Lincoln High School

Lincoln, Rhode Island



Grades 9 - 12

HANDBOOK

for Students, Faculty, Parents, and Community

2026-2027

LPS CALENDAR

LINCOLN PUBLIC SCHOOLS 2026 – 2027 CALENDAR Revision 2.3 (7/22/26)

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 6:00 pm – 8:00 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	8/25/26 – 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	8/25/26 – 11/30/26	61 days
Second	12/1/26 - 3/15/27	61 days
Third	3/16/27 - 6/16/27	60 days

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

STUDENT HANDBOOK

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SUPERINTENDENT
Dr. Kevin J. McNamara, Ed.D.

ASSISTANT SUPERINTENDENT
Dr. Sara Monaco, Ed.D.

SCHOOL COMMITTEE
Mr. Joseph Goho, Chair
Mr. Steven Carvalho, Vice-Chair
Mrs. Jeannine Magliocco, Clerk
Dr. Mario Carreno
Mrs. Cheryl DerHagopian
Mrs. Mary Anne Roll
Mrs. Lindsay Sullivan

Student Name: _____

Advisory Teacher: _____

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

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

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Introduction

Message from the Principal

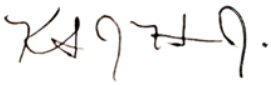
A group of lions is collectively known as a "pride." At Lincoln High School, our Lion Pride takes on special meaning. Together, our Lion Pride means to hold ourselves to high expectations, and we must continually "*RISE UP"* (Respect - Integrity - Safety - Engagement - Unity - Pride) to become a school community that relies on one another, supports one another, and excels. This handbook has been prepared to inform you of the policies and procedures that aid our learning community in our collective and individual growth. It reflects our core values and beliefs, and states our expectations so that we can flourish together as proud Lincoln High School Lions.

Our LHS staff, students, and community prioritize a safe school environment, success in academic pursuits, and personal development through participation in all our school has to offer. We strongly encourage that our students find interests and passions within our school community, and utilize those opportunities to contribute positively to our school, our teams, our extra-curricular activities, and our pride as a whole.

Students, you are the reason we are here. If you need assistance, please do not hesitate to ask for it. Together, we will *RISE UP* to meet all challenges, live our core values, and celebrate our individual and shared accomplishments.

We look forward to supporting you this school year to become the best you can be, and, when we *RISE UP,* all will hear the roar of the Lions.

For our Lion Pride,



Kenneth J. Hopkins Jr.
Principal, Lincoln High School

CORE VALUES

RISE UP: Respect, Integrity, Safety, Engagement, Unity, and Pride

BELIEF STATEMENTS

We believe…

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

ACADEMIC EXPECTATIONS

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

SOCIAL EXPECTATIONS

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

CIVIC EXPECTATIONS

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

LINCOLN
HIGH SCHOOL

SCHOOL COLORS
Red, White, and Blue

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

SCHOOL MASCOT
Lincoln Lion

ALMA MATER

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

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

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

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

Faculty & Staff Directory

NAME	DEPARTMENT	EMAIL ADDRESS
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LINCOLN LION'S K-12 LEARNING JOURNEY

Lincoln Lions K-12 Learning Journey with the Vision of the Graduate at the center



K-5 VOG INTRODUCTION

Focus skill each year

Kinder - Social-Emotional Awareness
1st - Collaboration
2nd - Communication
3rd - Self-Directed Learning
4th - Critical Thinking
5th - Civic Participation



ELEMENTARY

Focus skill presentations (1/year)

What have you learned about the focus skill? How has it helped you?

5TH GRADE

VoG Presentation of Learning

Which of the VoG skills feels most important to you, and how will that skill help you to be successful in middle school?





MIDDLE SCHOOL

Student-led Conferences

organized by the VoG Skill categories with artifacts of work from classes

8TH GRADE

VoG Presentation of Learning

Which of the VoG skills have you grown in the most? Which skill feels most important to work on in the future?





Lincoln Lions K-12 Learning Journey with the Vision of the Graduate at the center



12TH GRADE

VoG Learning Experiences Community Service Project





11TH GRADE

High School Exhibition

Year-long prjoect aligned to the VoG skills
Critical Thinking
Collaboration
Self-Directed Learning
Civic Participation

10TH GRADE

VoG Learning Experiences





9TH GRADE

VoG Learning Experiences



LHS ROTATING SCHEDULE

Lincoln High School Schedule 2026-2027

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

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

Academics

Academic Probation

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

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

Course of Studies

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

- Honestly evaluate your strengths, interests, aptitudes, and needs.
- Establish personal goals; even though you may revise them, you should have some specific educational, occupational, and personal objectives toward which you are working.
- Learn the requirements for the kind of work you plan to do after graduation. If you plan to further your education, learn the entrance requirements to the school or college of your choice.
- During 11th grade, try to visit the schools or colleges that interest you.
- Consult your parents, talk with your teachers, and confer with your school counselor to get the benefit of their experience and the information that they can make available to you.
- Select the elective subjects to be included in your pattern of studies that you think will contribute most toward helping you achieve the goals that you have established.

Graduation Course Requirements

Graduation Requirements Class of 2027

To receive the Lincoln High School diploma and participate in graduation exercises, a student must fulfill all components of the requirements: 23 credits (distributed as follows), an exhibition that meets or exceeds standard, and demonstration of proficiency in Financial Literacy.

Students must earn 23 credits as delineated in the Program of Studies, complete an Exhibition project, and demonstrate proficiency in Financial Literacy.

23 CREDITS REQUIRED FOR GRADUATION	
English	4 credits
Mathematics	4 credits**
Science (includes Biology)	3 credits
Social Studies (includes US)	3 credits
Physical Education/Health	2 credits
Fine Art	½ credits
Civic Responsibility	½ credits
Choice of Electives	6 credits*
Total minimum credits	**23 credits**

One Credit must be Authentic & Applied Learning Elective & successful completion of the LHS Exhibition Graduation Requirements*.**
***The fourth credit of mathematics may be a math-related course from the following: Financial and Managerial Accounting, Physics, AP Physics, or AP Chemistry.*

Course Work
The 23 credits listed above provide the opportunities for students to acquire knowledge and skills to learn and be assessed against commonly held expectations so that they can successfully complete the items below.

Graduation Exhibition
An approved extended project that meets or exceeds standards and that requires a student to simultaneously demonstrate mastery of knowledge and skill in a particular area. The exhibition draws on a personal academic focus of the student, explores a topic through in-depth research, represents the acquisition and use of knowledge in new ways, is completed individually, demonstrates one or more of the school's Proficiency Based Graduation Requirements, is presented to an external audience, has opportunities for revision, documents the process, and offers opportunities for reflection. In order to graduate and receive the LHS diploma, a student must successfully complete the Graduation Exhibition. More detailed information is provided in the LHS Guide to the Exhibition.

Financial Literacy Proficiency
Students must demonstrate proficiency in Financial Literacy. There are multiple pathways to do so. Students may enroll in a full or half-year Personal Finance course, take a Personal Finance course on Edgenuity over the summer, or complete independent modules on EverFi during Lion's Block throughout the school year.

Graduation Requirements Class of 2028 and Beyond
To receive the Lincoln High School diploma and participate in graduation exercises, a student must fulfill all components of the requirements: 23 credits (distributed as follows), an exhibition that meets or exceeds

standard, demonstration of proficiency in Financial Literacy, demonstration of proficiency in Computer Science, and two credits of a World Language (credits must be within the same world language).

Students must earn 23 credits as delineated in the Program of Studies, complete an Exhibition project, demonstrate proficiency in Financial Literacy, and demonstrate proficiency in Computer Science.

23 CREDITS REQUIRED FOR GRADUATION	
English	4 credits
Mathematics (includes Algebra I, Algebra II, and Geometry)	4 credits***
Science (includes Biology)	3 credits
Social Studies (includes US)	3 credits
Physical Education/Health	2 credits
World Language	2 Credits**
Fine Art	½ credits
Civic Responsibility	½ credits
Choice of Electives	4 credits*
Total minimum credits	**23 credits**

**One Credit must be Authentic & Applied Learning Elective & successful completion of the LHS Exhibition Graduation Requirement*
*** Credits must be attained in the same language, and one year of the WL can be completed in middle school.*
****The fourth credit of mathematics may be a math-related course from Lincoln High School's list of approved advanced courses.*

Course Work
The 23 credits listed above provide the opportunities for students to acquire knowledge and skills to learn and be assessed against commonly held expectations so that they can successfully complete the items below.

Graduation Exhibition
An approved extended project that meets or exceeds standards and that requires a student to simultaneously demonstrate mastery of knowledge and skill in a particular area. The exhibition draws on a personal academic focus of the student, explores a topic through in-depth research, represents the acquisition and use of knowledge in new ways, is completed individually, demonstrates one or more of the school's Proficiency Based Graduation Requirements, is presented to an external audience, has opportunities for revision, documents the process, and offers opportunities for reflection. To graduate and receive the LHS diploma, a student must successfully complete the Graduation Exhibition. More detailed information is provided in the LHS Guide to the Exhibition.

Financial Literacy Proficiency
Students must demonstrate proficiency in Financial Literacy. There are multiple pathways to do so. Students may enroll in a full or half-year Personal Finance course, take a Personal Finance course on Edgenuity over the summer, or complete independent modules on EverFi during Lion's Block throughout the school year.

Computer Science Proficiency
Students must demonstrate proficiency in Computer Science. There are multiple ways to achieve this proficiency, which includes enrollment in one of our Computer Science classes, completion of our Computer Science CTE program, or through proficiency measures adhering to RIDE guidance.

RIDE-Approved Readiness Pathway Waiver
*With informed consent of parent/guardian, a student may enroll in a RIDE-approved Readiness Pathway in place of a required credit requirement. It should be noted that any such changes may affect opportunities to enroll in a four-year post-secondary institution. For more information, all inquiries should be directed to the student's school counselor to request a meeting and provide an update to the student's Guidance-Maintained LHS Four Year Plan.

