

Welcome to



Lincoln Elementary School

Dear Parents,

Never again will there be a more rewarding, exciting, or challenging time than this phase of life when you have elementary school students! They are full of life, full of energy, and eager to learn and grow into the person they see before them-YOU-their parent. You are the role model they will most pattern their lives after. And believe it or not, they truly do listen to **every** word you say! What an awesome responsibility to be able to shape the life of your child.

We at LES also take the responsibility that you have given to us as your child's educators just as seriously! We know that we too are role models for your student, but also teachers of life, love, and learning.

This Student Handbook is an effort to share guidelines and expectations of LES students. As we both work to meet our responsibility of loving, educating, and meeting your student's needs at home and at school, please use this to help your student and child understand his/her responsibility to become a productive student and person. It takes the efforts of many to raise a child. Let's most certainly work together to help your child become the best person for our society that he/she can be.

We look forward to working together as a team to help your child meet their potential and celebrate together as they learn, grow and achieve.

Sincerely,

Lincoln Elementary School Administration
Jennifer Magner-Principal
Beth Kusar- Assistant Principal

School Hours:

Supervision at school begins at 7:45 AM and ends at 3:30 PM when the last load of busses leaves. Students should not be on school grounds prior to 7:45 AM or after 3:45 PM. Students who are walking home from school are required to leave school immediately after the first bell at 3:15 PM. Classes begin at 8:03 AM and end at 3:15 PM.

School Exercise:

We believe that exercise is an important way to start our day. Research has shown that exercise sparks the brain and actually increases learning. At Lincoln Elementary we ALL start our day with 15 minutes of vigorous exercise from 8:05-8:20am to get our heart rate elevated and our brains prepped for learning.

Breakfast For All:

Breakfast is served for all students in their classroom between 8:20 and 8:40 each day. This is free for all students and makes sure all of our students have the proper nutrition to start their day off well!

Lunch Hours:

Kindergarten:	11:05 - 11:50	(lunch first, then recess)
First Grade:	11:30 - 12:15	(lunch first, then recess)
Second Grade:	11:20 - 12:05	(lunch first, then recess)
Third Grade:	11:20 - 12:05	(recess first, then lunch)
Fourth Grade:	11:55 - 12:40	(recess first, then lunch)
Fifth Grade:	11:55-12:40	(lunch first, then recess)

Cafeteria Lunch and Breakfast:

- Cafeteria meals may be paid for in the main office on a weekly, monthly, or yearly basis. Please make checks payable to LES. Credit cards may also be used with a \$0.50 charge for their use.
- Lunch prices: Student \$2.75, Student Reduced free, Adult is \$4.00
- Please ask the LES office personnel for the form to be completed to determine if your student is eligible for a free or reduced lunch.

Last Minute Transportation Changes:

Lincoln Elementary School will use School Dismissal Manager to make life easier on you and the school when it comes to making dismissal changes. The purpose is to enable you to easily and securely inform the School Administration regarding your wishes for your child at dismissal time. The system will provide a more organized and efficient tracking system for end of day dismissals. It is intended to replace the notes and phone calls to the office that let the school know of changes to your plans for your child(ren)'s dismissal. You will also be able to use the system to report your child(ren) absent.

At the beginning of your school year you will receive an email with instructions on how to use the system along with your personal credentials. After that, you'll just need to log in when there's something different in your child's normal dismissal routine and click to change. It's that simple.

Early Dismissal From Class:

Early dismissals from class and tardiness to school are strongly discouraged. A student that misses only 10 minutes of class per day, over the course of a school year, misses seven days worth of instruction. When an **occasional** early dismissal cannot be avoided, the student must be signed out of school through the front office by a parent, guardian, or other authorized adult. The office staff will call your student's classroom to ask them to meet you at the office. For the safety and security of your children, parents should not ask a teacher to have a student leave directly from the classroom.

Snow Days:

There may be times when winter weather dictates a school day to be delayed or canceled. Because there will be times when this decision is made early in the morning on a school day, notification can be a challenge. Please tune in to local radio stations or <http://www.deltaschools.com> for verification of a delayed start or cancellation. The school will attempt to use Power Announcer to make automated phone calls home.

Bus Information:

- Students are expected to follow school district policies regarding school district transportation. Please carefully read the policies provided during registration.
- Parent / Guardian must call to change any transportation arrangements for after school. Please call before 2:30 PM to make changes to your child's afternoon transportation arrangements.
- Bus conduct notices given for violation of bus safety will also be given to the school's administration for follow up and possible consequences as outlined in the policy.
- Parents / Guardians may contact the Bus Barn at 874-3886 to receive information regarding transportation, conduct violations, or items left on a bus.

