



Lincoln Elementary School

Dear Students and Parents,

Welcome to Lincoln School! We look forward to meeting you who are new to our school. We welcome back those who have been here before.

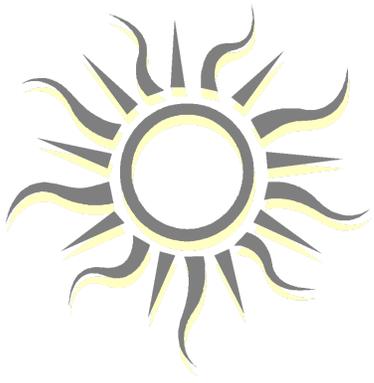
As the new school year begins, we look forward to new opportunities to teach our students. We hope to create a learning environment that ensures that all children are safe. Lincoln's Code of Conduct addresses the concepts of respect, organization, achievement, and responsibility (ROAR). We strive to incorporate these concepts in our learning environment. Students will be encouraged to take the necessary risks that learning new skills requires. It is our hope that as students learn new skills and apply them in their daily routines; their confidence in their own abilities will continue to grow.

We need to work together in order to encourage self-confidence, respect for ourselves and our peers, and develop a respect for authority. Together, we can help in preparing your child to become a responsible, knowledgeable, well-adjusted individual.

This handbook is designed to help assist with questions concerning the operation of Lincoln School. It is important that students and parents read this handbook so you gain a clear understanding about current school procedures. We encourage you to contact the school whenever you feel the need. Working together will make this a successful year for everyone.

Sincerely,

Beth Marchini
Principal



Mission Statement

It is expected that the Lincoln School Community of learners will strive to become problem solvers, effective communicators, respectful and responsible individuals, and lifelong learners.

We believe this vision will be realized when:

- Students are actively learning as individuals and as group members.
- Student learning is linked to real-world experiences.
- Student learning is addressed through a wide range of modalities.
- Students are given opportunities to make responsible decisions about their learning and behavior and are held accountable for their actions.
- Students are challenged to use acquired information across subjects to solve problems.



RoAR Expectations

R - Respect

O – Organization

A – Achievement

R - Responsibility

Lincoln School Staff

Principal Mrs. Elizabeth Marchini
Assistant Principal Ms. Megan Zanocco
Secretary Mrs. Ana Maria Gutierrez
Secretary Mrs. Lori Hornbeck
Nurse Mrs. Julie Bell
Head Custodian Mr. Bret Daehler



Kindergarten

Mrs. Curtis
Mrs. Fouke
Mrs. Atchison (Dual Lang.)
Mrs. Ibarra (Dual Lang.)

First Grade

Mrs. Dornbush
Mrs. Shepherd
Ms. Castillo (Dual Lang.)
Ms. Holec (Dual Lang.)

Second Grade

Mrs. Cooper
Mrs. Deery (Dual Lang.)
Ms. Worrell
Mrs. Yates (Dual Lang.)

Third Grade

Mrs. Becker
Mrs. Thunberg (Dual Language English)
Ms. Peterson (Dual Language Spanish)
Mrs. Zabel

Fourth Grade

Mrs. Graff
Mrs. Denning
Mrs. Bicksler

Fifth Grade

Mr. Anderson
Mrs. Diamond
Ms. Blackburn

Blended PK

Mrs. Koehler

Life Skills

Mr. Johnson
Mrs. Lakowske

MLP

Ms. Loofboro
Ms. Pusateri

Art

Mrs. Urban

Music

Mrs. McClelland

P.E.