High School Proficiency-Based Graduation

Consistent with the Council for Elementary and Secondary Education and the Rhode Island Department of Education, the requirements for a Lincoln High School (LHS) Diploma will be set by the School Committee and published annually in the LHS Program of Studies. This state system sets the minimum graduation requirements. The Lincoln School Committee, by policy, maintains the prerogative to set more rigorous standards for graduation.

A Lincoln High School diploma is the official recognition that a student has met the state and Lincoln graduation requirements and has demonstrated the necessary proficiency to graduate. Only students who demonstrate fulfillment of these graduation requirements and proficiencies shall participate in the graduation ceremony and receive a diploma to be presented only by the Principal of Lincoln High School.

Requirements
The requirements for a Lincoln High School Diploma shall include:

- For the Class of 2027, all students must complete the minimum required coursework credits (23), both in total and for specific subjects. Course requirements for graduation shall be as set by the School Committee and published in the LHS Program of Studies.
- For the Class of 2028 and beyond, all students must meet the minimum requirements for graduation established by the Rhode Island Council on Elementary and Secondary Education. In addition to state requirements, students must successfully complete additional requirements as set forth in the Lincoln High School Program of Studies.

Successful completion of a Graduation Exhibition, as specified in the LHS Program of Studies.

- To meet the needs of a diverse and unique student population, the Lincoln Public Schools has a diploma system that builds upon the Rhode Island model. This diploma will be based on a Transition and/or

career experience. Requirements include the successful completion of a minimum of 23 academic credits with proficiency and measures as outlined in the student's Individualized Education Program (IEP) and Program of Studies, along with the requirements for the specific plan outlined by the IEP team. This Pathway will not be awarded for circumstances other than approval through the IEP process. Students in the Transition Experiential Pathway will complete a transition plan, including a career and/or life experience and an aligned application project. Further, students will be expected to complete individualized proficiency in six "core academic areas" (English, Mathematics, Science, Social Studies, Technology, and the Arts) as well as complete an exhibition or equivalent.

- Per the Council on Elementary and Secondary Education regulations, it is expected that all students participate in state assessments.
- Students may earn a *Commissioner's Seal and or a Seal of Bi-Literacy,* to appear on the diploma by attaining the benchmarks adopted by the Council on Elementary and Secondary Education and published annually in the Lincoln High School Program of Studies. Students and families will be notified of the criteria for this designation before October 1 of their 9th-grade year or at the time of enrollment.
- Students may earn Pathway Endorsements to appear on the diploma by attaining the appropriate benchmarks as promulgated by the Council on Elementary and Secondary Education and those published annually in the Lincoln High School Program of Studies. Students and families will be notified of the criteria for this designation before October 1 of their 9th-grade year or at the time of enrollment.

Access & Opportunity

Access to instruction designed to allow students to attain proficiency is central to the achievement of proficiency. To that end, all students in Lincoln shall have access to and an opportunity to learn in the curriculum designed to make them proficient as shall be required of them to graduate.

Proficiency graduation is based on mutual, shared accountability. The school district is accountable for an educational program designed to enable students to reach proficiency. Students are accountable for participation in and completion of their program.

Transfer Students and Appeals Process

The LHS Principal shall establish a Proficiency Based Graduation Review Team (Review Team) consisting of faculty and administrators to review the Graduation by Proficiency (GBP) requirements of all students entering grades 11 and 12 as transfer students to LHS and to address appeals of graduation requirements. A student's compliance with an approved home study course of study or another school's GBP or like standards may not be automatically accepted by the Lincoln Public Schools. Parents are encouraged to submit students' educational records to the Review Team as soon as possible to receive timely advice as to the status of a student's progress towards District GBP standards.

Transfer Students

Students entering LHS requiring more than two years of work necessary before graduation (typically before the start of grade 11) will meet all requirements in order to receive a LHS diploma. For transfer students who enroll

at LHS with two years or less of work necessary before graduation (typically at the start of grade 11 or later), the following review procedure and decisions will be made:

- For students transferring to LHS from another Rhode Island public high school, the Review Team will consider the completed GBP standards established by the previous school. The review panel will make specific recommendations to the LHS Principal (or principal's designee). The recommendations will be reviewed by the Principal for his/her decision. The Principal will inform the student's school counselor, and the school counselor will meet with the student and parent/guardian.
- For students transferring to LHS from a Rhode Island non-public school or Home School Instruction, or from an out-of-state public or private school or Home School Instruction, the Review Team will review the student's transcripts and any other academic information from the prior school. The review team will make specific recommendations to the LHS Principal (or principal's designee) for his/her decision. The Principal will inform the student's school counselor, and the school counselor will meet with the student and parent/guardian.

Appeals Process

Any student who believes that he or she has been improperly denied a diploma may utilize the school system's appeal procedure through the administrative steps hereby outlined:

- The Review Team is the first step if a student wishes to challenge a decision regarding graduation. A student (or his/her parent or legal guardian) may submit a request in writing to the Review Team as to why the student should be permitted to graduate. The Review Team shall inform the student/parent/guardian in writing of its decision regarding this appeal, along with an explanation for such decision, within ten days of receipt of this written request.
- Students/parents/guardians who do not accept the Review Team's decision may then appeal to the LHS Principal. Such a request must be in writing and must include the cause as to why the Review Team's decision should be changed. The Principal shall inform the student, parent, or guardian in writing of his or her decision, along with an explanation for such decision, within ten days of the date of the written appeal.
- Students/parents/guardians who do not accept the Principal's decision may then appeal to the Superintendent. A written request to the Superintendent must include cause as to why the LHS Principal's decision should be changed. The Superintendent shall inform the parent or guardian in writing of his/her decision, along with an explanation for such decision, within ten days of receiving this written appeal.
- Students/parents/guardians who do not accept the Superintendent's decision may then submit a written request to the Chairperson of the Lincoln School Committee. Such a request must include the cause as to why the Superintendent's decision should be changed. The School Committee, on receipt of such a letter, will schedule a hearing to review the request. It shall be the responsibility of the student/parent/guardian to show cause for amending the Superintendent's decision. The School Committee Chairperson shall respond in writing to the student/parent/guardian within 10 days of this hearing.

Dual Enrollment

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

National Business Honor Society

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

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

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

National Honor Society

Purpose of the National Honor Society

The Lincoln High School Chapter of the National Honor Society (NHS) functions under the supervision of the National Association of Secondary School Principals. The purpose of this organization is to create enthusiasm for scholarship, encourage community service, promote leadership, and develop character in the students at Lincoln High School.

Criteria for Membership

Membership in the National Honor Society is based on the pillars of the NHS: scholarship, service, leadership, and character. Eligible candidates must have spent at least one semester in Lincoln High School and be members of the junior or senior class. A junior or senior with a cumulative weighted GPA of 4.500 or higher by the end of sophomore or junior year will be invited to apply for the NHS during the fall semester.

Candidates must complete an application, which is submitted to the NHS Faculty Advisory Committee for consideration. In addition to the academic requirement, eligibility for membership includes community service of at least 10 hours (completed within the previous calendar year), and demonstrations of leadership qualities and strong character. Candidates may be asked to interview with the NHS Faculty Advisory Committee before admittance. Any questions regarding guidelines should be directed to the school's National Honor Society advisor.

Election of Members

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

Rhode Island Honor Society

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

Promotion Requirements

Promotion of high school students to the next grade level will be determined solely by cohort status and does not require a minimum number of credits to progress to the next identified grade level. Annually, progress toward credit and course completion requirements for graduation will be documented and communicated to students and parents/guardians. In a student's senior year, a formal meeting will occur. This meeting will include the student, parent/guardian, school counselor, principal/designee, and the purpose will be to communicate the lack of the minimum credits and requirements toward graduation, and develop a plan to determine a pathway to graduation.

Summer School Policy

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

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

Grading Policy

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 are 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.

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.

Overview

- 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 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. Absent students will be able to earn up to full credit for the missing assignments. Timelines for acceptance of late/missing work will be specified in each school's handbook.
- Letter/numerical grades will be used at the middle and high school levels. Standard-based numerical grades will be used at the elementary level.
- School-level handbooks and individual policies shall not supersede the District Grading Policy.

Grading Policy

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

SECONDARY HIGH SCHOOL 9-12	
A+	97-100
A	93-96
A-	90-92
B+	87-89
B-	80-82
C+	77-79
C	73-76
C-	70-72
F	55-69 *No Credit
U	50-54 *No Credit Quarter 1 Grade ONLY
U	0-54 No Credit Quarters 2-4, Semester, Final Average
I	Incomplete

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

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).

Grading Protocols

Students may reassess summative assessments up to 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.

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.

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. In addition, each of the student's teachers usually indicates explanatory comments. Paper copies will be available upon individual request.

Honor Roll (calculated using unweighted GPA)

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

Grading Special Populations

Teachers of English Language Learners, special educators, and general education teachers who provide instruction for a student will collaboratively examine evidence collected to determine a student's grade.

Parents of students with Individualized Educational Programs (IEP) will receive supplemental information on progress towards attainment of IEP goals at the time report cards are issued, consistent with federal and state requirements. Parents of English Language Learners will receive supplemental information on progress towards language development at the time report cards are issued, based on WIDA descriptors and district ELL guidelines.

Homework/Preparedness

Homework may be assigned 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 a grade. Teachers will use professional judgment to determine the value assigned to partially completed work turned in at the deadline.

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 before a formal review. This policy will be formally reviewed every two years.

Rubric to Grade

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

Athletic Program

Lincoln Public Schools believes interscholastic athletics are an integral part of a student-athlete's total educational experience. The success of our athletic programs is based on our student-athletes' ability to balance their participation with their academic requirements. Academic achievement comes first. In athletics, our goal is to provide a safe, structured environment where student athletes can develop responsibility, work ethic, trust and loyalty, self-esteem, and self-discipline.