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness. Please make sure your students are at school before the bell rings at 8:03AM.

The provisions of this policy shall be applicable to all students in the District, including those above and below the age for compulsory attendance as required by law.

PowerSchool:

PowerSchool is a software program that our school district uses for student grading and record-keeping purposes. With this program it is possible for parents to access their child's academic progress from any computer with Internet access. In order to do so, you need a username and password. At the beginning of the school year, students and parents will receive this username and password. If you need to be reminded of your username or password, please contact the office and speak with Angel or Lori.

Classroom Parties:

At certain times of the year classrooms will have parties. These typically occur for fall harvest, Christmas, Valentine's Day, and the end of the year. Class parties are most often held during the last hour of the school day. Please check with your child's teacher for specific information on classroom parties, and how you can help.

"Virtuous Kid" award:

This award is given to LES students who exemplify positive personal characteristics and traits. Each student who is honored as a Virtuous Kid will be given a certificate and his or her photo will be placed on our Wall of Virtuous Kids. Our staff of teachers gives awards on a weekly basis. This program is sponsored by our local Kiwanis Club, and the weekly awards are presented to each student by a Kiwanis Representative.

Homework Guidelines:

A parent can expect:

- Nightly Homework, Monday through Thursday.
- Nightly homework in Go Math.
- To review spelling words each night. Check with your child's teacher for specific spelling homework procedures.
- To read nightly with your child. We recommend at least 30 minutes per night.
- That the time spent doing homework increases as the grade level increases.
- A general rule for knowing how much time homework should take each night is Grade Level x 10 minutes. Example: 3rd Grade x 10 = 30 minutes
- If your student is spending considerably more time completing homework than is indicated by this guideline, please consult your teacher for tips and suggestions on more efficient homework completion.

Field Trip Permission Forms:

- Parent permission forms **must** be signed in advance. A child may not attend a trip without having a completed form. When they miss a trip, an appropriate classroom setting will be provided for them until their class returns from the trip.
- Field trips are a privilege, and there are times when a student may be asked not to participate in a field trip because of his or her inappropriate behaviors. If a child has demonstrated that he or she does not have the ability and/or willingness to be responsible to follow the directions of authority, it is generally unsafe to allow that student to participate in a field trip because of the danger that could happen. However, he or she may be allowed to attend if a parent agrees to accompany the student on the field trip.

Medication At School:

Students may not be responsible for their own medication. A student may not possess a medication, even as simple as an aspirin, cough syrup, or cough drops. **ALL** medications, prescription and non-prescription, must be handled as follows:

- Parents must bring medications to the office.
- Prescription and non-prescription medications must have a **permission-for-medication form** completed by the prescribing physician. This form needs to accompany the medication and both the medication and this form must be turned in to the school's main office. Forms are available at the doctors' offices and at the school office.
- Medication must be in the container provided by the pharmacist.
- If, by mistake, a student brings a medication in a backpack or pocket, the student should immediately give it to a teacher or administrator.

Accidents Occurring At School:

The following procedure is used when accidents occur at school:

- The school health aide or school official will administer minor first aid.
- An injury beyond what care the school can provide is treated as follows:
 - o Parents, guardians, and then emergency contacts, as listed in the emergency information given by parents at the beginning of school, will be called.
 - o If no one is contacted, the school will make a decision about the next plan of treatment.
 - o In the case of a serious injury to the head, neck, or an injury that is causing intense pain, an ambulance will be called. Parents are responsible for the cost incurred. Insurance information is available at the school.
 - o **It is imperative that you keep your child's contact information up to date. When you change phone numbers or your emergency contacts change phone numbers, PLEASE let the office know of these changes.**

Optional student insurance is available through a private carrier. More information may be obtained from the office staff.

Personal Items Guidelines:

- Lunch containers, clothing, school supplies, backpacks, etc. should be labeled with your child's name.
- Leave at home: electronic devices and games, cellular phones, mp3s, pagers, stereos, etc. In general, these items may cause classroom and playground disruptions. Most importantly, these are items that can be stolen and misplaced.
- Bicycles, scooters, heelies, etc. may be used as a means of transportation to school, but may not be ridden on school grounds and must be secured during school hours.

Lost and Found:

For large items (coats, hats, backpacks, balls) look near the gym. For smaller items, such as jewelry, please check with the main office.

Appropriate Dress for School, Work, and Play:

The Delta County School District Policy on dress code can be read in its entirety in the District Selected Policies. However, for easy reference, below are some general guidelines to consider when dressing your student for school each day.

