



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

FILE: ID

SCHOOL DAY

The School Committee shall approve the length of the school day and the beginning and dismissal times at the various schools.

The length of the school day shall conform with the State Board of Education regulations requiring a minimum of 900 hours of sufficient instructional time to meet time and learning regulations.

Reaffirmed at School Committee Meeting of November 2, 1981
Reaffirmed at School Committee Meeting of February 11, 1985
Revised at School Committee Meeting of _____



STUDENT TIME OF ARRIVAL AND SUPERVISION BEFORE SCHOOL

The School Committee is responsible for establishing the hours during which the schools are in operation.

Each school building and campus shall be opened fifteen minutes before the start of the school day during which time supervision shall be provided. **Students shall not arrive at school prior to this supervised period.**

Supervision will not be provided prior to the fifteen (15) minutes before the start of the school day and students shall not arrive at school unless prior arrangements have made with the school principal or child's teacher.

Adopted at School Committee Meeting of December 4, 1981

Revised at School Committee Meeting of January 27, 1986

Revised at School Committee Meeting of _____



STUDENT CONDUCT ON SCHOOL BUSES

Bus transportation to and from school is a privilege for all pupils.

The bus shall be considered an extension of the school and students should conduct themselves while on the bus in a manner consistent with the Code of Conduct (JICDA). Students are expected to comply with the requests of the bus driver at all times. The driver has the authority and responsibility to maintain orderly behavior of students on the bus.

The school principal will handle all discipline and may deprive pupils of bus riding privileges for a reasonable length of time if rules are violated. In such cases, it shall become the responsibility of the parents of students involved to see that their students get to and from school safely and on time. In addition to being suspended from the bus, students are subject to discipline up to and including expulsion for serious misconduct on school buses. When a riding privilege is removed, parents of a student being suspended from the bus will be notified by telephone and receive written notice indicating the reason for suspension, the dates of the suspension, and the date for a reentry meeting and return to school.

Bus safety rules shall be published annually in the Parent Student Handbook.

Adopted at School Committee Meeting of January 26, 1981
Reaffirmed at School Committee Meeting of September 28, 1981
Revised at School Committee Meeting of January 21, 1985
Revised at School Committee Meeting of _____



BUS SAFETY RULES

WAITING FOR THE BUS:

On the way to school:

- Arrive early enough at the bus stop to avoid running across the street to catch an approaching bus.
- Wait on the sidewalk, in a driveway, or any safe area off the road.
- Be alert as you wait for your bus. No roughhousing with other children or playing with balls or other toys that could distract you.
- If an object drops into the street, **LEAVE IT**, no matter how valuable or important it is. It can be replaced – YOU can not.

BOARDING THE BUS:

- Wait until the bus comes to a full stop before moving toward it.
- Enter the bus single file, without pushing or crowding.
- Go directly to a seat and sit down immediately. (Do not save seats.)
- Remember that seats are to be shared. School bus seats can hold from two to three children. Each child should take up only one place.

WHILE ON THE BUS:

- Listen to and follow the driver's instruction at all times.
- Act courteously. Be thoughtful of younger students.
- No play-fighting, teasing, pushing, hitting, fighting, swearing or throwing objects allowed on the bus. Everyone is asked to keep their hands to themselves and treat one another with respect.
- Stay seated while the bus is moving. Seatbelts are recommended. Do not kneel or stand on seats. Climbing over/under seats is prohibited.
- Stay in the same seat until you reach your destination. No switching.
- The aisle must be kept clear. No feet, book bags, or equipment can be in the aisle or on a seat. Unless items can be held on your lap, or stored under your seat, they cannot be transported on the school bus.
- Talk quietly. Do not yell or use abusive language.
- Do not distract the driver. He/she has an important job to do.
- Keep hands, heads, and arms inside the bus. Never throw objects out a window.
- Never damage the bus in any way. Destroying property will be dealt with severely. Also, remember not to litter. Help keep your bus clean.
- Do not eat or drink while on the school bus.

LEAVING THE BUS AT SCHOOL:

- Stand up **ONLY** when the bus comes to a full stop.
- Leave the bus in an orderly manner.
- Students are to go directly to their classrooms.
- If an object drops into the street, **LEAVE IT**, no matter how valuable or important it is. It can be replaced – YOU can not.

BUS USAGE:

- Students may only ride the bus to which they have been assigned.
- METCO/Boston children may ride Lincoln School buses with parental notes from both families, authorizing the visit to a Lincoln host family. School secretaries will provide visiting students a day pass.
- Drivers are authorized to assign children to seats, if necessary.
- The Principal will work closely with bus drivers and parents to assure that Bus Safety and Conduct Rules are carefully monitored.

Students who violate these rules will be referred to their Principal and parents will be notified. Serious or repeated infractions can result in the loss of a child's privilege to ride a school bus. Responsibility for transporting children to school, in these cases, will shift from the school to the parent or guardian.



NON-DISCRIMINATION AND DISCRIMINATION GRIEVANCE PROCEDURES

The Lincoln Public School District is committed to ensuring that all of its programs and facilities are accessible to all students, staff and members of the public. We do not discriminate on the basis of age, color, covered Veteran status, disability, national origin, race, religion, sex, sexual orientation, or housing status. Inquiries regarding the district's compliance with Title IX and other civil rights laws may be directed to the Superintendent of Schools, Lincoln Public Schools, Hartwell Building, Ballfield Road, Lincoln, MA 01773.

Massachusetts and Federal law make it clear that all aspects of public school education must be fully open and available to members of both sexes and all minority groups. No school may exclude a child from any course, activity, service or resource available in that school on account of race, color, sex, religion, national origin, or sexual orientation of such child. Public law further requires that a person with a disability, regardless of nature and severity of handicap, must be provided a free appropriate public education in the most integrated setting possible.