31 Varsity Sports

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cheerleading	Basketball (Boys/Girls)	Baseball
Cross Country (Boys/Girls)	Basketball (Freshman)	ESports
Esports	Competition Cheer	Golf
Field Hockey	Esports	Lacrosse (Boys)
Football	Hockey (Boys/Girls)	Lacrosse (Girls)
Girls Tennis	Indoor Track & Field (Boys/Girls)	Outdoor Track & Field (Boys/Girls)
Soccer (Boys/Girls)	Swim (Boys/Girls)	Softball
Unified Volleyball	Wrestling	Tennis (Boys)
Volleyball (Girls)		Unified Basketball
		Volleyball (Boys)

For additional information on athletics, please visit the links below:

- Lincoln Athletic Handbook 2025-2026

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 allow you to receive an education that will enable you to prepare for a happy and successful life. Parents or guardians have the responsibility of ensuring attendance and punctuality.
It should also be pointed out that attendance becomes part of the permanent records, which are sent to colleges and places of employment seeking references. Parents are urged to call the high school between 7:10 AM and 8:30 AM each morning to report their child's absence. If no call is received, the school will attempt to contact the parent to notify them of 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 at all assigned classes is mandatory for all students. An unauthorized absence from class will be considered a cut. Students cutting class will receive a zero on all quizzes, tests, papers, and projects given or due in class that day. Additionally, cuts may result in further disciplinary action, including detention, assignment to TAC, social suspension, or suspension. A student tardy to class 15 minutes or more without a pass will be considered absent.

Dismissal from School

Students who must be dismissed from school before 1:49 PM are required to present a note from a parent or guardian to the Main Office before the first period. Parental requests for early dismissal of a student, whenever possible, will be verified through a telephone call to the parents making the request. Students are expected to make appointments after the school day. Excuses to leave school for appointments should be unnecessary, but if a student is excused, upon return to school, the student must present evidence of the appointment. All students must sign out in the Main Office and are to leave the school campus promptly. Approval for dismissal is at the discretion of the administration.

- Students released early will not be allowed to participate in after-school activities on that date.

Tardiness/Absences

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

- Any student not in school by 9:30 AM cannot participate in any after-school activities that day, unless he/she has an excused tardy.
- Students will be admitted after 10:30 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 tardiness to school will result in disciplinary consequences.
- Students who are not in class by 7:30 AM will be considered tardy and must report to the Main Office, sign in, and receive a late slip before reporting to class. Failure to sign in at the Main Office will result in disciplinary consequences. Please be advised that a note from a parent or guardian acknowledging the tardiness does not automatically excuse it. Only an administrator can excuse lateness to school because of extenuating circumstances (verified doctor's appointment, a religious obligation, court appearance, documented appointment to obtain a driving license.

UNEXCUSED TARDIES	CONSEQUENCES & PARENT NOTIFICATION		
3 Tardies	1-Hour Detention		
5 Tardies	2-Hour Detention		
10 Tardies	1 Day TAC	30-Day Social Suspension	Loss of Parking

20 Tardies	1 Day TAC - Truancy	30-Day Social Suspension	Loss of Parking
30 Tardies	Year Social Suspension	Loss of Parking	
UNEXCUSED ABSENCES	**CONSEQUENCES & PARENT NOTIFICATION**		
15 Unexcused Absence	30-Day Social Suspension	Loss of Parking Privilege	
20 Unexcused Absence	Year Social Suspension	Loss of Parking	Truancy Filed

Tardiness to Class

Students are expected to arrive at class on time. Students should be in the classroom at their work station when the late bell rings. Students without a pass must sign the tardy sheet when they enter the classroom. Late students should remain in class regardless of whether they have a pass. The first offense is a warning. The second offense is a teacher detention. The third and subsequent offenses result in administrative detention(s). Student tardiness to class resets by quarter.

Medical Appointments

The reason for the appointment and the doctor's name and phone number must be on the note. All appointments will be verified with the doctor's office. Students who are released early will not be allowed to participate in after-school activities on the day of release.

- Extenuating circumstances must be brought to the attention of the assistant principal prior to the student leaving the building.

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..."

To prevent truancy, the Lincoln School Department will continue:

- 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.
- 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.

- To notify parent(s)/guardian(s) when a child has been absent five (5) or more consecutive days or ten (10) or more cumulative days without proper documentation, i.e., unexcused, the administration will be notified for a possible referral to the Truant Officer and subsequently the Truancy Court. This does not preclude the administration from contacting the Truant Officer and also the Truancy Court for any shorter period of truancy if deemed necessary.

Student Attendance Admittance of Non-Resident Students

The Lincoln School Committee believes that a child shall be enrolled in the school system of the town in which he/she resides. Therefore, only students who lawfully reside within the Town shall attend Lincoln Public Schools as provided by state law. Exceptions may be made to protect the best interests of the students or the District. These exceptions, however, are to be kept to a minimum to protect the best interests of resident students and taxpayers. The following policy shall govern the admission of non-resident students.

Residency

Establishment of Residency

For residency purposes, a child shall be deemed to be a resident of the town where his or her parents reside. If the child's parents reside in different towns, the child shall be deemed to be a resident of the town in which the parent having actual custody of the child resides. In cases where a child has no living parents, has been abandoned by his or her parents, or when parents are unable to care for their child on account of parental illness or family break-up, the child shall be deemed to be a resident of the town where the child lives with his or her legal guardian, natural guardian, or other person acting in loco parentis to the child. An emancipated minor shall be deemed to be a resident of the town wherein he or she lives.

Where a child is a resident in a dwelling that lies in more than one municipality, the parent(s) or guardian shall choose which school district the child shall attend without payment of costs as tuition.

Maintaining Continuity of Education

Once a student has been determined to be eligible to attend Lincoln schools and is duly enrolled, that child may continue to attend Lincoln schools until the child is enrolled in another school system or home schooled, or the commissioner of elementary and secondary education orders otherwise.

Homeless Children

Children who are no longer residents and lack a fixed, regular, and adequate nighttime residence as required by McKinney-Vento Act and R.I. Gen. Laws §§ 16-24-2 and 16-64-2 may continue to attend Lincoln Public Schools as determined by the Superintendent or the Commissioner of Education.

Non-Resident Student Admissions

Students who are residents of a town other than Lincoln and whose parents, legal guardian, natural guardian or other person acting in loco parentis intends to establish legal residency in the Town of Lincoln may be admitted to Lincoln Public Schools during the course of a school year provided that documentation of future residency is

provided as stated below and tuition is paid to the School Department in the amount set from time to time by the School Committee.

Reciprocal Agreements

The Superintendent is authorized to make reciprocal arrangements with other school departments whereby students residing in one district may be enrolled in the other district. Any such placement in the District made without payment of the tuition charge shall be duly approved by the School Committee.

Transportation

No transportation shall be provided by the Town of Lincoln to any non-resident student attending school unless otherwise required by applicable law.

International Exchange Agreement

A student visiting from a foreign country and who is living with a Lincoln resident may be permitted to attend a Lincoln Public School on a tuition-free basis with prior approval of the Superintendent, provided that the student and the resident have complied with all appropriate immigration laws and regulations, and have provided appropriate immunization records. The Superintendent shall require documentation of compliance with such laws and regulations and may require submission of such immunization records.

Busing & Transportation

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 may be sufficient reason to discontinue providing bus transportation to those students involved.

1. The driver (and monitor if provided) is 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 from 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 their 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 misconduct on a bus may be sufficient reason to discontinue providing bus transportation.
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.

Disciplinary Procedures

When a student's misconduct at a bus stop or on a bus becomes sufficient reason to discontinue providing bus transportation to those students involved the following actions will be taken:

- The driver shall report to the bus company manager and the administrators any violations of the student bus code, stating the student's name, school attending, date, and nature of the violation.
- The school administrator and bus company manager shall jointly investigate the violation, and if substantiated, the student shall, for a first offense, be given a verbal warning. Also, a letter from the building principal shall be mailed to the student's parent(s)/guardian(s) advising them of the violation and warning that a second violation of any nature shall be just cause for suspension of the student's riding privileges per the General Laws of Rhode Island.

Suspension Policy of Transportation Privileges

VIOLATIONS	CONSEQUENCES & PARENT NOTIFICATION
1st Violation	Verbal and Written Warning
2nd Violation	5 Day Bus Suspension
3rd Violation	15 Day Bus Suspension
4th Violation	Bus Suspension through the remainder of the school year

Discipline & Student Expectations

Bullying Policy

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

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

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

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, intellectual ability, or by any other distinguishing characteristic. If the expression, physical act, or gesture includes an incident or incidents that may be reasonably perceived as being motivated by any other distinguishing characteristic.

- Characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age, or disability, then the matter should be investigated under the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.
- A pattern of behavior where one person uses threats of, or uses physical, sexual, verbal, or emotional abuse to control his or her dating partner, then the matter should be investigated under the District's Teen Dating Violence and Sexual Violence Policy. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

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

Cyber-Bullying

Bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted

in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

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

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

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

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

School Climate

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

Policy of Oversight and Responsibility

The school Principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school Principal, director, or head of school shall provide the superintendent, school committee, and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues quarterly. For public schools, the prevention of bullying shall be part of the school district's strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

Information Dissemination

The school Principal, director, or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of

discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

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

Reporting

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

- ***Responsibility of Parents/Guardians***: Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the Principal, director, or head of school.
- ***Responsibility of Staff***: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place, must report the bullying to school authorities. Failure to do so may result in disciplinary action.
- ***Responsibility of Students***: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely based on an anonymous report.
- ***Prohibition against Retaliation***: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations

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

Reports in Good Faith

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

Investigation/Response

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

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

Police Notification

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

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

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

Disciplinary Action

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

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

- Admonitions, warnings, and counseling
- Parental/Guardian notification and meetings
- Detention
- Assignment of additional community/school service
- Loss of school-provided transportation or loss of student parking pass
- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- Police contact
- Classroom exclusion
- Short-term school suspension (10 or fewer days of suspension) or long-term suspension (suspensions of more than 10 days)

- Transfer to another school

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

Social Services/Counseling

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

Social Networking

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

Other Redress

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

Lincoln Public Schools Bullying Allegation Form

School Behavior Code

The Lincoln Public Schools will continue to provide a structure of incentives to acknowledge. Furthermore, while every attempt at impartiality will be made, individual instances must be weighed against all attendant circumstances and a just and equitable solution sought. As a result, not all seemingly identical rule infractions will be treated with the same penalty. The assistant principal's judgment will qualify and determine any final decisions, which may be appealed to the principal.