Mr. McLarty
Ms. Turner

Resource and Instructional Teachers

Mrs. Lentz
Mrs. Cassidy
Mrs. Meyers

TPI

Mrs. Yuri Consuelos

Reading Specialist

Mrs. Bennett
Ms. Jarvis
Ms. Black
Mrs. Yunker

Instructional Coach

Mrs. Mutton

Library

Mrs. Bowley

Computer Lab

Mrs. Boardman

Speech

Ms. Weil
Ms. Musiak
Ms. Lebeau

Psychologist

Mrs. Kiesel

School Counselor

Mrs. Holmes

**Lincoln Elementary School
1011 Bonus Avenue
Belvidere, IL 61008**

Phone 815-544-2671 Fax 815-547-4222

Visit us on the Web at www.district100.com



Daily Schedule

7:15 – Office Opens

7:20 – Doors Open to Students

7:30 – First Bell Rings

7:40 – Tardy Bell / Classes Begin

10:20 – 11:05 – Lunch/Recess I Grades K & 4

11:05 – 11:50 – Lunch/Recess II Grades 1 & 2

11:55 – 12:40 – Lunch/Recess III Grades 3 & 5

2:05 – School Dismissal

3:30 – Office Closed

Hours for Blended Preschool: a.m. 8:00 – 10:30 a.m.; p.m. 12:00 – 2:30 p.m.

Arrival and Dismissal

Students should not arrive at school before 7:20 A.M. Students arriving before 7:20 A.M. will not be supervised. Students will only be permitted in the building if there is inclement weather. Inclement weather is described as temperatures of 10 degrees or below when factoring in wind chill. Rain and heavy snow resulting in wet clothing would be another example of weather that would warrant waiting inside before the bell and indoor recess.

Students receiving rides to school are to be dropped off in the circle drive located in the front of the building. Please drop off at **CURB SIDE ONLY** with only one lane of traffic. Parking is prohibited in this area since it will halt the steady flow of traffic. Students riding the bus will be dropped off in the back of the building. This drop off area is intended for buses only.

It is suggested that you share this information with the person providing transportation. There will be no exceptions.



Absent Call-in Procedure

1. A parent must call Lincoln school before 8:00 a.m. at 815-544-2671.

You may leave a message if you receive the school's voice mail.

2. When calling, please give your child's full name, teacher's name, and the reason for the absence. **If you do not leave a reason, your child will be marked as unexcused.** Please be brief, as there will be other parents trying to call.

3. If you fail to report the absence to school, you will be contacted to determine why your child is not in school. We now use School Messenger Service. This is an automated calling system. In the event that you do not call and report an absence, the system will call you and ask you to do so. (This system is also used for other messages to parents.) Please keep your telephone number updated in the office.

4. A note explaining the child's absence **is not** required when your child returns to school unless specified by the principal.

Attendance

If your child is truly sick, he should stay home, of course, but missing school for any other reason can become a bad habit. Studies show that kids who have poor attendance in the elementary years are much more likely to drop out of high school later. When your child is absent from school, he misses more than the day's lessons. Class discussions can be just as valuable.

You can show your child how important you think good attendance is. ***Schedule doctor's appointments, haircuts, shopping, and family vacations after school hours.*** If parents choose to vacation during the school year, work will be made up upon the student's return. This allows teachers time to compile missed work as the class completes it. It is very difficult for the teacher to project what will be accomplished in advance. It is encouraged that students not be taken out of school for vacations. Classroom discussions cannot be made up.

If your child must stay home due to illness, ask the school if assignments can be sent home. Keeping up with schoolwork will make things easier when he returns. Finally, remind your child that going to school is his number one job!

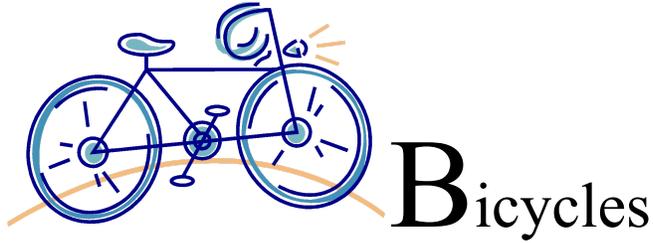
*All students who miss 3 or fewer days of school will be entered into a drawing at the end of the school year for a bicycle. One boy's bicycle and one girl's bicycle will be given away.

