

Lincoln Public Schools
Student Behavior Procedures
In Support of Policy JFC Student Conduct/Student Behavior Code

DEFINITIONS

1. Scope

This code of conduct applies to all students involved in any school-related, school-sponsored activities, including extra-curricular, co-curricular, and athletic competitions regardless of whether they are on or off school grounds, or whether they are participating in an activity or a spectator at an event.

Every student is under the direction and control of the teachers and/or principal in the school during the following periods of time:

- during school hours of a designated school day while on school premises during school day
- while attending any school activities
- while being transported, on a school bus paid and/or supported by the Lincoln Public School funds, to and from school at the time the child has entered the school bus at the designated route pickup point and/or left the school bus at the designated route drop-off point
- Follow the rules, regulations, and guidelines as outlines in each school's respective student handbooks

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

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

School Staff will:

- Implement the provisions of the code of student conduct and specific provisions included in the student handbooks in an equitable manner;
- Nurture a school environment that supports learning, where academic, physical, social, and emotional growth are emphasized; and
- Ensure that expectations are clear and consistently communicated.

It is the responsibility of school administrators to establish a student handbook for the elementary, middle, and high school that provides detail relating to matters of discipline. Each handbook shall clearly set forth behavioral standards as well as appropriate responses when these standards are not met. These handbooks will be reviewed/updated annually by the administrators and signed by each student's parent/guardian at the beginning of the school year. All professional staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

POTENTIAL RESPONSES FOR VIOLATIONS OF BEHAVIOR CODE

The culture/climate of the school rests on principles of mutual respect, responsibility, and the building of positive relationships between and among adults and students who make up the school community. When student behavior does not reflect that expectations set forth in the Student Handbook, responses supported by the Lincoln Public Schools (LPS) include but are not limited to the following:

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

2. Disciplinary Action

There are three types of disciplinary action: Detention, which is the loss of free time during and/or after school; short-term suspension, which is the removal of the student from the school and its activities for 10 days or less; and long-term suspension, which is the removal of the student from school and its activities for more than 10 days. Corporal punishment will not be used as a disciplinary action.

3. Detention

Detention falls into two categories: Teacher detention and administrative detention. Failure to report for teacher detention will result in administrative detention. Administrative detention will be at least a thirty (30) minute block of time, but not more than ninety (90) in an assigned area. Failure to report for administrative detention can result in a doubling of the originally assigned time; a second offense can result in suspension. At the Elementary Level, parents will be notified, either by the teacher or by the administrator that their child will be remaining after school prior to the actual detention. **Parents of Secondary School children will be notified, by the administrator, within forty-eight hours of assignment of detention.**

4. Suspension

Suspension is the responsibility of the Building Administrator and will not be assigned for less than one (1) school day nor more than ten (10) school days. (A twenty-four (24) hour period from 7:00 a.m. to 7:00 a.m. will constitute one (1) day of suspension.)

Suspended students will be afforded an opportunity to make up work missed during the time of suspension. If feasible, tests will be made up after school hours in a designated location. Prior to suspension, a student will be informed of the misconduct with which he/she has been charged: Evidence supporting the allegation will be explained, and an opportunity for the student to explain his/her position and present his/her side of the controversy will be offered. The administrator will consider the explanation of the student when determining whether suspension is appropriate. The hearing will precede

the student's removal from school and shall follow the incident as closely as possible. In the event that the student's continued presence endangers himself or herself, other persons or property, or threatens disruption of the educational process, removal will be immediate; and the hearing shall follow as soon as practicable.

In all cases of suspension, an effort will be made by the administration to contact the parents immediately and inform them of the reason and duration of suspension. Notification of the reason and duration of suspension, in writing, will be mailed to parents within forty-eight (48) hours.

Students may not take part in any school activity during the period of suspension and must be accompanied by parents for a conference with the administrator prior to the return to school. Long-Term Suspension is the removal of a student from the school for more than ten (10) school days following a hearing and formal action by the School Committee.