Student Code of Conduct Matrix

The Lincoln Public Schools use this chart as a guideline for administrators when applying the school behavior code. Administrators are responsible for investigating incidents, gathering relevant information, and determining appropriate disciplinary action. While alternative consequences such as detention or TAC may be assigned, refusal to comply (insubordination) may ultimately result in Out-of-School Suspension (OSS).

INFRACTION	DEFINITION	CONSEQUENCE
Alcohol	Possession/Use/Sale/Distribution of, or/Being Under the Influence of, Drugs or Alcohol	5 OSS - Expulsion, Referred to SRO and Support Staff
Arson	Vandalism/Arson	2 ISD/TAC to Expulsion
Assault/Battery of Student	Fighting/Assault/Threatening	3 OSS - 10 OSS, Referred to SRO
Assault/Battery of Teacher/Staff	Physical Abuse of Staff	9 OSS - Expulsion, Referred to SRO
Attendance - Cut/Skipped Class	Unauthorized Absence from Class	1 DET - ISD/TAC
INFRACTION	**DEFINITION**	**CONSEQUENCE**
Attendance - Cut/Skipped Detention	Not Reporting to Assigned Detention	2 DET - ISD/TAC
Attendance - Left School Grounds	Leaving School without Permission	1 TAC to 3 TAC; loss of parking privilege for the remainder of the year

Attendance - Tardy/Late	Tardiness to Class	Teacher Conference Teacher DET Office DET, ISD/TAC
Attendance - Truant	Intentionally Tardy to School	1 ISD/TAC - 3 ISD/TAC
Attendance-Cut/Skipped In-School Suspension	Not Reporting to Assigned Detention	2 DET - ISD/TAC
Bomb Threat/School Safety	Threatening	3 OSS - 10 OSS, Referred to SRO
Cheating/Plagiarism	Forgery	1 DET - OSS, Expulsion
Communication/Electronic Devices	Communication/Electronic Devices	Warning, DET, ISD/TAC, Confiscation OSS - Expulsion
Controlled Substances - Possession or Under the Influence	Possession of Drug Paraphernalia/Smoking THC Products	ISD/TAC, 3 OSS - 10 OSS, Referred to SRO
Controlled Substances - Sale of/Possession with Intent to Sell	Possession/Use/Sale/Distribution of, or Being Under the Influence of Drugs and/or Alcohol	5 OSS - 10 OSS, Referred to SRO
Disorderly Conduct - Serious Class or Campus Disruption	Disruptive Behavior in Classroom/School Area, Endangering Another Person or Oneself, Non-Directed Vulgarity	1 DET - 3 OSS
Fighting/Physical Altercation	Fighting/Assault/Threatening	3 OSS - 10 OSS
Fire Regulations Violation	Disruptive Behavior in Classroom/School Area, Endangering Another Person or Oneself, Non-Directed Vulgarity	1 DET - 3 OSS
Forgery	Forging or tampering with school-related documents	ISD/TAC - 3 OSS
Gambling	Unlawfully bet, wager money, or something else of value	1 DET - 3 OSS, Referred to SRO
Gang Activity Non-Violent Incident	Disruptive Behavior in Classroom/School Area/Non-Directed Vulgarity	1 DET - 3 OSS
Harassment - Prejudice/Hate Crimes	Bullying/Harassment of Other Students Possession/Distribution of Obscene Materials	3 OSS to Expulsion, Referred to SRO
Harassment - Sexual	Sexual Harassment	3 OSS to Expulsion, Referred to SRO
Harassment - Stalking	Bullying/Harassment of Other Students	1 DET - 10 OSS, Referred to SRO
Hazing	Bullying/Harassment of Other Students	1 DET to 10 OSS, Referred to SRO
Insubordination/Disrespect	Insubordination/Defiance of Staff Excessive Assignment to Detention	1 DET - 10 OSS
Kidnapping/Abduction	Holding an individual against their will	1 DET - Expulsion, Referred to SRO
Larceny/Theft	Stealing/Possession of Stolen Property	1 DET - Expulsion, Referred to SRO, Restitution
Obscene/Abusive Language or Gestures Toward Student	Vulgarity/Verbal Abuse/Offensive Gesture at Student	1 DET - 10 OSS, Referred to SRO
INFRACTION	**DEFINITION**	**CONSEQUENCE**
Obscene/Abusive Language or Gestures Toward Teacher/Staff	Vulgarity/Verbal Abuse/Offensive Gesture at Staff	3 DET - 10 OSS, Referred to SRO
Robbery	Threatening Staff Member	5 OSS to Expulsion, Referred to SRO
Sexual Assault/Battery	Sexual Harassment	3 OSS - Expulsion, Referred to SRO

Sexual Misconduct	Possession/Distribution of Obscene Materials	3 OSS - Expulsion, Referred to SRO
Technology-Unauthorized use of Computers/Other Technology	Violation of Internet Acceptable Use Policy	1 ISD/TAC - Expulsion, Confiscation/Restricted Use
Threat/Intimidation	Threatening Staff Member	5 OSS to Expulsion, Referred to SRO
Tobacco	E-Cigarette/Tobacco Related Violation	2 TAC to 5 OSS, Confiscation
Trespassing/Restricted Area	In Restricted Area	1 DET to 2 OSS
Vandalism	Vandalism	2 ISD/TAC - Expulsion
Weapon Possession	Violation of Weapons Policy	10 OSS - Expulsion, Referred to Superintendent/SRO

CONSEQUENCE	EXPLANATION
Administrative Detention	Loss of free time after school
Long-term Suspension	Removal of a student from school and its activities for more than 10 school days but less than 180 days. Requires school committee approval.
The Alternative Classroom - TAC	Assignment to an alternative learning environment that is academically focused and free from social distractions.
Social Suspension	Removal of a student from extra-curricular activities for a period of time determined by an administrator.
Short-term Suspension/Out of School Suspension - OSS	Removal of a student from school and its activities for up to 10 school days

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

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

The goal of the Behavior Code is to foster a positive environment that promotes learning. A positive school environment is more than a set of rules and their corresponding punishments. The Lincoln Public Schools will continue to provide a structure of incentives to acknowledge and reward students for proper behavior and academic achievement. Furthermore, while every attempt at impartiality will be made, individual instances must be weighed against all attendant circumstances and a just and equitable solution sought. As a result, not all

seemingly identical rule infractions will be treated with the same penalty. The assistant principal's judgment will qualify and determine any final decision, which may be appealed to the principal. Such an appeal must be filed in writing within 24 hours of the imposition of a sanction and will be heard immediately.

Scope

This code applies to the school day, which covers pre and post-school time, in school buildings, and on school grounds. It also pertains to any school function, or any school-related or sponsored activity, whether off or on school grounds. Disciplinary Action/Discipline Policies and Procedures/Corporal punishment will not be used as a disciplinary action.

The Alternative Classroom (TAC)

TAC is a district initiative to keep students in school and may be assigned by an administrator in place of Out-of-School Suspension (OSS). Students assigned to TAC:

- May not change classes or participate in after-school activities on the day of the assignment.
- Will receive assignments from all teachers and are expected to complete each one.
- May not use personal electronic devices. Devices must be secured in a locker or surrendered to an administrator.
- Must follow TAC rules. Non-compliance, including refusal to relinquish devices, will result in additional disciplinary consequences.
- Will receive full credit for completed work; refusal to complete work results in a zero with no makeup opportunity.
- Must make arrangements with teachers within two (2) days for any assignments that cannot be completed in TAC (tests, quizzes, etc.).

Search & Seizure Disclaimer

School administrators reserve the right to search a student's personal belongings, including backpacks, purses, lockers, etc, if there is reasonable suspicion that the student is in possession of items that violate school rules or policies, or that may pose a threat to the safety and well-being of the school community. All searches will be conducted in accordance with applicable laws and school district policies. Refusal to comply with a reasonable search will result in disciplinary consequences.

Suspensions

- Suspension is assigned by the building administrator and will be no less than one (1) and no more than ten (10) school days. One day is defined as 7:00 AM to 7:00 AM.
- Students are allowed to make up work missed during suspension. Tests should be scheduled after school in a designated location.
- Prior to suspension, the student will:
    - Be informed of the misconduct and presented with supporting evidence.
    - Be allowed to explain his/her side.
    - Receive a hearing as soon as practicable, especially if immediate removal is necessary.
- In all cases, administrators will attempt to contact parents immediately. Written notification will be mailed within 48 hours.

- Suspended students may not participate in school activities and must attend a readmittance meeting with their parent and assistant principal after 7:30 AM on the day of return.
- A student may be suspended/excluded from all extracurricular activities for up to one year for violating the Student Behavior Code.
- Conduct leading to suspension may include, but is not limited to:
    - Threatening physical harm to self or others
    - Physical assault
    - Theft or attempted theft
    - Property damage
    - Defiance or verbal abuse of staff
    - Possession or use of tobacco, drugs, alcohol, or unauthorized medications
    - Being under the influence of substances
    - Other violations are listed in the Infractions Table

Social Suspension

Social Suspension prohibits attendance or participation in:

- Extracurricular events
- Co-curricular events
- Senior activities
- Graduation ceremony

Parking privileges will also be revoked.

- A student receives a 30-day Social Suspension if assigned to TAC or OSS more than 4 times combined in a school year.
- More serious offenses may result in an immediate 90-day Social Suspension.
- The suspension duration includes all weekends, holidays, and vacation days.
- Additional suspensions are added to the end of the original suspension period.
- Excessive unexcused tardies or 15+ unexcused absences may also result in Social Suspension (see pages 58–59 for details).

Notification of Suspension

Students will not be released early from school without parental knowledge. If necessary, police involvement may be requested.