Admissions

New Kindergarten students must be five years old on or before September 1 of the year in which they are enrolling. A physical and dental examination is required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins their first day of school. Eye exams must be completed and turned in to the office prior to October 1. Student's ages need to be verified by a certificate of birth. Also necessary to complete registration is proof of residency, which must be turned in at the district's Central Office.

Agendas

Agendas are to be used by students in grades 1-5. These books will be distributed to students on the first day of school. We expect students to use the agendas to help them keep organized. Agendas also keep you informed about what is going on at school. Please check them daily.



The school assumes no responsibility for bicycles. Provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. The decision to allow a child to ride his/her bike to school is up to the parent. The school does reserve the right, however, to deny a student the privilege of bringing his/her bike onto school property if inappropriate behavior warrants the restriction. Students are not to ride bikes on school property.



Students may bring healthy treats to school to celebrate their birthday. **Birthday treats must be store bought. Homemade treats are not allowed.** However, no obligation is intended. This is a completely optional gesture. In order to create the least amount of confusion please send something that is easy to eat. **Gum is not an appropriate treat.** In lieu of a treat some parents may wish to purchase a book or game for the classroom and donate the item in their child's name.

If you choose to send a treat, please contact the teacher in order to determine a time that the treat will be distributed. It can also help to avoid having more than one student bring a treat in one day. Please refer to the district's nutrition policy to determine what is an appropriate treat.

Please do not send party invitations to school. Often times, it creates disappointment and hurt feelings for those who do not receive an invitation. As careful and discreet as we try to be, students are aware of who is invited and who isn't. (Please note that the school cannot provide names, addresses, or phone numbers of other students.)

Books

Students are responsible for the textbooks and/or library books loaned to them. There will be charges for any lost or damaged materials. These charges will be billed to the parent.

Please make every effort to see that supplies are available for your child's use at all times. It is very difficult for students to complete their assignments when they don't have the necessary materials.



Bus Schedules and Procedures

Some of our students travel to and from school by bus. PBIS bus expectations are shared with all students and are posted on every bus. It is expected that all students scheduled to ride the bus home will do so, unless we have received notification of alternate arrangements.

Your child is not to ride any bus other than the one he/she is scheduled to ride. Those who do not ride a bus cannot ride a bus to go home with a friend.

Information regarding bus schedules, pick-up points, or other information, should be obtained by contacting the Director of Transportation at (815) 544-9766. Please become familiar with the Bus Safety Rules and Misconduct Procedures as found printed in the District Handbook.



Change of Address

It is very important for emergency and administrative reasons, that every student has an up-to-date record at the school office. Notify the school immediately if any changes such as change of address, phone, emergency contact or place of employment have been made since the beginning of the school year. Proof of residency must be turned in and approved by the Central office before any address change can take effect; this includes any change to your child's bus pick-up and drop-off address. **It is essential that emergency numbers be on file at the school in case of emergency.**



Communications

(Lincoln Ledger Newsletter)

Lincoln's newsletter, the Lincoln Ledger, contains items of interest to students and parents. This newsletter is distributed every other Friday. At least one article will discuss a facet of the school program, and other timely information will be featured in this newsletter. Please take time to read the school newsletter, as it often contains important information regarding school activities.

Compact

Lincoln School has a school compact outlining the responsibilities of students, parents, teachers, administration to ensure the success of all students. This is an "agreement" that all parties sign at the beginning of the school year. A copy will be in your child's weekly take home folder to refer to often. Let's all do our parts to ensure success for all!

Computer Lab

Lincoln School is very fortunate to have a computer lab. Due to the expense of buying and maintaining this lab, strict rules will be enforced. Any misuse of the equipment will result in the suspension of the privilege to use the lab. If a student damages any software or equipment, the parent will be responsible for paying for it. An Internet agreement will be sent home at the beginning of the year. Each parent is expected to read, sign, and return the agreement after discussing the terms with their child.