It is also the policy of the School Committee to promote by affirmative action, equal employment opportunity without discrimination on account of race, color, religion, national origin, marital status, sex, sexual orientation, age, genetic information, ancestry or housing status. Further, a qualified person with a disability, who, with reasonable accommodation, can perform the essential functions of the job should not be disqualified simply because they have difficulty performing tasks that bear only a marginal relationship to a particular job. This policy shall be implemented to the full extent feasible in all its employment practices and by the inclusion of appropriate provisions in contractual agreements.

The Lincoln Public Schools is an affirmative action employer.

Inquiries regarding the district's compliance with Title IV, Title IX, and Section 504 and other civil rights laws may be directed to the Superintendent of Schools, Lincoln Public Schools, Hartwell Building, Ballfield Road, Lincoln, MA 01773.

A brochure outlining civil rights regulations, procedures, timelines and contacts regarding violation is available at the Superintendent's office and each of the school's offices. Additional information is available on the website of the Office for Civil Rights, U.S. Department of Education at <http://www.ed.gov/about/offices/list/ocr/>.

Inquiries about Title IX and other federal civil rights laws may be directed to the Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491 (phone number: 617-223-9662).

If you believe you or your child has been discriminated against, you should file your complaint to one of the following individuals:

- Principal, Lincoln School, Grades K-4
- Principal, Lincoln School, Grades 5-8
- Principal, Hanscom Primary School
- Principal, Hanscom Middle School

The district's coordinator for all issues relating to civil rights and discrimination is the Administrator for Student Services. The Administrator for Student Services can be reached at:

Hartwell Building
Ballfield Road
Lincoln, MA 01773
781-259-9403

Adopted at School Committee Meeting of September 14, 1981

Revised at School Committee Meeting of May 6, 1985

Revised at School Committee Meeting of October 16, 1989

Revised at School Committee Meeting of March 21, 1994

Revised at School Committee Meeting of March 2, 2006

Revised at School Committee Meeting of May 3, 2007

Revised at School Committee Meeting of February 26, 2009

Reaffirmed at School Committee Meeting of _____



HARASSMENT AND HARASSMENT REPORTING AND INVESTIGATION PROCEDURES

It is the policy of the Lincoln Public Schools to prevent unlawful discrimination or harassment of any individual working in or attending the schools and to encourage individuals to bring concerns about discrimination or harassment to the attention of the Administrative Team or the Superintendent of Schools.

The Lincoln Public Schools expect all individuals - employees and students alike - to treat each other with dignity and respect. As an equal opportunity employer, we are committed to maintaining an environment in which no employee, student, or visitor is subjected to unequal treatment because of race, color, disability, gender, age, nationality, religion, or sexual orientation. The Lincoln Public Schools will not tolerate any discrimination against or difference in treatment by or among employees, students, visitors, or others, based on these characteristics.

HARASSMENT

Harassment in the workplace is unlawful. Harassment includes verbal or physical conduct that may or does offend, denigrate or belittle any individual by reference to any of the characteristics listed above. Such conduct includes showing pictures, telling jokes, making innuendoes, vulgar gestures, or other behavior that creates an atmosphere of intolerance, bias, or intimidation.

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, dirty jokes, showing of offensive pictures, offensive sexual contact, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature under any of the following conditions:

1. Acceptance of or submission to such conduct is made a term or condition of an employee's employment, either explicitly or implicitly.
2. The employer's response to such conduct is used as a basis for employment decisions affecting that employee.
3. Such conduct interferes with an employee's work performance.
4. The conduct creates an intimidating, hostile, or offensive work environment.

Harassment in any form or for any reason is forbidden. This includes harassment of a subordinate by a manager, between employees, between students, or between students and employees, including student harassment of faculty and staff.

REPORTING HARASSMENT/INVESTIGATION

If you believe you have been harassed, or if you witness or learn about the harassment of another individual, you should inform your immediate supervisor or principal immediately.

Your supervisor or principal will promptly investigate the complaint. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions.

If your teacher, supervisor or principal determines that harassment has occurred, he/she will take action to end the harassment and ensure that it is not repeated. Corrective actions may include warnings, transfers, suspension, probation, and discharge proceedings. In the event that a student is determined to have harassed a student, employee or faculty member, the student will be automatically suspended from school for 1-3 days. If the harassment persists, the student may face expulsion.

If you do not wish to discuss the issue with your supervisor or principal, or if he/she does not address the problem, you should inform the Superintendent of Schools, Ballfield Road, Lincoln, Massachusetts 01773, 781-259-9409, who will, upon hearing of the complaint, conduct his/her own investigation. Upon request, and/or for cause, the Superintendent may designate a member of the Administrative Team to hear the complaint and/or conduct the investigation.

It is unlawful to retaliate against or punish any student or employee who files a complaint of sexual harassment or who cooperates in an investigation of a complaint of sexual harassment. The Lincoln Public Schools will not tolerate any retaliation against any person who files such a complaint or who cooperates in an investigation into possible harassment. The Superintendent will take disciplinary action against any person who engages in unlawful retaliation.

The Lincoln Public Schools urge all those in the school community to bring any concerns or complaints or harassment to our attention so that the issue can be resolved. The state agency responsible for enforcing the laws prohibiting harassment is the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, Massachusetts. The federal agency responsible for enforcing federal laws prohibiting harassment is the Equal Employment Opportunity Commission, One Congress Street, Boston, Massachusetts.

*Voted at November 4, 1996 School Committee Meeting
Revised at June 5, 2000 School Committee Meeting
Revised at February 26, 2009 School Committee Meeting
Reaffirmed at School Committee Meeting of _____*