Due Process Procedures

For Suspensions of 10 Days or Less, the administrator must ensure:

- The student is given oral or written notice of the charges.
- If denied, the student is told the evidence and given a chance to explain their side.
- Notice and a hearing should occur before removal when possible.
- If immediate removal is needed, a hearing must follow as soon as practicable. Parents/guardians must receive notice in their spoken language within 48 hours.
- Short-term suspension does not prevent escalation to long-term suspension if warranted.

For Suspensions Over 10 Days (Long-Term) Implemented by the Superintendent and School Committee:

- Students receive a written statement of the reason for suspension.
- Students may request a public or private hearing with the School Committee, including the right to counsel.
- Students are entitled to:
    - A hearing with representation
    - The ability to present evidence and cross-examine witnesses
    - A complete and accurate record of the hearing
    - A written decision based solely on the hearing record
    - Copies of all documentation at no cost
    - Record forwarded to the Commissioner of Education in the event of appeal

Appeals Process for Disciplinary Action

Parents or legal guardians wishing to appeal a disciplinary action must be supported by new evidence that would warrant a reconsideration of the original decision. If a parent/guardian or 18-year-old student believes a disciplinary action was unjust, they may appeal as follows (within 3 days of notification):

- Contact the administrator who issued the discipline and request a meeting.
- If unresolved, contact the Principal's Office for an appeal.
- If still unresolved, contact the Superintendent's Office.
- If necessary, request a meeting with the School Committee. Appeals of School Committee decisions may be brought to the RI Department of Education or the court system. Contact the Superintendent's Office or legal counsel for guidance.

Sexual Harassment Policy

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

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

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

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

This complaint form is for allegations of teen dating violence or sexual violence that 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.
Teen Dating Violence and Sexual Violence Formal Complaint

Smoking on School Premises

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

The Smoking Restrictions in Schools Act (RIGL Chapter 23-20.9 and the Public Health and Workplace Safety Act (RIGL Chapter 23-20.10) prohibit tobacco product usage within any school facility. Consistent with state law, it is the policy of the Lincoln Public Schools that the usage of tobacco products is prohibited inside school buildings, on school buses or any other vehicle transporting students, in parking lots, on athletic fields or any other areas designed as school property (owned, rented, or leased). The policy includes school events held on and off school property and non-school events held on school property, 24 hours a day/seven days a week, and pertains to all employees, students, and visitors.

"Tobacco product(s)" means any product containing and made of, or derived from, tobacco, or nicotine that is intended for human consumption, including, but not limited to, cigarettes, cigars, little cigars, pipe tobacco, spitting tobacco, snus, electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization, or bid cigarettes, and whose use is smoking, sniffing, chewing, vaporizing, inhaling, absorbing, dissolving, spitting or ingestion. It shall not be a violation of this policy to use tobacco products in accordance with the express instructions of a teacher in the course of a legitimate classroom demonstration to show the health hazards of tobacco use.

Enforcement

- ***Students***: All students violating this policy will be subject to consequences as described in the school's Student Handbook.
- ***Staff Members***: Staff members who violate this policy shall be subject to progressive discipline.
- ***Visitors***: Visitors in violation of this policy will be informed of the policy and asked to refrain from using tobacco products in compliance with the policy. If the individual fails to comply with the request, the visitor will be asked to leave school property.

Substance Abuse Policy

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

Purpose of the Substance Abuse Policy

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

- To deal compassionately and effectively with students who suffer from substance abuse.

Disciplinary Procedures

- Students in possession of/or under the influence of drugs and/or alcohol shall be referred to the building-level administrator.
- The building level administrator will inform the school nurse, who will make a medical judgment, when necessary, to determine the extent of drug/alcohol intoxication or of any medical risk. If it is determined that the student shows signs of possible overdose, the Lincoln Rescue will be called immediately.
- The parent(s) or guardian(s) of the student involved will be notified and asked to come to the school in each of the above instances.
- All students involved in instances of substance abuse will be referred by the building level administrator to the secondary Student Assistance Counselor or the School Social Worker, who, in turn, will coordinate the student's referral to education and/or treatment programs.
- The student will be suspended in accordance with the provisions of the School Behavior Code adopted by the Lincoln School Committee (School Department Regulation JFC-R), which allows for exclusion from all extra-curricular activities, including the graduation ceremony, for a period of up to one year.
- Lincoln police will be called to the school to file a report. The police will make a decision to determine if there is sufficient evidence for arrest. If arrested, the student will be transported to the Lincoln Police Station by the arresting officer. The parent(s)/guardian(s) will be instructed to go to the police station. Drugs and/or alcohol found will be turned over to the Lincoln Police.
- Students suspended from school for involvement in abuse shall be informed by school officials that they are required to participate in an appropriate substance abuse treatment and/or counseling program. Students and their parent(s)/guardian(s) shall meet with the secondary Student Assistance Counselor or with the School Social Worker to arrange for participation in this substance abuse treatment and/or counseling program. Students who refuse participation in such a program shall be referred to the Lincoln School Committee for further disciplinary action and/or expulsion from school.
- Payment, if any, for participation in the group or counseling program will be the responsibility of the student and his or her family.

Voluntary Referral Procedures

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

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

parents, our goal is to provide the information and knowledge that will enable our students to make positive substance abuse prevention decisions.

NOTE: The possession, consumption, or distribution of non-alcoholic adult beverages, i.e., sparkling cider, non-alcoholic beers, or drink mixes, is prohibited. Failure to adhere will result in disciplinary consequences. Lincoln School Department Policy JFCJ.

Weapons & Violence in Schools

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

Items in the following categories are defined as weapons:

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

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

Assault

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

Suspension

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

- A short-term suspension is removal from a school for ten (10) days or less and may be imposed by a designated school official.

- A long-term suspension is removal from a school for more than ten (10) days and must be approved by the School Committee.

Police Involvement

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

Statement of Enforcement

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

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

Behavior at All School Functions

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

Inappropriate behavior will be dealt with in a strict but fitting fashion. Students should pay particular attention to the Lincoln High School Handbook Section entitled: Administrative Guidelines for Applying School Behavior Code.

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

Prohibited Materials

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

Guidance Services

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

- Since your parent(s)/guardian(s) are interested in your ambitions and plans, be sure to discuss your ideas with them. If they would like to confer with your counselor, you may arrange an appointment for them.
- Members of the guidance staff welcome the opportunity to discuss your educational and vocational plans with you and your parent(s)/guardian(s). Every pupil's daily schedule is constructed on an individual basis so that needs, interests, and abilities are met. All available means will be used to make certain that you can follow a pattern of studies appropriate to your complete growth and development.

Admission to College

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

Advanced Course Work

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

Alternate Programs

Alternate programs are various programs designed to meet the needs of students in a number of ways. These

programs either supplement or replace the regular school day by offering educational experiences beyond the Lincoln High School campus. Information concerning the following programs is available in the Guidance Center through your school counselor.

Appointments: Request for School Counselor

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

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

Specific services provided by the counseling staff are as follows:

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

Change of Address

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

Schedule Changes

Careful thought must be given to each course selection. Do not register for classes with the idea that changes will be made if things do not work out. A decision to elect a course is much like a contract. The following policy will govern requests for schedule changes:

- Prior to and during the first 10 school days of a semester, schedule changes may be made for reasons including:
    - Correcting an error in your schedule
    - Changing a class as a result of summer school
    - Dropping and adding a course (students are responsible for all work covered during their absence)
    - Changing a curriculum level following a counselor/teacher/parent conference
    - It is not school policy to permit a student to drop or change a course for reasons of homework, teacher, location of the classroom, or time of the class.

- After the first 10 school days of the semester, schedule changes will be made only when the student is misplaced in a course. Misplacement means:
    - The student, in the opinion of the teacher, is putting forth maximum effort, which includes meeting with the teacher for extra help, and still cannot achieve a passing grade; or the student is achieving above the level of the course.
    - Requests for course changes must be made by the parent, in writing, to the appropriate school counselor. The counselor will first contact the Director of Guidance. The school counselor will coordinate decision-making by communicating with the student's teacher, the student, the parent, the school counselor, and the Director of Guidance. Decisions about schedule changes after the add/drop period will be approved by administration.

Withdrawals and Transfers

Upon withdrawal or transfer from school, a student should:

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

The Program of Studies Booklet

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

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

The goals you set for yourself, the responsibility you assume in the careful selection of elective subjects, and the sincerity of purpose in meeting the demands of required courses will determine to a great extent the success of your high school educational career. For additional information, please refer to the complete guide, Program of Studies 2026-2027

Student Assistance Counselor

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

School Psychologist & School Social Worker

The school psychologist's office and the school social worker's office are located in the Guidance Suite/Area. These professionals are available to support students with emotional, social, and academic concerns. Students may request an appointment through the Guidance Office or by speaking directly with their counselor.

Health Services

Emergency Information Sheet

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

Procedure for Health Room Admittance

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

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

Health Examinations

In accordance with the State of Rhode Island School Health Regulations, health examinations are required when a student enters the seventh grade and when a student transfers into a new school system. All students who transfer into the Lincoln Public Schools are required to have a complete physical examination by their health care provider. Written evidence of the results of the physical examination must be given to the School Nurse-Teacher. In addition, any students participating in a sport at the high school are required to provide the School Nurse-Teacher with written evidence of a physical examination and clearance to play a sport on a yearly basis. If clearance expires during the season, an updated physical is required to complete the season.

Medication Policy

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

Over-the-Counter Medication (OTC)

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

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

Prescription Medication

- Requires a doctor's written order and a parent's or guardian's signature, preferably on a medication form.
- Medications that are once-a-day dosed will NOT be administered in School.
- Students may carry prescription medication to school and deliver it to the School Nurse-Teacher upon arrival.
- All medications must be stored in their original prescription-labeled containers.

Inhalers and EpiPens

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

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

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

- The student and nurse will count the medication together and sign for the delivered amount.
- Medication must be stored in the original prescription-labeled container.
- 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, including a controlled substance, if granted prior approval by the School Nurse. The parent/guardian must sup-

ply the medication.

