FOREW0RD

Welcome to Lincoln School!

"Where the love of learning begins."

We are so pleased that you have your child with us at Lincoln School. For you first-time parents and students, "WELCOME". You will find an amazing group of teachers and staff just waiting to make your child's first experience with school a memorable one.

For you returning parents and students, "WELCOME BACK". We hope you are ready to continue to learn and grow. The following information is to assist you in making your school experience the best it can be. We firmly believe that with the school and the home working together your child will reach their greatest potential.

As we both watch your child learn and grow there might be times we need to discuss the needs of your child. Let's make a pact to do that in a cooperative and civil manner. We ask that if there is a problem that you speak to your child's teacher first. Any issue that starts out small can best be handled there. Then, after working with your child's teacher and you still have concerns, please give us a call. We are here to help.

Mr. Boeckman, Principal

SCHEDULE

7:35 a.m.	Breakfast begins - Those students may enter the building	
7:55 a.m.	Other students may enter building--Teachers available in their classrooms	
8:00 a.m.	Class begins - Pre-school, Kindergarten, First & Second	
LUNCH	Kindergarten	11:10 to 11:35
	First Grade	11:45 to 12:10
	Second Grade	12:10 to 12:35
3:45 p.m.	All classes dismiss - teachers available	

ATTENDANCE

Regular attendance is essential for a student in order for them to benefit from school. Please make every effort to have your child at school.

According to Kansas state law students are expected to attend school on a regular basis.

The Principal is the official Truancy officer for the building and is required to report to appropriate state agencies if a student has had excessive absences.

Students are considered truant if they have 5 unexcused absences in a semester or are absent 3 consecutive days or 7 days in a school year without being excused.

When an absence occurs the parent is required to notify the school as to the nature of the absence. A phone call to the school or a note upon the students return will suffice. Excused absences are determined by the Principal and may include the following:

Personal illness -- a Doctor note may or may not be required
Illness in the family -- all schoolwork must be kept current
Death of a relative
Observation of a religious holiday

If a student is going to be gone for reasons other than the above examples, parents must meet with the principal prior to the absences to determine if the absence will be considered excused.

HEAD LICE

K.A.R. 28-1-6 (10) on head lice should be called to attention which states: “(10) Pediculosis: Each student infested with head lice shall be excluded from school or child care facilities until treatment with an anti-parasitic drug is initiated.”

When head lice have been found on a student, parents will be notified and the student must go home. The student is excused from school for that day and for the following day. These days will only be excused once during a school year. All following absences due to head lice are considered unexcused.

Students are considered truant if they have 5 unexcused absences in a semester or are absent 3 consecutive days or 7 days in a school year without being excused.

The building principal is required to report truant students to the appropriate state agencies.

Parents are encouraged to check their children regularly and notify the school if head lice are found.

LIMIT CLASSROOM INTERRUPTIONS

Items brought to students; glasses, books, lunches, messages, etc., should be taken to the office. Office staff will make deliveries as scheduling permits.

TARDIES

Tardies make it difficult for students to keep up with their schoolwork and interferes with the learning opportunities of other students. Every 3 tardies will equal one unexcused absence.

FEES AND MEAL PRICES

Textbook fees are $20.00 for kindergarten and grades 1 and 2. Breakfast is $2.35 and lunch is $3.25. Extra milk is $.50. Adult breakfast is $3.05 and lunch is $4.85. Calling ahead (by 9:00 am) assures that our kitchen is prepared for additional guests' lunch trays.

MEAL AND MILK PAYMENT

Meal money is due in advance. Students will not be allowed to charge more than $10.00. If paying for meals is a hardship for you, please make application for free/ reduced meals. Extra meal/milk money will be refunded at the end of the year if requested by a parent.

It would be appreciated if meals and milk were paid by the week or better yet, by the month. Monday morning is the best time to send money.

MEDICATION

If it becomes necessary for a student to take *any* form of medication at school, a form is available in the school office. A PARENT AND PHYSICIAN must sign this form. All medication will be kept in and dispensed through the office by the school nurse or office staff.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Very few rules will be made; those that are made are for the purpose of protecting school and the students who wish to gain the most from school. Infractions of these rules will be dealt with fairly but firmly.