5. Attendance: Truancy, Absenteeism and Tardiness

The Lincoln School Committee recognizes that every student's attendance is directly related to that student's ability to meet his or her maximum potential for academic success. The Committee also recognizes and will enforce the mandatory attendance statute contained in the Rhode Island General Laws as listed below.

A student who is absent from school without proper authorization from a school administrator upon notice by a parent or legal guardian is truant. Rhode Island General Law, Section 16-19-1, states in part: "Every child who has completed six years of life and has not completed sixteen years of life shall regularly attend some public school during all the days and hours that the public schools are in session in the city or town wherein the child resides; and every person having under his control a student as above described in this section shall cause such student to attend school as required by the above-stated provisions of this section; and, for every neglect of such duty, the person having control of the child shall be fined not exceeding fifty dollars (\$50) for each day or part of a day that the child fails to attend school, and, if the total of such days is more than thirty (30) school days during any school year, then such person shall, upon conviction, be imprisoned not exceeding six (6) months or shall be fined not more than five hundred dollars (\$500) or both."

A. TRUANCY: In an effort to prevent truancy, the Lincoln Public Schools will:

1. Record, monitor and investigate daily absenteeism and tardiness;
2. Note 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; appoint a truant (or attendance) officer whose duties shall include referring truant students to appropriate school support services, and, if necessary, procedures for enforcing any case through civil action filed in Family Court;
3. Notify the truant officer when a student has been absent or tardy without proper authorization for five (5) consecutive days or ten (10) cumulative days. This does not

preclude the administration from contacting the truant officer for any shorter period of truancy or tardiness, if deemed necessary. Students who display a pattern of truancy or tardiness will be referred to the truant officer.

B. ABSENTEEISM: Five (5) absences per quarter, excluding medical exigency, will result in an administrative review with the parents and student to discuss the attendance policy.

A written excuse from the parent/guardian will be accepted under the following circumstances:

1. Religious holidays, exchange programs, illness, family emergencies, legal obligation, college and military appointments, physicians/dental therapy appointments and any other unique circumstances as approved by the building administrator.
2. Vacations, other than regularly scheduled school vacations, are defined as three or more school days of absence. While the Lincoln Public Schools discourages time away from the classroom, it does acknowledge that conditions and circumstances may preclude families from scheduling vacations during the regular school calendar times. Families finding themselves in this situation must complete the designated form indicating the requested vacation time and return such to the building principal at least one week prior to the scheduled vacation. The building principal will acknowledge receipt of the completed form and forward one copy to the Office of the Superintendent and one copy to the teachers. Upon receipt by the building principal, the vacation days are considered excused absences. The teacher will exercise professional judgment concerning what assignments and/or work, if any, are appropriate for independent study. Parents and guardians are expected to share in the responsibility for work and educational opportunities missed as a result of family vacation. Upon the student's return to class, a parent or guardian should contact the teacher to assist in assuring that the student will make up required work in a timely fashion in accordance with the teacher's directions.

Written and parental permission, in and of itself, is not necessarily recognized as a legitimate reason for absences particularly when questionable or chronic absenteeism is present. The building administrator will refer the matter to the Truant Officer when questionable circumstances exist.

Should a parent/guardian not attend an administrative review after written notification has occurred, the absences in question will be considered "unexcused".

A parent/guardian will be notified by registered mail when unexcused absences total five (5), ten (10), and fifteen (15) days.

In cases where a medical condition requires the student to be absent from school for more than thirty (30) days, a physician's note will be required which must specify an absence of at least thirty days and the reason for the absence. When this documentation is provided to the Director of Guidance or Elementary Guidance Counselor, and the School Nurse, a referral to the Multi-Disciplinary Team will occur. The MDT will develop a Homebound Individual Education Plan for Homebound Tutoring.

- C. TARDINESS: Student Handbooks, which have been endorsed by the Lincoln School Committee, will reflect the procedures and consequences for student tardiness.