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

School Committee Policies

School Committee policies function as formal extensions of the Student Handbook, providing comprehensive guidance and detailed clarification of the rules, procedures, and expectations that govern student conduct and school operations.

BBF - School Committee Members Ethics
BC - Civility Policy
BCB & GBCB - Possession of Confidential Information or Documents by Former Employees & Public Officials
BDE - Recognition of Delegate(s)
BG (GBD) - Staff
BHD - School Committee Compensation & Expenses
BHE - Committee Member Insurance
DJC - Fiscal Management Policy
EBCB - Fire, Evacuation & Lockdown Drills
FA - Facilities Accessibility
FB - Tools for Schools
FC - Motor Vehicle Idling on School Grounds
FD - CYBER SECURITY POLICY
FE Transportation Policy Approved
FG - Use and Display of Flags
GB and JB - TITLE IX POLICY AND PROTOCOL FOR REPORTING AND INVESTIGATING
GBA - Affirmative Action-Equal Opportunity Employment
GBAB - Code of Conduct – Staff/Student Relationships
GBAC - Social Media Policy
GBBB - Educator Code of Professional Responsibility
GBCA - Staff Conflicts of Interest
GBCC - Drug-Free Workplace
GBE and JHCC - HIV
GBEB - Bloodborne Pathogens
GBJB - Access to Personnel Files
GBK - Use of Tobacco Products on School Premises
Tobacco Free School Protocol
GBN - Criminal Identification Records Policy
GCD - Professional & Support Staff Hiring
GCG - Tenure Policy
GDE - Special Education Staffing Policy
GF - Administration Compensation Policy
JEBB - Kindergarten/First Grade Admission Policy
JECB - Admittance of Non-Resident Students
JFC - Student Behavior Code
Student Behavior Procedures
JFCJ - Weapons and Violence in School
JG - Internet Filtering Policy
JGC Cell Phone Policy
JGM - School Meals Policy
JH - Face Coverings in Lincoln Public Schools - amended 2/14/2022
JH - Face Coverings in Lincoln Public Schools - adopted September 13, 2021
JHC-R - Student Health Services & Requirements
JHCC and GBE - HIV
JHCCC - Suicide Prevention Response
JHD - Threat Assessment Teams
JHE - District Safety Plan & Crisis Response
JHFA - Child Abuse & Prevention Policy
JHFA - Sexual Abuse by School Employee/Agent/Contractor Form
JHFA - Abuse - Neglect Form
JI - PUBLICATION OF STUDENT IMAGES AND IDENTIFICATION
JJH - Student Travel – Field Trip Policy
JK - Medical Marijuana Administration to Students
Protocol for Medical Marijauna
JL - Students Gifts, Solicitations, Fundraising
JM - Gender Identity and Gender Expansive Students Policy
JN - Confidentiality Agreement
JOB - Student Records Access
JOC - Information on Missing Persons
JQ - Student Lockers and Locks
JR - Students Search and Seizure
JS - Home Instruction Policy

GG - School Improvement Team Policy	JT - Bullying Policy
GH - Face Coverings in Lincoln Public Schools - Amended 2/14/2022	JTH Hazing Policy
GH - Face Coverings in Lincoln Public Schools - adopted September 13, 2021	JT-A - TEEN DATING VIOLENCE AND SEXUAL VIOLENCE
GM - Media Relations	JU - Health & Wellness Policy
IA - Use of Animals in Lincoln Public Schools	JU Health and Wellness Implementation Procedures
IB - District Grading Policy	JU-A - Health & Wellness – Mental Health Policy
IC - Artificial Intelligence (AI)	JV - Peanut and Tree Nut Allergy Policy
IGBJ - Educational Services IAW Section 504 Rehabilitation Act of 1973	JW - Automated External Defibrillator (AED)
IGDG-R - Student Activities Funds	JX - Athletic Policy
IGE - STUDENT ACTIVITY, SPECIAL GRANT & OTHER FUNDS	JY - Use of Tobacco Products on School Premises Tobacco Free School Protocol
IIAC - Library Materials Selection	JZ - Dual Enrollment Program Policy
IJND - Technology Resources – Computer & Internet Acceptable Use Policy	KAA - Parent and Family Engagement Policy
IK/IKEC - Promotion and Retention of Students K-8	KB - Public Information Program – Interviews, Soliciting, Canvassing of Pupils or Teachers
IK/IKF - Proficiency Based Graduation Requirements	KC - Background Checks for School Volunteers
JA and GA- Anti-Discrimination/Anti Harassment Policy	KD - Distribution of Materials/Information
JB and GB - TITLE IX POLICY AND PROTOCOL FOR REPORTING AND INVESTIGATING	KE - Communications Policy
JC - School Attendance Areas	KG - Community Use of Facilities
JD - Administration of Naloxone (NARCAN)	KG-1 - Naming School Facilities
	KH - Fundraising & Commercial Activity
	KN - Online Solicitations CrowdFunding / CrowdSourcing

Student Life

Academic Integrity

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

- The student's work will be rejected, and a grade value of zero will be imposed for the assignment in question.
- 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.
- In the case of cheating, which involves classroom disruption, the administration may impose a penalty of suspension.
- The theft of teacher testing materials of any type will result in suspension.
- 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.

- Unless authorized by the teacher, Artificial Intelligence (AI) programs can not be used to create student work.

Advisory & Lion's Block

Advisory time should be spent with the group. Therefore, students should not use this time to take care of personal business, such as going to guidance or to the library.

NOTE: School counselors will not be available during the advisory period.

The primary objective is to engage advisees and foster a sense of community. Advisors are encouraged to go with the flow of their group, showing interest in and validating individuals. All advisors will cover 5 common activities for each quarter to maintain continuity. Guidance will come in at least once per quarter to every group, but staff support will be available as needed. Since this is a social rather than academic setting, students may not do homework, make up tests, sleep, or use electronic devices. Students will not be forced to participate in any particular activity, but may not disrupt the function of the group. Advisors will warn students and handle discipline within the advisory as they would in a typical class. Any student showing disrespect toward an advisor or advisee will be sent to an administrator, and disciplinary action will follow. Absences, tardiness, and truancy will be submitted to and handled by administration, as usual. Although administration will deal with discrepancies, it is the advisor's responsibility to take attendance. Due to the abbreviated period length, bathroom passes will not be given during advisory. Switching advisory groups will not be allowed; the point of this program is for every student to get to know and depend consistently on one adult.

Food & Beverages in Advisories

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

Lion's Block

Lion's Block is an academic intervention block designed to aid students academically. This can be in academic remediation, support, or time to make up pertinent assignments. All students must be scheduled for Lion's Block. Scheduling for Lion's Block will occur through a student's advisory class. If a student is not scheduled for Lion's Block, they must report to the main office during this time.

Announcements

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

Assemblies

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

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

Assembly Behavior Expectations

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

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

Band and Chorus

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

Rules governing stage band and chorus equipment are as follows:

- Members of these musical organizations are held responsible for the care and return of all music and supplies issued to them.
- The student to whom an instrument is charged must assume responsibility for replacing strings, reeds, etc.
- If an instrument is lost or damaged while in the student's charge, he/she must assume financial responsibility for replacement or repairs.
- Unless permission is secured from the Director of Music, the student will use the instrument only when playing with Lincoln High School organizations.
- In case of a lengthy illness, the student should return all music equipment to the school for class use.
- Members of musical organizations are required to attend ALL rehearsals necessary for performance at concerts, special performances, etc.

Building Guests/Visitors

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

Bulletin Boards

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

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

Cafeteria

The cafeteria will be open each school day from 7:10 AM until 7:25 AM for breakfast. At lunchtime, students are to be in the cafeteria only during their assigned lunches. Students are expected to:

- Pay for their lunches; no credit.
- Stand in line and wait for your turn.
- Eat in the cafeteria.
- Keep the table areas clean.
- Properly dispose of refuse in recycling and trash receptacles.
- Food items, drinks, and ice cream are not to be taken from the cafeteria.
- Sitting on tables or throwing foodstuffs or debris is not permitted.
- Cards or game playing is not allowed.
- Students are not permitted to eat in the bathrooms.

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

Care of Lincoln High School Property Textbooks/Materials

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

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

Care of Personal Property

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

Dance Guidelines

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

PROHIBITED DANCING			
Front to back dancing	Pelvic thrusting	Intertwined legs	Mimicking Sexual Activity

Lap dancing	Hands on knees	Obscene gestures	

APPROPRIATE DANCING	
Appropriate front-to-front dancing	Hands should be kept in appropriate places

- Chaperones will determine if dancing is inappropriate. All students must sign a contract agreeing to these rules to attend the dance.
- At the discretion of the administration, students who violate the guidelines and standards listed above may result in removal from the activity and/or social suspension from further events.

Detention Rules

Detention falls into two categories:

- Teacher Detention
- Administrative Detention

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

Failure to report for teacher detention will result in administrative detention. Failure to report for administrative detention may result in the doubling of the originally assigned time. A second offense can result in suspension. Parents of secondary school children will be notified by the administrator within forty-eight (48) hours of the detention assignment.

- Detention is held from 2:00 PM to 3:00 PM on Monday, Tuesday, and Thursday.
- Lateness is not excusable; students arriving late will be refused admittance and referred to an Assistant Principal.
- The use of any electronic device for non-academic purposes is forbidden.
- Students must perform school-related work for the entire detention period.
- Absolute silence must be maintained throughout the session.

- An unexcused absence or disciplinary expulsion will result in the assignment of two additional detentions or suspension.

Driving and Parking on Campus

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

After the initial period, passes will be awarded on a first-come, first-served basis. Parking passes will initially be limited to seniors. If passes are available after the start of the school year, they will be made available to juniors. Students seeking parking temporarily should speak with an administrator.

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

Disciplinary Procedures

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

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

Emergency Drills

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

- When the fire alarm sounds, each student will:
  - Leave the room in a quiet and orderly manner.
  - Leave the building and proceed as directed in a quiet and orderly manner to an area at least 100 feet from the building. Students will remain with their respective 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 teacher and administrators.