- Attire should be appropriate for weather and activity, protective from weather and injury, clean, neat, and appropriate for age level.
- Hats may not be worn in school. We ask that parents model this behavior by removing their hats when entering our building
- Your child should consider what days he/she has PE and wear appropriate shoes. Your child's physical education teacher will clearly define what type of shoes is safe and appropriate. Please contact our P.E. teachers if you have any questions or concerns
- Remember that the playground has gravel, rocks, and pavement as well as grass. Students are required to keep their shoes on at recess, and trying to run in sandals or high-heeled shoes are uncomfortable and unsafe.
- No undergarments or underwear should be showing with any outfit.
- Shorts and skirts must extend beyond the tip of the student's fingers when hands are placed at their side.
- Shirts, blouses, and/or t-shirts should be long enough to be able to be tucked into jeans, pants, or skirts.
- No bare shoulder or bareback shirts. Shirt straps should be at least the width of two adult fingers (1 ½ inches).
- Coats and/or jackets are a must during the fall and winter season. Pack a jacket in your backpack for unexpected changing weather conditions.
- Clothing items promoting drugs, alcohol, tobacco, sexual content, obscene language or content, harm against an individual or certain group of people, and defiance of any school rules is not permitted.
- Children do try to express themselves through clothing, hairstyles, and other accessories; however, items worn that disrupt the teaching-learning process are not allowed. Sometimes, in an effort to be "expressive", students are embarrassed when they arrive at school and decide the decision they made was not as "cool" as they thought. Please help your student in making thoughtful and appropriate choices.
- During Spirit Dress Up Days, be creative, but be thoughtful to follow dress code guidelines.

Toys, Games, Electronic Devices, Bikes, Skateboards, and Heelies:

Students should not bring personal toys, electronic devices (cell phones, I-pods, etc.) to school. The teacher will hold items brought to school until the end of the day. The school will not be responsible for lost, stolen, or damaged items that should not have been brought to school.

Many students like to ride their bikes to school. A bike rack is provided at the north end of the school. Upon reaching school grounds a student must walk their bike to the bike rack. Bikes should be locked. Skateboards and heelies may not be used on school grounds.

Capturing Kids' Hearts:

Capturing Kids' Hearts is a character education and anti-bullying program. All of our teachers have been trained in the importance of this program. This program emphasizes building great relationships with every student and then showing students how to use these skills with their peers, their teachers and even their families. You can see Capturing Kids' Hearts in action through handshakes, greetings, social contracts, peer accountability and positive conflict resolution.

Student Discipline:

It is LES's belief and policy to work with students to first inform and teach students about acceptable behavior. Rules and procedures are taught and needed at school for the safety and well being of all students as well as providing a productive learning environment for all. **Discipline is enforcing simple school and classroom rules that facilitate learning and minimize disruption. It also involves working to prevent serious issues of emotional or physical harm to others.** When a child knows and understands what is acceptable or unacceptable behavior at school, it is our goal to help the student change an unacceptable behavior. The following guidelines will be used to support students and provide discipline:

- Students will receive guidance and counseling when they lack insight and understanding regarding their own behavior.
- Disciplinary consequences will:
 1. Be appropriate for the offense committed.
 2. Provide safety and structure for the student(s) and their peers.
 3. Support the student in changing misbehavior. Students need encouragement to improve their behavior and assistance in learning how to improve.
- Parents or guardians may be contacted when they visit the principal or assistant principal so that they may be a support system along with the school for helping a child improve his/her behavior. At times, a conference with the Principal or Assistant Principal may be necessary.
- In-school suspension, which includes guidance, support, planning for change, and opportunities to build new skills will be used when a student's misbehavior presents a safety concern or the student's misbehavior is causing a disruption to the learning environment.
- Out of school suspension may be used when a student's misbehavior is a significant or repeated safety concern, or the student's misbehavior is causing a significant disruption to the learning environment.
- Parents may be asked to assist their children improve behavior at school. Structures may need to be put in place in the home that provide students rewards and sanctions, based on their behavior at school.

Although it is LES's intention to guide students to appropriate behavior, severe disruptions may require suspension and/or expulsion, depending on severity. Please read the Delta County School District Selected Policies for a full listing and understanding of infractions that may not be listed below.

- Fighting
- Stealing
- Damage to school property
- Behavior with harmful intent (spitting, biting, kicking, tripping, pinching, grabbing, pushing, pulling hair, scratching, etc.)
- Verbal disrespect to adults
- Foul language, gestures, and/or pictures
- Leaving class or school grounds without permission
- Harassment (improper touching, bullying, inappropriate language or suggestions of sexual nature, etc.)
- Habitual disciplinary problems

- Possession of guns, knives, matches, or other dangerous items
- Other offenses deemed necessary by the principal and stated in the District Selected Policies

Students Rights and Responsibilities:

❖ ROAR Pledge:

I will be respectful, on task, always safe and responsible.

