



ADMISSION OF NON-RESIDENT STUDENTS

Children of Employees

The Lincoln Public Schools provide a quality education to all of its students. It is a sign of confidence and support for our programs if non-resident employees of the Schools and the Town wish to enroll their children in our schools. The Lincoln School Committee wishes to show its appreciation of such employees by extending enrollment to their children on a space available basis. In addition, the Committee wishes to extend such privileges on a reciprocal basis to employees of the Lincoln-Sudbury Regional High School. This policy is also governed by MGL, c 76, § 12.

Therefore, dependent children of employees of: 1) the Lincoln Public Schools, 2) the Town of Lincoln, and 3) Lincoln-Sudbury Regional High School, may attend the Lincoln Public Schools ~~or the Preschool on the Lincoln Campus~~ upon approval of the Lincoln School Committee based on the following guidelines:

Eligibility Requirements

For the purposes of this policy, eligible "employees" are full-time or regularly scheduled part-time employees working 25 (twenty-five) or more hours per week.

- A. A student whose parent leaves the employ of his/her qualified employer will no longer be eligible to be educated in the Lincoln Public Schools ~~or Preschool~~. If the parent leaves the employ before March 15, the student must transfer out of district. If the parent leaves the employ after March 15, the students may continue to attend the Lincoln Public Schools ~~or Preschool~~ for the remainder of the school year.
- B. Eligibility is dependent upon the ability of the Lincoln Public Schools' to meet the educational needs of the child(ren) within the normal academic program and student support services.

Criteria for Enrollment

In consideration of both cost and space constraints, the School Committee reserves the right to limit the total number of employees' children to ensure the quality of education delivered to all the District's students.

Space availability will be determined by the actual enrollment in any grade or program at the time an employee requests to enroll their child in the Lincoln Public Schools ~~or Preschool~~. The number of seats available will be established by the School Committee's Class-size Policy.

- A. Eligible dependents that, by their enrollment, would cause a given grade to exceed its target class size will be denied admission unless recommended by the Superintendent and approved by vote of the School Committee.

- B. First priority will be given to children of the members of the Lincoln Teachers Association; remaining seats will be allocated to the children of employees of the Lincoln Schools, employees of the Town of Lincoln, and employees of the Lincoln-Sudbury Regional High School. If requests exceed the number of available seats the remaining seats will be allotted based on a lottery of all eligible families in a given grade level.
- C. Once admitted, enrollment in the Lincoln Schools or **Preschool** will continue so long as the employee continues to meet all Eligibility Requirements and Criteria for Enrollment; however, if a student leaves the district, he/she will be subject to re-admission on the same basis as all other new applicants.

Enrollment Procedure

- A. Non-resident employees desiring to enroll a child(ren) in the Lincoln Schools or **Preschool** will submit a written request to the Superintendent of Schools. Requests for admission should be made by April 1 of the school year preceding the September in which enrollment is desired. The Superintendent may waive this date under extenuating circumstances.
- B. Based on the Criteria for Enrollment the Superintendent will recommend to the School Committee admission of eligible children.
- C. The School Committee will communicate its decision regarding enrollment by June 30, except under extenuating circumstances.
- D. The non-resident employee will be responsible for the transportation of his/her child(ren) to and from School.

Adopted by the Lincoln School Committee on June 17, 1998

Revised September 28, 1998

Revised March 30, 2003

Revised _____



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, **gender identity**, 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 June 16, 2011



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~~sex, age, ~~nationality~~national origin, religion, ~~gender~~identity, 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 June 16, 2011*