Extra-Curricular Activities

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

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

Class and Co-Curricular Activity Funds

- All money belonging to any school activity must be turned in to the principal's office.
- 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.
- The Lincoln Public Schools keeps an accurate, itemized separate account for each activity and issues checks (no cash payments are to be made) upon the written request (Expenditure Authorization Form) of the faculty sponsor of any activity having funds on deposit. Each club must have a treasurer who keeps accurate financial records. In turn, the Lincoln Public Schools keeps an accurate itemized account of the club's financial dealings.
- Club fundraising activities are restricted to school-sponsored groups. An 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.
- In order to defray the costs of countless annual events for each class, class dues are expected from every member of the class each year. To participate in class and co-curricular activities such as Spirit Week, Homecoming events, proms, and others, annual class dues are expected to be paid in full yearly. To attend such events, class dues must be up to date. The expected amounts due are communicated on an ongoing basis by class officers and class advisors in numerous class assemblies from the start of the school year. Should the dues present an undue financial burden for a student, the student should contact the appropriate assistant principal.

Formation of Clubs

- Those who desire to form a club must expect to meet regularly.
- There must be a definitive organization, officers in control, systematic procedures, and discipline of such a nature as to ensure the 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 Constitution Committee of the Student Council in applying for a charter.
- A faculty member must agree to sponsor the club. The Assistant Principal must approve the formation of the club. Participation in Clubs and Extra-Curricular Activities.

Participation in Clubs and Extra-Curricular Activities

- A student may participate in as many activities as he/she can manage successfully. At least one activity is recommended for each student. Three activities should definitely be the limit unless the student has attained the honor roll.
- A student may not take part in any co-curricular activity if the student is absent from school on that particular day by 9:30 AM. A student must be in school all day on the last day classes are in session prior to a weekend or a vacation if the student wishes to participate in the activity during that time period. If a student is confronted with an unusual situation, the assistant principal will offer guidance.
- A student who fails schoolwork or whose health is impaired by too much activity will be required to curtail those activities.
- A student who is asked to report to a teacher after school must report, even if doing so causes him or her to miss a co-curricular activity.

- A student on social suspension cannot participate in any club or activity for the duration of the social suspension.

STUDENT CLUBS AND ACTIVITIES		
Art & Photography Club	Green Team	National Spanish Honor Society
Aviation Club - Flying Lions	GSA	P.A.W.S.
Badminton Club	HOSA - Future Health Professionals	RI Honor Society
Best Buddies	History Club	Robotics
Book Club - Roaring Readers	Jazz Band	Science Olympiad
Ceramics	Journalism - Lion's Roar Newspaper	Select Chorus
Chess Club	Kyle Cares/Lions Care	Ski/Snowboard Club
Class Executive Boards	Math Team	Student Council
Club for Change	Mock Trial	Table Tennis Club
Crafting Club	Model Legislature	Variety Show
Drama Club	National Art Honor Society	World Language Club
Esports	National Business Honor Society	Yearbook
FBLA	National French Honor Society	
Film Club	National Honor Society	

Field Trips

Students participating in a school-sanctioned trip are required to have the school's parent permission form, which is obtained from the faculty supervisor, completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. Students are required to submit the money necessary to meet expenses to their faculty advisor at the time the permission slip is returned.

- The faculty supervisor or an administrator can limit who can attend a field trip. If the faculty member feels that participation is not warranted, he/she must let the student know ahead of time.
- Students will not be allowed to participate in a field trip if it is believed that attendance will be detrimental to the successful handling of his or her work and assignments in other classes.
- 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.
- Exemplary conduct is expected of all students involved in a school-sanctioned trip.

- Students are to leave from and return to the high school in the transportation provided. If the bus returns after normal school hours, students may request permission from the faculty supervisor to be dropped off in the vicinity of their homes.
- All school rules remain in effect.
- Students cannot carry any medications without the approval of the school nurse.
- Students requiring an inhaler or an EpiPen must carry it on their person. Students will not be allowed to leave school without it. If the student no longer needs it, a physician's note is required.

Graduation Ceremony Participation

Please note that any student intending to participate in graduation exercises must attend both rehearsals—one at Lincoln High School and one at the graduation venue. Attendance at both is mandatory.

Homework

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

- Students will complete their independent homework on time and to the best of their abilities. Students will plan for the on-time completion of long-term projects.
- Students will self-advocate when necessary to successfully complete the homework assignment.
- Students are expected to do their 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 vacations).
- Teachers will assign homework over a weekend that is not different in scope from a weekday assignment.
- Teachers will not assign homework to be completed during school vacations except as part of a long-term project and/or Advanced Placement (AP) coursework.
- Teachers will not have homework due on the first school day back from a school vacation. Parents and Guardians will monitor the completion of homework.
- Parents and Guardians will help to ensure that students develop routine home study habits.
- Parents and Guardians will assist in the selection of courses in order to ensure a manageable workload for the student, given the expectations of the course.

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

Leadership Behavior

Students who have the privilege of holding a position of leadership (class 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. Cause for dismissal or suspension will be at the discretion of the administration.

Library/Media Center

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

- **Hours**: Library hours are from 7:30 AM to 2:05 PM and occasionally later by prior agreement. (The Library is sometimes closed to accommodate special programs.)
- **Passes**: During school hours, students are required to have a library pass issued by a teacher in whose class they have an assignment, an administrator, or a librarian. Substitute teachers are not allowed to issue passes to the library. Before and after school, students may use the Library Media Center at their convenience. No student will be admitted to the library without a pass. Loans of Library Materials: The standard loan period is 2 weeks for most books and 1 week for periodicals and vertical file materials.

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

Policy, Textbooks, and Physical Education

- Upon student request, a locker assignment may be issued from the main office for individual student use. Sharing lockers is not allowed.
- Each student is required to use the school-issued combination lock. Any unauthorized lock will be removed.
- Each locker must always be kept locked.
- It is the student's responsibility to report all broken lockers to the main office. P.E. locker problems should be reported to his/her physical education teacher.
- No materials should be pasted on the inside or outside of the locker.
- No student is to write on any locker or mark it in any way.
- 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.
- Tampering with a locker is vandalism, and the student will be subject to suspension and /or restitution for damage.
- A lost lock must be replaced at a cost of $5.00. The Lincoln School Department is not responsible for lost or stolen school property articles.

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Lunch Program

My School Bucks Portal

The Lincoln Public Schools and Chartwells Food Service encourage parents/guardians to pre-pay meals for their children through the My School Bucks website, thereby eliminating situations that could develop during

lunchtime because of negative balances or failure to bring lunch money to school. Pre-payments for lunch and breakfast can be made through the My School Bucks website. Parents/guardians will be able to and are encouraged to monitor their children's breakfast/lunch account activity through the My School Bucks website online system. This system can be used to confirm payments have been received, make payments, and monitor account activity.

The My School Bucks website also has the ability to automatically send out balance alerts to parents/guardians as their children draw down from their accounts. Cash and check payments will continue to be accepted at each school; however, payments made through My School Bucks website via credit will be assessed up to a $2.00 per transaction processing fee. Registration for the My School Bucks website is currently available on the district home page, www.lincolnps.org, under the parents tab at the top.

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Negative Balance Procedures For The School Lunch Program

Both the Lincoln Public Schools and Chartwells are committed to providing meals to students who choose to participate in the lunch program, but also feel very strongly that there is an obligation for parents/guardians and/or students to satisfy all financial obligations to the lunch program in a timely manner. In order to provide students and parents/guardians in the Lincoln Public Schools with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances were implemented on October 21, 2019:

Students can purchase school lunch in two ways:

- "Cash" Payments: Students who typically pay by "cash" (pay as you go) and do not have any money on any given day or
- My School Bucks Payment: Students who "pay" from their My School Bucks account/balance, whose account is in deficit.

Students with No Money for Lunch or a Negative My School Bucks

Account Balance

The Lincoln Public Schools (LPS) offers breakfast and lunch to all students daily. Employees are also offered the privilege of participating in this program. Payment for meals is required at the time of purchase. The Food Service Vendor has implemented a billing system whereby students and adults may charge meals daily at the school level. Meals can be prepaid by setting up an account online with MySchoolBucks or with cash or check at the school register. For those meals that are not prepaid, bills will be calculated and mailed on a monthly basis. The Lincoln Public Schools encourages those families that may qualify for free and/or reduced meals to submit an application. The following sets out the guidelines for administering the collection of food service accounts.

The Lincoln Public Schools complies with all state and federal regulations in providing healthy meals to students. In accordance with Federal Law and the US Department of Agriculture (USDA) policy, this institution

is prohibited from discriminating on the basis of race, color, national origin, gender, gender expression, age, disability, or retaliation.

Billing Procedure

- As previously stated, payment for meals is required at the time of purchase or via prepayment.
- If a negative balance exists on an account, bills will be calculated and sent out by the 7th of each month, beginning on October 7.
- Payment in full is due by the end of the month.
- A second bill will be mailed when the original bill becomes past due.
- All delinquent accounts ($25.00 or greater) will result in loss of charging privileges for students and school personnel on all items other than meals (e.g., snacks). Delinquent account holders will be notified by mail or email by the Business Office that charge privileges have been suspended.
    - When the account has an outstanding or negative balance, the parent/guardian will be notified via mail, email, or other form of communication.
    - When the account has an outstanding or negative balance of Twenty-Five Dollars ($25.00), the parent/guardian will be notified via a telephone call and/or letter.
    - When the account has an outstanding or negative balance of Fifty Dollars ($50.00), the parent/guardian will be notified via letter and/or telephone call. The letter shall inform the parent/guardian that if the account is not brought current within ten (10) days, or if a payment arrangement has not been reached, then the matter will be referred to collections. The letter shall also include a printout of all transactions charged to the account within the last thirty (30) school days.
- Circumstances may arise that justify the termination of a debt.

The Lincoln Public Schools' Food Service Vendor has the authority to track and collect all debts as long as the child is a student of The Lincoln Public Schools. All costs associated with the collection of an overdue account shall become the liability of the debtor.