Conduct

The school provides an orderly and friendly environment for learning to take place. Students at all times and in all school settings should conduct themselves as responsible persons in the school community. They should respect the rights and feelings of fellow students, behave in ways which assure safety to both themselves and others, follow all school rules, and cooperate fully with all adult supervisors.

Teachers and parents should stress good manners and courtesy as being a necessary ingredient to good safety. Good safety practices are learned. Your help in transmitting these rules could help to prevent accidents and will be appreciated.

School-wide Standard of Discipline

To assist students in following the ROAR Expectations, the Lincoln staff has adopted a program called Positive Behavior Intervention Support (PBIS). As part of this program, Lincoln School will have expectations, as outlined on the next page, posted in each setting. Any staff member can reward appropriate behavior with “Lincoln ROAR” stickers.

Discipline Referral Forms will be used by staff members to determine consequences for inappropriate behavior. Consequences are dependent on the severity of the behavior, and grade level, and/or frequency of the student. These consequences range from verbal warnings to out-of-school suspensions and, for severe behavior, expulsion. For classroom managed incidents, a Minor Incident Report will be sent home.

The classroom provides the environment where students spend most of their learning time at school. Teachers are responsible for establishing their individual classroom rules and they are also responsible for providing students with appropriate instructions. Students are expected to be responsible, attentive, and cooperative. They must remember that only through their own genuine efforts can they make academic progress. Students have a further responsibility not to interfere with the opportunities of other students to learn.



Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:

PRESS 7:190, *Student Discipline* PRESS 7:190-AP2, *Gang Activity Prohibited*

BULLYING

Bullying is defined by action(s) that is repetitive, aggressive, and includes an imbalance of power. IL School Code (Section 27-23.7) Defines it as:

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students and has the effect of one or more of the following:

- a. Placing the student or students in reasonable fear of harm to the student's or students' person or property
- b. Causing a substantially detrimental effect on the student's or students' physical or mental health
- c. Substantially interfering with the student's or students' academic performance; or
- d. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Conferences (Parent – Teacher)

Parent teacher conferences will be held during the month of November. Parents are asked to make a specific appointment with the teachers of their children, regardless of the progress of the child. Conference forms will be sent home from the office. We will schedule conferences on a first-come-first serve basis. These conference times can be very valuable to your child's overall progress.

Some parents may be hesitant about participating in conferences, but our teachers can do a much better job with your child if they can share information directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.



Dress Code

We would like to review with parents and students some basic guidelines to be aware of concerning school attire. The following rules or guidelines should be followed:

- Shirts should be long enough so that when hands are raised, no skin is visible.
- Shirts with profanity or inappropriate pictures should not be worn to school.
- Shirts referencing drugs, alcohol, or cigarettes are inappropriate to wear to school.
- Students are not to wear hats in the building.
- Shirts or blouses should cover all underwear straps. Shirts that have spaghetti straps should not be worn to school - students will be asked to put on a shirt or jacket over spaghetti strap tops.
- We discourage children from wearing heellies and flip flops to school due to safety issues.

In general, students should dress in a neat, clean manner that will not disrupt the educational process.

Family Involvement

Families are encouraged to attend and participate in Lincoln's family events including Family Reading Night, Science Fair, etc.

Homework

Homework is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning and can provide meaningful opportunities for projects, independent study, research, and creative thinking. Homework assigned is over material that has already been taught by the classroom teacher. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. One way of accomplishing this would be to review your child's agenda planner with him/her each day.

Reading each night is an expectation that we have for each and every child who attends Lincoln. This expectation can be accomplished by students reading silently to themselves, parents or an older child reading to the child, or the parent listening to the child read. It is also important that students practice their weekly spelling words. These areas can be mastered most effectively with the help that students receive at home.



Interventions

Lincoln Elementary provides academic and behavioral interventions to students. Students who qualify for this service would receive extra support in reading and/or math during a pull-out period. Children who receive intervention will not be responsible for the class work missed during that time. However, your child will have the opportunity for exposure to the curriculum they missed at other times throughout the day. More information regarding your child's intervention program can be obtained from their classroom teacher.