DETENTION

- I. 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. Parents and the building administrator will be notified prior to a student being detained after school at the elementary level. At the secondary level, students will be referred to an administrator who will notify parents of the detention. Violations of the Student Behavior Code for which a student is subject to detention for the first offense:
- A. Unauthorized absence from school.
 - B. Unauthorized absence from class, study hall, assembly, detention, or other assigned activity.
 - C. Inappropriate behavior in buses, cafeteria, lavatories, or other areas of the school and its grounds, or at school-sponsored events. Such behavior is defined as conduct which is disruptive to the educational process, activity, event, and/or the rights of other individuals.
 - D. Repeated tardiness to school, to class, study halls, assembly, detention, or other assigned activity.
 - E. Repeated failure to complete homework assignments.

REPEATED VIOLATIONS OF OFFENSES WHICH HAVE RESULTED IN DETENTION MAY RESULT IN SUSPENSION.

I. Reasons

- A. VIOLATIONS OF THE STUDENT BEHAVIOR CODE FOR WHICH A STUDENT IS SUBJECT TO SUSPENSION **AND/OR EXCLUSION FROM ALL EXTRA CURRICULAR ACTIVITIES, FOR A PERIOD OF UP TO ONE YEAR*** FOR THE FIRST OFFENSE.
- 1. Conduct which endangers persons or property or is seriously disruptive of the educational process. Included within, but not limited to, such prohibited conduct are the following acts:
 - a. Conduct causing a threat of danger to the physical well-being of himself/herself or other people;
 - b. Physical assault on another person on school premises or buses, or school-sponsored events or activities, which is not reasonably necessary for self-defense;

- c. Taking, or attempting to take, personal property or money from another pupil, or from his person, by means of force, or threat of force;
 - d. Causing, or attempting to cause damage to school property.
2. Defiance of the authority of any teacher or person having authority over the student, including verbal abuse of said teacher or person.
 3. Leaving the school grounds without administrative permission.
 4. Smoking in any area on school property during school, or at any school function.
 5. The use or possession of alcoholic beverages, narcotics, marijuana, etc., on school property, during school or at any school function.
 6. Being under the influence of alcohol or a narcotic while at school or during a school function.

B. REPEATED VIOLATIONS OF OFFENSES WHICH HAVE RESULTED IN DETENTION MAY RESULT IN SUSPENSION.

II. Procedures

A. WHEN SUSPENSIONS OF TEN (10) DAYS OR LESS ARE APPROPRIATE: THE ADMINISTRATOR WILL BE RESPONSIBLE FOR IMPLEMENTING THE FOLLOWING PROCEDURE AS OUTLINED BY THE BOARD OF REGENTS' REGULATIONS;

1. That the student be given oral or written notice of the charges against him/her;
2. That if the student denies the charges, the student be given an explanation of the evidence the authorities possess;
3. That the student be given the opportunity to present his/her version; and
4. That notice and hearing generally should precede the student's removal from school since the hearing may almost immediately follow the incident; but, if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable.
5. That in the event a student has not attained the age of majority (18 years), notice containing the reason for suspension and the duration thereof be given to the parent or guardian. Such notice shall be given in the parent's spoken language, unless it is clearly not feasible to do so. Additionally, recognizing that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful,

disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion and referral for prosecution may be imposed on students who violate standards of conduct.

6. The imposition of suspension for ten (10) days or less shall not preclude reference of the matter to the Superintendent and School Committee for possible imposition of suspension in accordance with the procedures for long-term suspensions.

