four (24) hour period from 8:00 AM to 8:00 AM will constitute one (1) day of suspension.)

1. Suspended students will be afforded an opportunity to make up work missed during the time of suspension. If feasible, tests will be made up after school hours in a designated location. Prior to suspension, a student will be informed of the misconduct with which he/she has been charged: evidence supporting the allegation will be explained and an opportunity for the student to explain his/her position and present his/her side of the controversy will be offered. The administrator will consider the explanation of the student when determining whether suspension is appropriate. The hearing will precede the student's removal from school and shall follow the incident as closely as possible. In the event that the student's continued presence endangers him or herself, other persons or property, or threatens disruption of the educational process, removal will be immediate and the hearing shall follow as soon as practicable.
2. In all cases of suspension, an effort will be made by the administration to contact the parents immediately, and inform them of the reason and duration of the suspension. Notification of the reason and duration of suspension in writing will be mailed to parents within forty-eight (48) hours.
3. Students may not take part in any school activity during the period of suspension and must be accompanied by parents for a conference with the administrator prior to their return to school. Long Term Suspension is the removal of a student from the school for more than ten (10) school days following a hearing and formal action by the School Committee.
4. Students suspended OSS must meet after 8:05 AM with administration and their parents for re-admittance.

5. A STUDENT IS SUBJECT TO SUSPENSION AND/OR EXCLUSION FROM ALL EXTRACURRICULAR ACTIVITIES FOR A PERIOD OF UP TO 1 YEAR FOR A VIOLATION(S) OF THE STUDENT BEHAVIOR CODE.
6. Conduct that endangers persons or property or is seriously disruptive of the educational process. Included within, but not limited to, such prohibited conduct are the following acts.
    a) Conduct causing a threat of danger to the physical well-being of himself/herself or other people.
    b) Physical assault on another person on school premises or buses, or school-sponsored events or activities, which is not reasonably necessary for self-defense.
    c) Taking or attempting to take, personal property or money from another pupil, or from his person, by means of force, or threat of force.
    d) Causing, or attempting to cause damage to school property.
    e) Defiance of the authority of any teacher or person having authority over the student, including verbal abuse of said teacher or person.
    f) Leaving the school grounds without administrative permission.
    g) Smoking in any area on school property during school, or at any school function.
    h) The use or possession of alcoholic beverages, narcotics, marijuana, prescription medication, etc., on school property, during school, or at any school function.
    i) Being under the influence of alcohol or a narcotic while at school or during a school function.

Due Process

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

a. That the student is given oral or written notice of the charges against him/her.
b. That if the student denies the charges, the student is given an explanation of the evidence the authorities possess.
c. That the student is given the opportunity to present his/her version, and
d. That notice and hearing generally should precede the student's removal from school since the hearing may almost immediately follow the incident, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable.
e. A notice containing the reason for suspension and the duration thereof will be given to the parent(s) or guardian(s). Such notice shall be given in the parent's spoken language unless it is clearly not feasible to do so.
f. The imposition of suspension for ten (10) days or less shall not preclude reference of the matter to the Superintendent and School Committee for possible imposition of suspension in accordance with the procedures for long-term suspensions.

When suspensions of more than ten (10) days (Long Term Suspension) may be appropriate, the Superintendent and School Committee will be responsible for implementing the following procedures as outlined by the Board of Regents' Regulations.

1. Prior to suspension, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable, the student shall be afforded:

i. a clear, written statement of the reasons for the suspension that may be imposed.
ii. notice of the right to prompt public or private hearing, before the School Committee, at the student's election, and the right to be represented by counsel at such hearing, and
iii. if a hearing is requested, the student shall be given a prompt notice setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.

2. In the event a student has not attained the age of majority (18 years), the parent or guardian shall be afforded the procedures stated in Sections i., ii., and iii. above. Such notice shall be written in the parent's spoken language unless it is clearly not feasible to do so.
3. The student shall be afforded a hearing at which the student shall have the right to:
   i. representation and participation by counsel, and
   ii. cross-examine witnesses and present evidence on their behalf.
4. There shall be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
5. The student shall be furnished with a copy of the record without cost.
6. A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis thereof.
7. The student shall promptly be provided with a copy of the said decision.
8. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