BIST (Behavior Intervention Support Team) is a unique outreach program to hundreds of teachers throughout the Midwest. The mission of BIST is to create positive change toward a safe and productive learning environment for all.

The BIST behavior model that we use at Lincoln School will address individual strategies using specific classroom management tools and common area expectations. BIST helps to create a culture of understanding in schools and that all students abide by the same expectations of behavior.

Continuous referrals to the office for misbehavior could result in any one or a combination of the following:

1. Time out in the office
2. Missing recesses
3. Separated at lunch
4. Parent conference
5. Referral to other agencies
6. Short term suspension
7. Long term suspension or expulsion

BULLYING

Introduction

The Baxter Springs School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

Definition

(1) "Bullying" means: (A) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

i. Harming a student or staff member, whether physically or mentally;

ii. Damaging a student's or staff member's property;

iii. Placing a student or staff member in reasonable fear of damage to the student or staff member; or

iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

(B) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

(2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

District Policy

The following bullying policy was adopted by the U.S.D. 508 Board of Education at the regular meeting held on November 12, 2007.

JDDC <u>Bullying</u> *(See GAAB, JCE, JGEC, JGEC, JGECA JDD and EBC)* ***JDDC***

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Reporting

Students may report any bullying incident to any adult employee of the Baxter Springs School District. Once they have received a report from a student, it is the responsibility of the employee to promptly contact the principal of the building and inform him/her of the complaint. A letterbox will be placed in a location accessible to all students in each building, so students who feel unable to talk to staff can have a point of contact. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies of the Baxter Springs School District.

Lincoln's Philosophy

At Lincoln, we spend a great deal of time teaching children that are new to the school setting about appropriate behavior during school. Many behaviors that may be considered "bullying" for older students may be behaviors that are exhibited in younger students before they are taught what is bullying behavior and what is appropriate behavior. Therefore it is the committees' opinion that at the beginning of the school year many bullying behaviors can be dealt with and prevented by the counselor during class instruction and the teacher in the classroom. As the year progresses or in the case of extreme or chronic bullying behaviors students should be sent to the office and placed on the following discipline plan.

Bullying Discipline Plan

Continuous referrals or extreme Bullying behavior could result in any one or a combination of the following as determined by the Principal:

1. Time out in the office
2. Missing recesses
3. Separated at lunch
4. Parent conference
5. Referral to other agencies
6. Short term suspension
7. Long term suspension or expulsion

CELL PHONES

Cell phones are not to be used, or seen during the school day. This includes: before school and lunchtime.
The first violation will result in the phone being sent to the office. The students parent or guardian must come to the school to claim the phone.
Violations of this policy will be treated as any other student discipline issue.

APPEARANCE

Appearance does have an effect on the learning atmosphere of the school. Neatness, decency, and good taste are emphasized as guidelines for appearance. Appearance should not cause educational distractions within the school setting.

Students must come to school neat and clean:

1. Hair and body must be clean and well groomed.
2. Clothing must not be unreasonably soiled and must be free of offensive odors.

Decency and good taste are required:

1. The body must be sufficiently covered to insure modesty
2. Shoes must be worn.
3. No hats, caps, headbands, bandanas or sunglasses are to be worn in the building.
4. Clothing with profanity, suggestive or obscene writing, or alcohol, tobacco, and violent pictures may not be worn.

5. Any other dress deemed inappropriate by the Principal will not be allowed.

The school setting is to be free of distractions and disruptions:

1. The Principal will deem any style of clothing, body decorations and/or hairstyle that cause disruptions or distractions in the school setting inappropriate.

If a student's appearance is deemed inappropriate, any one or a combination of the following actions maybe taken:

1. Student conference to try to correct appearance
2. Student may be asked to change appearance
3. Parents may be contacted and a conference held.
4. Other agencies may be contacted.
5. Student may be removed from the classroom or activity.
6. Short term suspension.
7. Long term suspension and/or expulsion.

SCHOOL CLOSINGS OR DELAYED OPENING

In the event of inclement weather or other abnormal situations, which would necessitate the closing or delayed opening of school, please listen for radio/television announcements. Stations slated to make these announcements are: all local television stations and KMOQ, 107 FM.