B. WHEN SUSPENSIONS OF MORE THAN TEN (10) DAYS (LONG-TERM SUSPENSION) MAY BE APPROPRIATE:

THE SUPERINTENDENT AND SCHOOL COMMITTEE WILL BE RESPONSIBLE FOR

1. Prior to suspension, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable, the student shall be afforded:
 - a. a clear, written statement of the reasons for the suspension that may be imposed;
 - b. within three days of the receipt of the notice of the suspension, the building administrator's decision may be appealed to the Superintendent of Schools.
 - c. following the appeal hearing with the Superintendent of Schools, the notice of the right to a prompt public or private hearing, before the School Committee, at the student's election, and the right to be represented by counsel at such hearing will be provided; and
 - d. if a hearing is requested, the student shall be given a prompt notice setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation, without undue delay.
2. In the event a student has not attained the age of majority (18 years), the parent or guardian shall be afforded the procedures stated in Section a, b, c and d above. Such notice shall be written in the parent's spoken language unless it is clearly not feasible to do so.
3. Should a hearing before the Lincoln School Committee be requested the student shall have the right to:
 - a. representation and participation by counsel; and
 - b. cross-examine witnesses and to present evidence in his or her behalf.
4. The student may be furnished a copy of the record without cost upon request.
5. A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis, therefore.
6. The student shall promptly be provided with a copy of the said decision.

7. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

BUS RULES AND REGULATIONS

SCHOOL BUS TRANSPORTATION should be treated as a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or on a bus will be recorded on the appropriate form and will be sufficient reason to discontinue providing bus transportation to those students involved.

1. The driver (and monitor where provided) are in full charge of the bus and pupils. Pupils must obey them promptly.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school Principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their wastepaper 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 school bus is in motion or standing still.
9. No pupil shall open a window on the school bus without first obtaining permission from the school bus driver.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except for muzzled "Seeing-Eye" dogs.
11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.

12. No pupil will be allowed to talk to the driver (and monitor where provided) more than is necessary.
13. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.
14. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.
15. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the highway until given consent by the school bus driver and monitor. When boarding or leaving the bus, pupils should be in view of the driver at all times.
16. Pupils must cross the highway at least ten (10) feet in front of the school bus and never behind it.
17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline shall be exercised by pupils at the bus loading area. Students shall refrain from pushing and shoving other students.
19. Pupils who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
20. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
21. In the event of an actual emergency, emergency exit procedures as established by the emergency exit drills, will be followed.
22. Parents of students causing damage to school buses will be held responsible for proper reimbursement to the school department or the bus contractor.
23. Pupils are not to run errands between the bus stop and their home.
24. No student shall throw anything at, on, or in a school bus or in any way interfere with the safe operation thereof.

TRANSPORTATION DISCIPLINARY PROCEDURES

- I. In accordance with the previous guidelines, a student may be disciplined; receiving loss of bus privileges, detention, or suspension, for inappropriate behavior on a bus.
- II. Discipline

1. School Bus Transportation is a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
2. The driver shall report to the Bus Company Manager and the Administrator any violations of the Student Bus Code, stating student's name, school attending, date and nature of the violation.
3. The school administrator and Bus Company Manager shall jointly investigate the violation and, if substantiated, the student shall for a first offense be given a verbal warning. Also, a letter from the building principal shall be mailed to the student's parents 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 in accordance with the General Laws of Rhode Island.

III. Suspension Policy of Riding Privileges

2nd Violation - 5 school days

3rd Violation - 15 school days

4th Violation - suspension for remainder of school year ending in June.

The Lincoln Student 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.

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

The goal of the Student Behavior Code is to foster a positive environment which promotes learning. A positive school environment is more than a set of rules and their corresponding punishments. The Lincoln Public Schools will continue to provide a structure of incentives to acknowledge and reward students for proper behavior and academic achievement.

The Lincoln School Committee recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare, and safety of its staff and students on school transportation vehicles.

The School Committee, after having carefully weighing and balancing the rights of privacy of students and drivers/monitors with the district's duty to ensure discipline, health, welfare, and safety of staff and students on school transportation vehicles authorizes the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles. Such equipment may also be used to monitor the performance of transportation related employees in the fulfillment of their duties on school transportation vehicles.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established School Committee policy and administrative regulations governing student conduct and discipline. Transportation related employees shall be subject to established School Committee personnel policies, administrative regulations, and labor agreements including provisions related to evaluation, discipline, and dismissal.

The School Department shall comply with all applicable state and federal laws related to video recordings when, as determined by the district, and in accordance with law, such recordings are considered for retention as a part of the student's behavior record. Such records will also be subject to established district student records' procedures including access, review, and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents, and others as necessary of the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

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