❖ I'm a Lincoln Lion, and I take pride in my school and myself.

❖ I have the right and responsibility to learn:

- ✓ I am responsible for my own learning, and I'll allow others to learn.
- ✓ I do my best at all times.
- ✓ I come to class with the necessary books and materials.
- ✓ I do my homework.
- ✓ I arrive on time.
- ✓ I am respectful during assemblies.
- ✓ I bring home all school information for my parents.
- ✓ I have the right to be respected and to be treated with dignity and the responsibility to treat others in a similar manner.
- ✓ I demonstrate respect of others without discrimination against race, culture, or ability.
- ✓ I treat everyone kindly and with respect.
- ✓ I speak to others in an appropriate and polite manner.
- ✓ I listen when others speak.
- ✓ I respect other people's space and belongings.
- ✓ I work quietly so that other students can work.

❖ I have the right to be safe and the responsibility to permit others to feel safe:

- ✓ I obey all school rules.
- ✓ I avoid games that promote violence and that could hurt others.
- ✓ I keep my hands and my feet to myself.
- ✓ I tell an adult if someone is hurt or is doing something dangerous.
- ✓ I listen to the supervisors.
- ✓ I use school equipment in a safe and respectful manner.
- ✓ I play safely on the playground equipment and only when it is my turn.
- ✓ I follow bus safety rules.

❖ I have the right to learn in a clean environment and the responsibility to do my part in helping to keep our environment clean:

- ✓ I keep my desk and classroom neat and tidy.
- ✓ I dispose of trash on the playground in an appropriate way.
- ✓ I do my part of keep the cafeteria clean.

Tobacco Free Environment

Lincoln Elementary is a tobacco-free environment. The use of tobacco products is prohibited anywhere on our campus. Thank you for your consideration.

Parent Responsibilities:

- ❖ Students need to be dressed appropriately for school and the weather.
- ❖ Students need to be on time to school and are not picked up early.
- ❖ Students need to be ready to learn each school day.
- ❖ Students need to be adequately fed and rested.
- ❖ Students need to complete all homework.
- ❖ Students need appropriate supplies and materials for school and school functions.
- ❖ Students do not bring toys and electronic devices to school.
- ❖ Parents need to read the information in the Tuesday folder, sign any necessary items in the folder, and return these items to school with their children.
- ❖ Parents need to be a positive advocate for their child's education.

Please Visit Lincoln Elementary School!

- Parents, grandparents, and volunteers are always welcome and much appreciated at LES. To ensure the security of students and staff, visitors **always** sign in at the office and wear a visitor's ID at all times. Most likely we know you, but substitute teachers and other guests may not. It is crucial that you identify yourself every time you visit.
- Due to the potential disruption of the school environment, students may not invite personal friends or relatives to attend classes with them for the day.
- If you are able to volunteer in the classroom, please let your child's teacher know. All LES volunteer names are submitted to our District Office for a background check and approval. Check at the office for the procedure for recording volunteer time at LES. The office staff is happy to help answer any questions about supplies or workroom equipment.

How to Contact Your Contact Your Child's Teacher:

Teachers may be contacted during school hours by telephone or email. You may call the school number, 874-3700, and leave a message for any teacher. The teacher will return your phone call as soon as possible, at least within 24 hours. If you would like to email your teacher, you may do so by using the following formula: first name period last name @ deltaschools.com (for example: jane.doe@deltaschools.com). All teachers and staff have email addresses and check their email accounts on a daily basis. Email is for school purposes only.

Personal Parent-Teacher Conferences:

Although Parent-Teacher Conferences are typically held twice a year a parent or teacher may believe it is necessary to hold a conference in addition to these times. Please contact your child's teacher to set up a conference at a mutually convenient time. You may call the office to leave a message for a return phone call from the teacher.

Make-Up Work:

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 2 days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator. There shall be 1 day allowed for make-up work for each day of absence for unexcused absences.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The District shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Absences From School:

Daily school attendance is essential for LES to provide your children with a quality education. It is important that your child attend his or her classes every day unless your child is sick. If your child displays the following symptoms, it is likely that he or she has a cold or some other communicable disease: slight fever, sore throat, cough, rash, or vomiting. Protect your child and others by keeping him or her at home until these conditions pass, but please call the office by 9:00 AM if you have chosen to keep your child at home.

[See enclosed Delta County School District Attendance Policy]

Please sign and return this page to your child's teacher!

**Student Handbook
Awareness Statement**

We have received the Student Handbook, including general information, rules, and regulations. We realize that we are responsible for reading and following its contents. *Parents are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.*

Date: _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Teacher Name: _____

Lincoln Elementary School does not discriminate on the basis of race, color, national origin, gender, age, or disability.