PARENT VOLUNTEERS

Classroom teachers in conjunction with the principal decide if a volunteer is needed for the classroom. We encourage parents to give volunteer assistance to the school. We may need room mothers, reading tutors, library helpers and parents to make teaching aids. If you can give of your time and talent when asked, it would be appreciated.

BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note or phone call from parents. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.

Only regularly scheduled bus students are to ride the buses.

TELEPHONE

Students will not use the office phone for personal calls except in emergency and with staff permission. In the event a student receives a call he will be called out of class only in case of an emergency.

FORMAL PROGRESS REPORT

Expect to receive progress reports during the year. These reports will be sent to parents at the end of each grading period.

VISITING SCHOOL

All visitors must check in at the office upon entering the building. Parents are welcome to visit their child's classes with the principal's approval. However, during the following periods of time it would be best for the children not to have visitors: the first two weeks of school, the last two weeks of school, before holidays, and during the weeks of standardized tests. Please check with the teacher prior to visiting so that you may observe students being instructed in areas of interest to you.

Any parent, friend, or relative wishing to eat with a student must contact the office before 9:00 a.m. to make lunch reservations. Guest's meals must be paid for at the time of the visit.

CONFERENCES

A fall conference will be held during the school year. Dates of these conferences will be sent home as early as possible prior to the meetings.

CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students will go through the cafeteria serving line in an orderly fashion. Students are to remain in the cafeteria until they have finished eating and been dismissed. At no time are pupils allowed to take food outside of the cafeteria.

LEAVING SCHOOL

If it is necessary for your child to leave school please contact the office. Children must be checked in or out through the office.

All dental and doctor appointments should be scheduled after school hours if at all possible. Your child should not be taken from school unless absolutely necessary.

FIRE DRILLS

Fire drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to the designated area.

EVACUATION OF INDIVIDUALS WITH DISABILITIES

Each teacher will be responsible for assisting any disabled student in his/her charge to the nearest accessible exit and/or designated refuge area for their classroom. The building administrator will be responsible for assisting any disabled visitors and/or employees to the nearest accessible exit and/or designated safe refuge area.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it.

LIMIT CLASSROOM INTERRUPTIONS

Items brought to students; glasses, books, lunches, messages, etc., should be taken to the office. Office staff will make deliveries as scheduling permits.

CLASSROOM SNACKS & TREATS

All treats brought into the classrooms must be store-bought, pre-packaged and/or commercially prepared. No home-baked food items will be allowed.

INVITATIONS

Birthday and party invitations should not be passed out at school unless each class member is invited.

BICYCLES

If your child rides to or from school, they should be supervised until you as a parent are satisfied with their performance. Once at school they should push their bicycles to the racks provided and park them. The school is not responsible for lost or damaged bicycles.

HOMEWORK

Homework is a very important part of your child's education. Please take the time to assist your child each evening with their lessons. First and second grade children will have a reading assignment most evenings. Please assist them with it. Please check your child's book bag for assignments and notes from the teacher. We also request that you sign their homework sheet and return it to school the next day. We believe the responsibility of returning all books and homework to school each day is your child's however your cooperation in this would be most helpful.

SCHOOL SITE COUNCIL

The Kansas State Board of Education adopted on March 12, 1991, the Quality Performance Accreditation System (QPA), an effort to address school improvement, accountability, and individual student performance at the building level. The 1992 Kansas legislature required all districts to participate in Quality Performance Accreditation. As a part of that legislative requirement, each school in every district which operates more than one school will advise and counsel their local school in evaluating state, school district, and school site performance goals and objectives. Each council will also provide input into determining the methods that should be employed at the school site to meet those goals and objectives. Lincoln Elementary School established their School Site Council in January 1993.

The mission of the council is to establish a strong developmental foundation for reading in the primary school. A foundation that will instill in the child an appreciation of reading for enjoyment, for the attainment of knowledge, and the fulfillment of life-long needs. The instruction will be child centered based on individual development, ability and interest level.

THERAPY DOG

Lincoln School will have a therapy dog available for students. A therapy dog is an animal that is not a service animal and whose primary purpose is to provide emotional support, well-being, comfort or companionship. For more information please refer to the board policy handbook on guidelines for animals on district property, policy ING.