LINC Time

Lincoln Elementary provides academic and behavioral interventions to students. Students who qualify for this service would receive extra support in reading and/or math during a pull-out period. Children who receive intervention will not be responsible for the class work missed during that time. However, your child will have the opportunity for exposure to the curriculum LINC Time (cont.)

they missed at other times throughout the day. More information regarding your child's intervention program can be obtained from their classroom teacher. In addition, students have the opportunity to receive enrichment if they qualify, through the grade level team. All other students will receive work to maintain current performance level.

Lost and Found

All clothing found on the school grounds is placed in the lost and found box located in the school's cafeteria. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. We encourage you to **mark your child's belongings**, including clothing. By doing so, the owner of the items can be readily found. All items not claimed at the end of the school year will be given to the Salvation Army.

Lunch Program

Children going home for lunch

If your child is going home for lunch, please send a note to the principal requesting that your child be allowed to leave school for lunch at home. We expect that proper adult supervision would be present during this lunchtime in the interest of the student's well being. Please make sure that your note is dated and signed.

Hot Lunch Procedures

Sodexo, the district's food service provider, serves meals each school day. The lunch program runs by an automated computer system and is handled by Sodexo personnel. Any questions or comments related to lunch accounts need to be directed to Sodexo food service staff either in person or by calling 815-547-3856.

- Students may buy lunch for \$2.50. Qualifying students may receive meals free or at a reduced price (parents must apply). Lunches may be purchased monthly, weekly, or daily. Purchasing weekly lunches lessens the chance of losing or forgetting daily money. If you purchase lunches weekly the child will receive credit for five days. If a child's account is in arrears, a slip with that information will be sent home with your child. If your child neglects to bring either a sack lunch or lunch money for a hot lunch, he/she

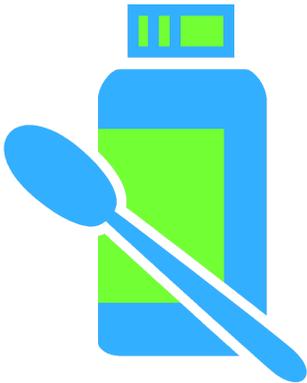
will be allowed to charge lunch for the day. On the second day the child will be asked to call you to either bring lunch money or a sack lunch.

- Breakfast in a bag will continue for the school year.

Hot Lunch Procedures - continued

- Please note that milk is part of the school lunch. If students wish to have more than one carton or students bringing a sack lunch wish to purchase a carton of milk the cost will be \$.40.
- The “Free and Reduced” applications are available at each school office. The completed applications should be returned to the school. The application is then sent to our food service provider for approval. You will be notified by Sodexo of the status of your application.

REMEMBER: SAYING “PLEASE” AND “THANK YOU” AND FOLLOWING THE RULES MAKES FOR A MORE ENJOYABLE LUNCHTIME!



Medication

Please refer to the District Handbook for details regarding medicines to be administered at school. Under no circumstances will medication be dispensed by the nurse or by the principal unless the proper district procedures have been followed.

In the event that your child needs to take medication at school, please obtain the necessary form from the school nurse. **This form must be completed before medication can be administered.**

Any student with cough drops will need to have a parent note sent to the school, giving consent.

Money

Children should not bring money to school unless for specific reasons. Money for lunch and/or milk, book orders, or other special occasions should be sent in an envelope that clearly states the intent and to whom the money should go. The student's name should also be clearly labeled somewhere on the envelope. Then if money is lost, we know to whom the money should be returned.

Pets

Due to carpeting at Lincoln School, students are not allowed to bring pets to school. Pets should not be on school grounds during arrival or dismissal time.

Physical Education

Students are required to wear gym shoes during physical education class. This is a measure taken to protect their health and safety while participating in physical education classes. If students have class early in the morning, it is strongly advised that they have an extra pair of shoes and socks available at school to change into should their feet get wet from the early morning dew.

