

**Lincoln
Student/Parent Handbook
2019-2020**



Purpose, Passion, Belonging

This is OUR village and EACH means EACH

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Addendums

Attendance/Discipline Policies

Lincoln Expectations

- I am respectful
- I make good decisions
- I solve problems

Attendance Policy

At Lincoln Elementary we are very concerned about student school attendance because student learning is closely tied to whether or not the student is present to participate in the learning. Regular and prompt school attendance is highly related to overall student success in achievement. It is important that students are in class on time to participate in the learning from bell-to-bell each day. Students with perfect attendance will be recognized. Perfect attendance is defined as no tardy arrivals and no missing days or part days for any reason.

Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions, shall be excused, but are counted against perfect attendance. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Please call the school office at 925-8050 by 9:00 AM if your child is going to be absent or late, and no later than 2:30 for changes in dismissal plans. Our office attempts to make contact with the families of absent students each day—so your call saves time and a possible interruption for you. Please make any special arrangements (such as after school transportation) with your child before he/she leaves for school each day, and then you are sure he/she has the correct information. Phone call messages are welcomed and passed to the student or teacher, usually by noon. We do not interrupt classroom instruction with phone calls except in emergencies. Notes are placed in teachers' mailboxes or sent directly to the classroom. In the event that you must pick up your child from school, you **MUST** come into the office to sign your student out. This helps us ensure student safety.

***New Washington State School Attendance Law Highlights**

Schools and school districts must take certain steps to eliminate or reduce a student's absences:

1. After one unexcused absence in one month, the school must inform parents in writing or by phone of potential consequences of continued absences.
2. After two unexcused absences in one month, the school must schedule a conference with the parents and take steps to reduce absences.
3. After five unexcused absences in one month, the district must enter into an attendance agreement with the student and parent, refer the student to a community truancy board, or file a truancy petition with the court.
4. After seven unexcused absences in one month or 10 unexcused absences in a year, the district must file a truancy petition with the court if the student is under the age of 17.

*The law (2SHB 2449) can be reviewed online at -

<http://lawfilesexxt.leg.wa.gov/biennium/2015-16/Pdf/Bill%20Reports/House/2449-S2%20HBR%20FBR%2016.pdf>

School Rules and Procedures

Arrival to School

1. Supervision of students begins daily at 7:45. Breakfast begins at 7:45 and is finished at 8:20, when classes begin. Once students arrive at school, they are to not leave their classroom or playground boundaries without permission of school staff.
2. **Late Start Mondays**

Each Monday, school will begin one hour late. Bus schedules will be one hour later. Breakfast will be served beginning at 8:45 and conclude at 9:20.

3. Adults accompanying students to school after the start of school should **take student to the office to check in and not directly to the classroom**. If you would like to take the child to the classroom **please check in at the office and obtain a name badge**—this is to ensure child safety.
4. Students arriving by car should be dropped off in front of the school by the flagpole. Students arriving by bus must get out at the curb and go straight to the playground. If vehicles are parked away from the curb, students should be accompanied to the curb by an adult to ensure safety in this high traffic area during school arrival and dismissal times.
5. Students walking or riding bikes, scooters, or skateboards should cross at the crosswalk and walk to the front entrance by the flagpole. Except for use to and from school, skateboards, skates, roller blades, or “Heelies” will not be allowed to be used on school grounds during school hours.
6. While on school grounds from 7:45 to 2:55 use of **cell phones and personal electronic devices are not allowed. Such devices must be turned off and kept put away**. Violation of this rule will result in confiscation of the electronic device until day’s end. Continued misuse will result in the device being held for parents. Please do not contact your child on his/her cell phone until after school hours.

Student Departure and Checkout

1. **Phone calls requesting changes in student after school plans should be made no later than 2:30.**
2. At dismissal, students should walk in line with their teacher to the playground. Bus riders will get on the bus, families will meet their students, Walkers will be brought to the front doors by the office and dismissed. Please be prompt to pick up your child. Students not picked up by 3:05 will be brought back to the office.
3. Adults picking up students from school before 2:55 must check in at the office and not go directly to the classroom. **If you would like to pick up/visit a child at the classroom, please check in at the office and obtain a name badge**; this is to ensure child safety. Only those specified as designated persons may pick up students.

See attached Washington State Discipline Laws at the back of the packet.

Lincoln Playground Rules

Students Will...

1. Keep hands, feet and objects to yourself.

2. Play in a safe and courteous manner. Examples: Play flag football—not tackle football, no play fighting or real fighting, no throwing rocks, sticks, sand, gravel, snow or ice.
3. Use appropriate language.
4. Play in designated areas.
5. Follow the rules of the game.
6. Stay outside at recess, unless approved by a staff member to come in. Check in with a recess supervisor to use the restroom.
7. Stop playing when the bell rings, return any equipment to the equipment container, and go to your classroom.
8. Settle differences peacefully. Use “Kelso’s Choices.” Rock it out!
9. Not bring toys, hand held games, cell phones, iPods etc. from home on the playground, including balls, bats, and baseball mitts.
10. Not display affection to others, such as kissing and hand holding.
11. Wear your own clothes, shoes, jewelry, and accessories. Don’t trade these items with others.