Notification of Suspension

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

Appeals Process for a Disciplinary Action

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

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

LINCOLN SCHOOL DEPARTMENT POLICIES

- BULLYING
- COMPUTER & INTERNET ACCEPTABLE USE POLICY
- INTERNET FILTERING POLICY
- HEALTH & WELLNESS POLICY
    - HEALTH & WELLNESS IMPLEMENTATION PROCEDURES
- MENTAL HEALTH POLICY
- SCHOOL LUNCH PROGRAMS
- STUDENTS BEHAVIOR CODE
- STUDENT BEHAVIOR PROCEDURES
- TEEN DATING VIOLENCE & SEXUAL VIOLENCE POLICY
- TEEN DATING VIOLENCE & SEXUAL VIOLENCE FORMAL COMPLAINT FORM
- TITLE IX POLICY & PROTOCOL
- TITLE IX COORDINATOR INFORMATION
- USE OF TOBACCO PRODUCTS ON SCHOOL PREMISES
    - TOBACCO FREE SCHOOL PROTOCOL
- WEAPONS & VIOLENCE IN SCHOOLS

ALL SCHOOL DEPARTMENT POLICIES CAN BE FOUND ON OUR DISTRICT WEBSITE

ANNUAL CONSENT/ACKNOWLEDGEMENT FORMS

Emergency Information Sheet

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

Over the Counter Medication Record

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

Free & Reduced Lunch Application Information

- An application can be found on the Lincoln Public Schools website. Hard copies will be sent home as well. Apply online at myschoolapps.com
  NOTE: The application process needs to be completed on a **yearly basis.**

Photo Release (CHECK ONE)

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

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

Lincoln Middle School Handbook (CHECK ONE)

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

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

Signature of Parent/Guardian	Printed Name of Parent/Guardian
Signature of Student	Printed Name of Student

LINCOLN MIDDLE SCHOOL EMERGENCY CONTACT INFORMATION SHEET

Please confirm the information and make any necessary updates

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

Student Name:				**Student ID**:	
Address:					
Date of Birth:		**Grade:** **Team:**		**Bus Number:**	

Family 1 Contact Information	☐ *Check if Guardian 1 of Family 1 should be called first*	
	Guardian 1	**Guardian 2**
Name		
Relationship		
Address		
Primary Phone		
2nd Phone		
3rd Phone		
Email Address		

Family 2 Contact Information	☐ *Check if Guardian 1 of Family 2 should be called first*	
	Guardian 1	**Guardian 2**
Name		
Relationship		
Address		
Primary Phone		
2nd Phone		
3rd Phone		
Email Address		

Emergency Contact. Please list up to four other contacts who will assume temporary care of your child **only** if you cannot be reached. Please list them in the order you would like them to be called.

Name		**Relationship**	
Primary Phone		**2nd Phone**	
Name		**Relationship**	
Primary Phone		**2nd Phone**	
Name		**Relationship**	
Primary Phone		**2nd Phone**	
Name		**Relationship**	
Primary Phone		**2nd Phone**	

Allergies	
Special information	
Student's Physician	
Physician's Telephone #	

Parent Signature: _____ Date: _____

LINCOLN PUBLIC SCHOOLS
ANNUAL COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Student - Parent/Guardian Acceptance and Permission

The Student (user):

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

_____	_____	_____
Print Student's Name	Student's Signature	Date

_____	_____
School Name	Grade

The Parent/Guardian:

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

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

_____	_____	_____
Print Parent/Guardian's Name	Parent/Guardian's Signature	Date

This form will be retained by the school.

Amended: January 10, 2022

Teen Dating Violence and Sexual Violence Formal Complaint

This complaint form is for allegations of teen dating violence or sexual violence which occurred in a Lincoln Public School education program or activity. This form must be completed as fully as possible, including any documentary evidence, to enable the District to conduct a full and fair investigation.

Reporting Party Information

Name: _____ **DOB:** _____
Home Address: _____
Phone: _____ **Email:** _____

Victim Information (if different from Reporting Party)

Name: _____ **DOB:** _____
Home Address: _____
Phone: _____ **Email:** _____

School Address: _____

Alleged Perpetrator Information

Name: _____ **DOB (if known):** _____
Relationship to Victim: _____
Contact Information (if known): _____
_____

Incident(s) Details

Date and Time of Incident(s): _____
Location of Incident(s): _____
List of any Witnesses: _____
Description of Incident: _____

Documents/messages/photos/evidence related to the incident (if yes, please describe):

_____
_____
_____
_____

Complainant Printed Name: _____
Complainant Signature: _____ **Date:** _____

Received by Printed Name: _____
Received by Signature: _____ **Date:** _____



Lincoln Middle School

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

Visit us on the web @ www.lincolnps.org