If for some reason your child cannot participate in physical education classes, please request this in writing. Any restrictions from P. E. classes for more than five days will require a doctor's note.

Heelies are not appropriate for P.E. since the shoes are not flexible and not considered to be safe.

Students requesting that he/she be excused from gym class will also be excluded from recess.



Report Cards

Report cards are issued following the completion of each nine-week grading period. The report card is an important message from the school concerning your child's progress, not only in school subjects, but also according to his character traits. Please carefully review your child's progress and contact the school if you have any questions.

Midway through the grading period, you will be notified if your child is doing poorly in any subject area. This will be reported through the use of a progress report that will be mailed.

Report Cards (cont.)

Kindergarten

M = Meets

The student understands and uses the skill consistently

D = Developing

The student is beginning to understand and use the skill

N = Needs Improvement

The student has not yet mastered the skill

X = Not Yet Assessed

Grades 1-5

A+ = 100%

A = 92- 99%

A- = 90-91 %

B+ = 89 %

B= 82-88 %

B- = 80- 81 %

C+ = 79 %

C = 72- 78 %

C- = 70- 71 %

D+ = 69 %

D = 62-68 %

D- = 60-61 %

F = 59 and below

Tardiness

Each student is expected to be in school on time. Any student arriving after 8:20 A. M. or leaving before 8:20 A. M. will be marked absent for the morning. A student missing more than 40 minutes of instruction in the afternoon is considered absent. The afternoon portion of the day begins at 10:55 A.M.

*Please note that if your child is more than 40 minutes late in the morning or afternoon, he/she will be charged ½ day absence. This includes kindergarten.

Telephone

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements. Such arrangements should be made before coming to school.

Test Dates

Students will participate in a variety of assessments throughout the year including MAP, Access, PARCC, writing and grade level assessments. Please look in the school newsletter, notes in your child's agenda, and the school's website for these important dates.



Visitors & Volunteers

All visitors are required to report to the school office using the main entrance in order to sign in and provide a picture ID (this does not have to be a driver's license). Parents are welcome and are encouraged to visit the school. School visits/volunteering should be arranged through the

teacher **at least 24 hours in advance** (school visits/volunteering include: helping in the classroom, reading with students, making copies for teachers, etc.).

All volunteers must complete a Volunteer Information Form and Waiver of Liability prior to their first classroom visit, in accordance with District Policy 6:250. These forms can be obtained from your child's classroom teacher or from the office. A copy of the policy can be found on the last page of this handbook.

Visitors & Volunteers (cont.)

Classroom observations are separate from school visits and must follow District Policy 6:120. Please refer to the District Handbook.

Lunchtime visitors may join students for their eating period only. Lincoln student's friends and relatives from other schools or school districts are not permitted to be in attendance or to visit during the school day.

In order to allow your child the opportunity to enjoy lunch with peers and gain independence during this time, we ask that you limit your visit to no more than one time per month or on special occasions only.



Wellness & Nutrition

A Wellness and Nutrition Committee was formed to identify areas that our school district can improve and emphasize health of our students. This is in compliance with state regulations. The suggested health food list for snacks, birthday treats, and parties can be found below. Our district and school newsletters will also highlight activities and healthy ideas for the family and school.

Healthy Food and Beverage Options for School

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, etc.
- Slice fruit – nectarines, peaches, kiwi, mangos, apples, pears, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient

- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix
- Dry roasted peanuts, tree nuts and soy nuts
- Lean meats and reduced fat cheese sandwiches
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta Salad
- Bread sticks with marinara
- Yogurt and fruit parfaits
- Pudding cups
- String cheese, cheese cubes, single-serving cottage cheese

Wellness & Nutrition (cont.)

- Pure ice cold water
- **NO energy drinks are allowed at school at any time.** This is in alignment with our district's wellness policy, outlined in the Parent Handbook from the district.