Consequences/Interventions

Consequences/interventions for minor misbehaviors may include:

- Redirection and problem-solving.
- Time out or alternate activity at recess for one or more recess periods.
- Discussion with teacher, school counselor, or principal.
- Parent contact.

Severe Behavior

Severe behavior is behavior that is considered of such a serious nature as to cause harm to others, damage to the school facility, or disrupts the process of learning.

Severe Behaviors:

1. Fighting and physical violence/assault
2. Possession or use, or under the influence of drugs, tobacco, alcohol, inhalants.
3. Willful destruction or abuse of personal or school property.
4. Use of common objects (for example: pencil, scissors, rock, stick, ice, snow) in a dangerous manner.
5. Possession of dangerous weapons.
6. Theft or extortion.
7. Intimidation/harassment/threat/bullying/electronic bullying
8. Sexual harassment
9. Disobedience of adult direction/failure to comply



10. Inappropriate language
11. Disruptive behavior

Possible Responses/Consequences:

The severity of the behavior will determine the level of consequence(s) and/or intervention(s).

- Student meets with teacher and/or administrator to develop a verbal plan for improvement
- Student meets with principal, phone/mail contact with parents, and a plan of improvement is developed.
- Loss of privileges, isolation from classmates
- Alternate activity, restitution.
- In-School Suspension (ISS) and conference with parent, and/or administrator, and/or teacher.
- Short-term suspension from school. Re-admittance may require meeting with student, parent, administrator, and teacher. The parent will be notified prior to a suspension that is imposed.
- Long-term suspension from school. Re-admittance requires meeting with student, parent, administrator, and teacher.
- Contact with local law enforcement/school resource officer, parents will be notified.

Harassment/Bullying/Threat/Intimidation

All students should be able to work and learn in an environment free from harassment. Harassment, whether racial, sexual, verbal, or physical, interferes with our efforts to provide a safe and friendly atmosphere at school. Harassment may include taunting, badgering, heckling, tormenting, bullying, notes, or physical intimidation.

Sexual harassment is unwanted and unwelcome sexual behavior which interferes with a student's right to receive an education or to participate in school activities.

Racial harassment occurs when racial or other ethnic based verbal, written, or physical gestures interfere with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile, or offensive work or school environment.

Students who feel they are victims of harassment need to report their concerns to an adult at school and/or at home. All our students, Kindergarten through fifth grade receive ongoing instruction on how to deal with harassment and bullying.

Bullying is unfair and one-sided. It happens when someone continues hurting, frightening, threatening, or leaving someone out purposely. Name-calling, rude gestures, explicit pictures, inappropriate touching, graphic jokes, language, racial slurs, and put-downs are some examples of bullying.

Cafeteria Expectations

1. Be responsible and respectful
2. Come in quietly
3. Remain seated
4. Use indoor voices
5. Clean up after yourself

6. Line up and leave quietly
7. Eat only your own food

Dress Code

Lincoln students are expected to dress appropriately for school and for the weather. Students must maintain an appearance that is not distracting or disruptive to students and staff. Items that advertise or promote tobacco, alcohol or drugs, or contain pictured or verbal sexual references are not appropriate for a school setting and are not to be worn. No undergarments or midriffs are to be exposed, and no tank tops with spaghetti straps (less than one inch in width). No gang related clothing or accessories will be allowed. Shorts and skirts need to be long enough to reach below a child's fingers when their arms are placed at their sides.

Homework Policy

The Ellensburg School Board believes that homework is a constructive tool in the teaching/ learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

1. Practice – to help students to master specific skills which have been presented in class;
2. Preparation – to help students gain the maximum benefits from future lessons;
3. Extension – to provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity – to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment. The school principal shall establish guidelines which clarify the nature and use of homework assignments to improve school achievement.

Health Services

Lincoln's health room is in the office where sick and injured children can be cared for during the school day. First aid is administered by either the nurse or secretary. Parents/guardians may or may not be notified when a child visits the health room, depending upon the reason for the visit.

Please do not send students to school who have been vomiting, have had diarrhea, or have had a fever over 100 degrees in the last 24 hours.

The nurse reviews health information and develops care plans for students who have life-threatening health conditions and other significant issues. Diet prescription forms must be submitted for students who have food allergies or special dietary needs. Forms are available at the office. The nurse also oversees vision and hearing screening, medications, and immunizations.