End of Year Balances

At the end of each school year, any credit or balance due will carry over with the student to the next school year. Parents/Guardians will have thirty (30) days from the first day of school to pay any negative balance from the previous school year. Following the 30th day of non-payment, all charging privileges will be suspended, and the account may be placed into collections. All seniors will have to pay any debt in full prior to graduation.

Free/Reduced Lunch Applications

- Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually, as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools as well as on the district's website: www.lincolnps.org, under the "Parents" tab.
- Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Lincoln Public Schools.
- Meal Benefit Application and Information FY25

Restricted Areas

The presence of multiple students in a single bathroom stall is strictly prohibited and will result in administrative interventions. The initial response will include a search of all involved students, including personal belongings, and the assignment of a 1-hour administrative detention. Repeated violations will be addressed with progressive disciplinary measures in accordance with school policy.

Security Cameras

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

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.

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

Student Council

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

Student Elections

At the time of annual Student Council and Class Elections, any student failing any subject on the most recent report card shall be ineligible to run for class office. Should an elected officer fail to maintain this eligibility at the end of any quarter during his or her term of office, the officer shall not actively perform the duties of that office for the next quarter. Any officer determined to be ineligible for any two quarters shall be removed from office. A list of proposed candidates for class office must be submitted by the class advisor to the appropriate Assistant Principal for approval before any election may take place. The Assistant Principal will rule on the eligibility of each candidate. During an election, only those students present in the assembly will be allowed to vote and have that vote counted.

Student Exams

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

Use of Building and Supervision

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.

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

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

Technology Use Policy

Personal Devices & Student Use

Student personal electronic devices covered under this policy are defined as students' or any third party's device in a student's care, custody or control, (except those provided by the district) including personal cell phones,

mobile phones, and all other personal electronic devices capable of communicating data, videos, music, texting, messages, voice mail, and email.

All student personal electronic devices, including cell phones and personal electronic devices, must be powered/turned off and stored out of view during school hours on school grounds.

- **First Offense**: Device will be surrendered to a staff member and turned into administration for student pick up at the end of the school day in the main office or designated area.
- **Second Offense**: Device will be surrendered to a staff member and turned into administration. The device will be available for parent pickup at the end of the school day.
- **Third Offense**: Device will be surrendered to a staff member and turned into administration. The student will be assigned detention, and the device will be available upon the completion of the detention/ parent contact.
- **Continuous Offenses**: Additional consequences will be implemented by administration, including daily confiscation of the electronic device, parent meetings, revoking of social and other privileges and further in-house suspension.

The respective student discipline codes and student handbooks shall be amended to reflect these offenses and consequences.

- Classroom use of personal devices is not allowed unless explicitly directed by the teacher. Each teacher will determine when and how technology may be used for instructional purposes.
- Students may use personal devices only during lunch periods in the cafeteria and during passing time between classes.
- Technology use is prohibited during class with a substitute teacher, unless permission is granted.
- Use of unapproved technology during tests or quizzes is not allowed.
- In The Alternative Classroom (TAC), technology use is restricted to what is required by the teacher; all other use is prohibited.
- Taking photos or recording (audio or visual) of students or staff without their express consent is strictly prohibited.
- Students must place personal devices in the cellphone caddy upon entering the classroom unless otherwise directed by the teacher.
- Deceptive behavior, such as turning in a fake phone or falsely claiming not to have a device, will result in disciplinary action consistent with violations of the electronic device policy.

If a teacher asks a student to put their device away, the student must comply immediately.

- First, the teacher will give a verbal warning—this is the only warning.
- If the behavior continues or the student refuses, the teacher will inform the student that a disciplinary referral will be submitted.
- Administrative consequences may include, but are not limited to, confiscation of the device for the remainder of the day or longer, depending on the situation.

Technology Platforms for Distance Learning/Weather

*When authorized and deemed necessary by LPS administration

In order to facilitate distance learning, the Lincoln Public Schools is utilizing various remote technology platforms. For the most part, we are utilizing technology tools within the Google ecosystem. These have all been vetted for FERPA requirements regarding privacy concerns. However, the Lincoln Public Schools may also utilize other platforms providing streaming video and school work online through other systems, such as Screencastify, Video Chat tools, Zoom, etc.

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

For this reason, we are asking that you be mindful of your child's use of these technologies and protect your family's privacy while classes are in session. Many of these technologies have a provision to mute video and/or sound. If you wish to take advantage of these features or would like more information regarding the same, please contact your child's principal. Utilizing and logging on to these services will act as consent to your child's use of the same.

Scope

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

Background

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

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

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

This policy is necessary to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of computers, the Internet, and technological resources. The guidelines and requirements set forth in this policy apply to school-issued digital devices, personal devices that connect to the district's network, and

general access to the district's network resources. If a user violates any of the terms and conditions set forth by this policy, privileges may be terminated, access to district technology resources may be denied, and appropriate disciplinary and legal action shall be applied.

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

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

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

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

The network will be used:

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

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

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material, or in support of such activities
- To transmit obscene, abusive, sexually explicit, harassing, or threatening language or images
- To violate any local, state, or federal statute, including but not limited to drug or alcohol related activities, libel, gambling, promoting a pyramid scheme, distributing illegal obscenity, receiving, transmitting, or processing child pornography, making bomb threats, etc.
- To damage or disable the property of another individual or organization
- To access another individual's materials, information, or files without permission
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission

- To conduct commercial activity (defined as buying, selling, bartering, or advertising), including, but not limited to, the use of credit cards
- To steal data, equipment, or intellectual property
- To gain unauthorized access to the files of others (students, teachers, system administrator), or misuse the data or files of another user to include access to removable drive and/or cloud storage to gain or seek to gain unauthorized access to resources or entities to send fraudulent electronic mail messages, use an account owned by another user, or to invade the privacy of individuals, including phishing, spoofing, or hacking
- To possess any data that represents a violation of these rules, whether in paper, digital, or any other form
- To disrupt and/or degrade computer networks, supporting equipment, or information available on them, including, but not limited to, tampering with hardware or software, vandalizing data, introducing or using computer viruses, or attempting to gain access to restricted information on networks.

Sanctions

- ***Privileges:*** The use of the computers and Internet within the Lincoln Public Schools is a privilege intended to facilitate education, school-related communication, research, and other school business. Inappropriate use will result in disciplinary action, including but not limited to denial of access to computers and/or the Internet. The LPS reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
- ***Vandalism***: Vandalism will result in disciplinary action. Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of data of another user, software, computers, peripherals, or other network resources. This also includes, but is not limited to, damaging devices, uploading, creating, or transmitting computer viruses. Security. Security on any computer system is a high priority, especially when the system involves many users. Attempts to log in to the system as any other user or to share a password will result in school disciplinary action. If a security problem is identified, the user must notify the supervising staff members. Users must not demonstrate the problem to other users.
- ***Privacy:*** System administrators may review files and communications at any time to maintain system integrity and ensure that users are using the system responsibly. There should be no presumption of privacy for communications stored, sent, received, or accessed through the Lincoln Public Schools computers, network, e-mail system, and Internet connection. It is a matter of law that any document pertaining to the public business on a publicly funded system is a public record. All electronic correspondence and data are subject to the discovery process based upon the Federal Rules of Civil Procedure.
- ***Disciplinary Action:*** Disciplinary action may be taken in the event that the provisions of this policy are violated. The disciplinarian administrator and the technology department will have discretion in deciding on what action, if any, will be taken against users violating the provisions of this policy. Handling of violations of this policy may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue.
    - Disciplinary action may consist of:
        - Parent Contact
        - Restoration/restitution for damages and time involved

- Detention
- Suspension
- Legal Action
- Access Suspended

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

District-Issued Devices Guidelines and Requirements

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

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

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

Vandalism

Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware, or to harm or destroy data of another user or any other agencies or networks that are connected to the system. "Computer viruses" are programs that have been developed as pranks, can destroy valuable programs and data, and are considered vandalism. Due to the complexity and cost of technology within the Lincoln School Department, when any student's act of vandalism results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student and/or parent/guardian. Any vandalism will result in loss of network privileges, disciplinary action, and/or possible legal referral. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior.

When and where applicable, law enforcement agencies may be involved. If parental permission is given, the student agrees to abide by the terms of the Lincoln School Department Acceptable Use Policy. If parental permission is not secured or denied, it is the responsibility of the student to refrain from accessing the Internet in accordance with his/her parent/guardian's wishes. Students who access the Lincoln School Department-provided Internet (LincNet) without parent/guardian and/or teacher permission, or students who have permission and allow other students to access LincNet who do not have parent/guardian and/or teacher permission, will be subject to disciplinary action as outlined above. The Lincoln School Department makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Lincoln School Department will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in service. The Lincoln School Department will not be responsible for the accuracy, nature, or quality of information stored on Lincoln

School Department diskettes, hard drives, or servers, nor the accuracy, nature, or quality of information gathered through Lincoln School Department-provided Internet access. The Lincoln School Department will not be responsible for personal property used to access Lincoln School Department computers or networks or for Lincoln School Department-provided Internet access. The Lincoln School Department will not be responsible for unauthorized financial obligations resulting from Lincoln School Department-provided access to the Internet.

Annual Computer Network And Internet Access User Permission And Waiver Agreement

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

By signing the User Permission and Waiver Form,

I and my parent (s)/guardian(s) agree to abide by the Lincoln Public Schools Acceptable Use Policy. I have discussed the Lincoln Public Schools Acceptable Use Policy with my parent(s)/guardian(s). Further, my parent(s)/guardian(s) and I have been advised that the Lincoln Public Schools and its employees do not have control over the information available on the Internet.

Some available sites may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the Lincoln Public Schools intend to make Internet access available in order to further its educational goals and objectives, account holders may attempt to access other materials as well.

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

The student and his/her parent(s)/guardian(s) must understand that student access to the computer network and Internet (LincNet) connection exists to support the Lincoln Public Schools educational responsibilities and mission.

The specific conditions and services that are offered will change from time to time. In addition, the Lincoln Public Schools makes no warranties with respect to the computer network or Internet (LincNet) connection, and it specifically assumes no responsibility for:

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