Medication at School

If it is necessary for a child to receive medication at school please contact the nurse. No prescription medication or over-the-counter medication can be administered by school staff unless the Medication Authorization Form has been

filled out by a health care provider and parent/guardian. Forms are available at the office. Medications include cough drops, topical ointments, nose sprays, eye drops, medicinal patches, and oral liquids or pills. All medications must be brought to the school by the parent/guardian. Prescription medications must be in a pharmacy labeled bottle and over-the-counter medication must be in the original container with the child's name on the label.

Immunizations

Washington State law and school district policy require all students who attend school to be fully immunized, unless an exemption is signed by a parent **and a healthcare provider**. If a disease outbreak occurs, exempt students may have to be excluded from school until it becomes safe for them to return, which could be up to twenty-one days.

Title 1 Information

Lincoln a Title I school.

The following documents are available on the Ellensburg School District Title/LAP web page at <http://www.esd401.org/academics/title-i>. Hard copies are available upon request in the school office.

Ellensburg School District OSPI Report Card This report from the Office of the Superintendent of Public Instruction (OSPI) provides information on student achievement for the Ellensburg School District.

Written Citizen Complaint Procedures This document from OSPI outlines procedures for resolving issues of violation of a federal statute or regulation that applies to federal programs.

Parent and Family Engagement Policy The district Title I Parental Involvement policy outlines guidance for parent involvement.

Lincoln Teachers and Licensed Staff

Kindergarten

Jen Holmgren
Bevin Thayer
Jessica Horrock
Jordan Bengen

First

Kathy Harrell
Mandi Laurent
Christine Ray
Tia Ross

Second

Brenda Picha
Bobbi Johnson
Andrea Jensvold
Katie Hull

Third

Beth Vogt
Cathy Savidge
Amy Haberman
Ann Riley

Fourth

Toby Mahre
Annie Buchanan
Karen Foley

Fifth

Torre Frampton
Amy Holdeman
Shelby Wedekind

Special Education

Kristy Moorman
Peggy Kelleher

Title 1//ELL Services

Carol Mowry

Library

Toni Phelps

PE

Tom Wilson

Art

Stephanie Teasley

Music

Carol Alldredge

Strings

Kara Hunnicut

Speech

TBD

Occupational Therapy

Kristen Floan-Wood

Nurse

Kate Johnson

Counselor

Kyoko Cleveland

Challenge/Discovery

Marlene Hughes

Theresa Anderson

Lincoln Classified Staff

Title 1/LAP Paraprofessional

Cindy Sotelo
Lynn Leslie
Gretchin Kingston
Karin Rosen
Mone Reeves
Charleen Bouta
Tiffany Mallon

Paraprofessional

Nina Streepy
Nichol Thomas

Office Staff

Liz Holmes - Secretary Sue Hanson – Office Assistant

Recess Supervisors

Gay Dolozier

Cafeteria Supervisors

Sherri Edder

Food Service

Adriane Cashier- Mary

Special Education Paraprofessionals

Emily Johnson - Lisa Masters- Safaira Ogden

Custodians

Library

Sue Hanson - Library/Media Assistant

School Visitors/Volunteer Background Checks

ALL PARENTS AND GUESTS NEED TO REPORT TO THE OFFICE UPON ARRIVAL TO Lincoln, SIGN IN, AND GET A VISITOR'S BADGE.

We welcome all our volunteers' help! Any adult wishing to help in a classroom or attend a field trip must first complete and pass a background check through the Washington State Patrol. Forms are available in the office. It takes up to five business days to complete the background check, so please plan accordingly.

5. Lockdown

In the event of the school being placed in a lockdown, phone calls to the school may not be answered until the lockdown is completed or calls may be forwarded to the District's main office.

Nondiscrimination:

The Ellensburg School District No. 401 is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere. ESD School Board Policy 5011 and 5011P define and outline complaint procedures for any employee facing such discrimination. Policy 5011 can be found at <http://bit.ly/2i6toqT>; Procedure 5011 can be found at <http://bit.ly/2uIK11y>.

This district complies with all federal rules and regulations and does not discriminate on basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the School District Title IX Officer, Cole Kanyer, and/or Section 504 Coordinator, Kelly Kombraner; 1300 East Third Avenue, Ellensburg, WA 98926 or phone [\(509\) 925-8000](tel:5099258000).

The Superintendent shall provide for an annual evaluation, periodic surveys, and annual notice and complaint procedures as required by law to insure that there is in fact equal opportunity for all students in the District. No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.

Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Ellensburg school system. The Board of Directors shall designate the Superintendent to serve as affirmative action/Title IX compliance officer.

Breakfast and Lunch Purchases

You may make deposits to your student's account with cash, a check made out to Ellensburg School District, or online.

Prices: Breakfast - \$2.25 lunch - \$2.85 Milk - .50 Adult Pricing: Breakfast - \$3.00 Lunch - \$4.00 Milk - .50 For free

and reduced meal information, call the school – 925-8400. For more food service questions you can also check the following link- <https://www.esd401.org/departments/food-services>