

Lincoln Elementary School Student Handbook

Welcome to Lincoln Elementary School!

We are the Lincoln Lions. Students at Lincoln Elementary strive to do their best, to treat others with kindness and courtesy, and to be good representatives of their school. As Lions, we try to show our pride by believing we can achieve, and by giving our best effort. Please read the following handbook carefully. This handbook will help you learn about some of the expectations and procedures at Lincoln Elementary School.

Our Mission

To promote lifelong learning and responsible citizenship through mutual respect in a safe and healthy learning environment that involves an active partnership of students, staff, family, and community.

Our students will be:

- Self-directed learners
- Collaborative workers
- Critical thinkers
- Quality producers

Character Traits

At Lincoln Elementary, we focus on the following character traits throughout the year:

- ❖ Responsibility—September
- ❖ Respect--October
- ❖ Trust--November
- ❖ Kindness—December
- ❖ Friendship--January
- ❖ Integrity--February
- ❖ Equity--March
- ❖ Confidence--April
- ❖ Health--May
- ❖ Citizenship—June

We will focus on one trait each month. As a part of this program, we have students of the week and student of the month awards. Watch for more information each month in our parent newsletter.

Lincoln Elementary School Student Handbook

School-wide Behavior Plan:

Guidelines for Success

The following guidelines are posted throughout the school. We believe these will lead to greater success in the classroom and will prevent most problems on the playground. We suggest that students learn these five simple guidelines and try to follow them at school.

1. Reach high--do our best
2. Our job is learning.
3. Always follow the rules
4. Respect to all.

Lions know and lions show:

L--Learning is #1

I--Integrity

O--Optimism

N--Nice to others

S--Show respect

CHAMPS

We are using a school-wide system for teaching children what our expectations are for student behavior. This is called CHAMPS. The acronym "CHAMPS" refers to conversation, help, activity, movement, and participation. Each part of the school from the cafeteria to the hallways and gym have "CHAMPS" expectations. In the sections that follow we have reproduced some of these for you.

CHAMPS Schoolwide Expectations

CHAMPS - Hallway During Class Time

| | |
|---|--|
| C | Level 0 - Silence |
| H | Ask an adult at your destination |
| A | Follow the line Walk to your destination |
| M | Walk only Look straight ahead |
| P | Hands, body, and objects to yourself Keep space between you and me Walk behind, not beside |
| S | |

Lincoln Elementary School Student Handbook

CHAMPS - Hallways Before School, Recess, and After School

| | |
|---|---|
| C | Level 3 - Normal speaking voice or lower |
| H | Ask an adult |
| A | Walk to your destination with a purpose |
| M | Walk only |
| P | Hands, body, and objects to yourself Keep space between you and me |
| S | |

CHAMPS - Cafeteria

| | |
|---|---|
| C | Level 3 - Normal speaking voice or lower |
| H | Raise your hand to be excused or for help |
| A | Get lunch Eat politely Throw away trash |
| M | Walking only In line: Hands, body, and objects to yourself Seated: Stay seated until excused Walk to recess after putting away your tray and trash |
| P | Raise hand for help or to be excused Use manners: Say please and thank you Properly dispose of uneaten food and trash Stack trays neatly |
| S | |

CHAMPS - Office

| | |
|---|---|
| C | Level 2 or 3 - Just above a whisper, Normal speaking voice |
| H | Wait your turn unless it is an EMERGENCY! |
| A | Politely ask for help |
| M | Stand or sit quietly |
| P | Hands, body, and objects to yourself Return directly to where you belong |
| S | |

CHAMPS - Bathrooms

| | |
|---|--|
| C | Level 1 - Whisper voice |
| H | Ask an adult |
| A | Use the bathrooms appropriately Flush the toilet WASH YOUR HANDS WITH SOAP Turn off the water |

Lincoln Elementary School Student Handbook

| | |
|---|--|
| | Throw paper towels in the garbage |
| M | Use the bathrooms appropriately |
| P | Hands, body, and objects to yourself One person per stall |
| S | |

CHAMPS - Assemblies

| | |
|---|---|
| C | Level 0 - Silence, unless otherwise appropriate |
| H | Raise your hand and wait for an adult |
| A | Sit quietly Keep eyes on speaker Clap or cheer when appropriate |
| M | Sit quietly unless otherwise appropriate |
| P | Hands, body, and objects to yourself Keep space between you and me Listen and follow instructions |
| S | |

Voice Levels

- 1: Whisper
- 2: Quiet Talking—Just above a whisper
- 3: Conversational Talking
- 4: Presentation voice
- 5: Outside Voice

When we are inside we should remember to keep our voice at a level that does not disturb other students. This is our "Inside Voice" (Usually Levels 1-3, or 4 if we are reading aloud to the class or presenting to the class.) When we are outside, we use a louder voice while playing ball with our friends. That is called an "Outside Voice." (Level 5) We should not use our "Outside Voice" while in the school because it might disturb the learning of others. We should always use our "Inside Voice" while eating lunch or breakfast in the cafeteria.

Lincoln Elementary School Student Handbook

Students who do not follow expected behavior guidelines will be referred to the following disciplinary levels (examples) :

| Mild | Moderate | Severe |
|---------------------------------|--|---|
| Teacher implements consequence. | <ol style="list-style-type: none">1. Teacher completes disciplinary form.2. In-class consequence implemented.3. Form goes to the office. | <ol style="list-style-type: none">1. Teacher completes disciplinary form.2. Student <i>and</i> form go to the office.3. Parent contacted by the office. |

Honor Level Celebration

The honor level celebration indicates that a student has not had a detention or other disciplinary action during the past month. To recognize students whose behavior has met expectations, we hold a monthly celebration for those students. Students whose behavior has not met expectations will miss the celebration and will work on other assigned activities. Our goal is for every child to be a part of each month's celebration.

Assembly Behavior

Lincoln Elementary School students have a reputation for good manners at assemblies. At assemblies, we show our respect for others by clapping when appropriate. We do not talk to others while at an assembly. We sit quietly during the assembly and never boo or whistle. Your teacher will show you our special clap that we use to let everyone know it is time for the assembly to begin. After the clap, everyone is absolutely quiet and ready to hear the speaker. When we walk to and from the assembly, we walk in a line. We do not run, jump, or play while going to and from assemblies. Students who do not show appropriate manners and behavior during assemblies will lose the privilege of attending assemblies. They will also earn appropriate disciplinary consequences. Our good manners at assemblies show others that Lincoln Elementary School is a good place to learn.

Gym

Lincoln students will treat the gym and gym equipment with respect. Students will wait for an adult before they enter the gym. Students will treat each other with respect and play in a positive manner.

Courtesy and Manners

At Lincoln Elementary, we try to treat others with kindness and courtesy. We take turns so everyone gets a chance to play. We share with others so they won't feel left out. We only say good things about others so we do not hurt

Lincoln Elementary School Student Handbook

their feelings. We use good manners by saying "Please, Thank You, You're Welcome, I'm Sorry, and Excuse Me." These words help show our courtesy toward other people. If we bump into someone, we say "I'm Sorry." That lets them know it was an accident. If we would like a turn, we say "Please" and then "Thank you." Manners are an important part of learning how to treat other people. Signs are posted throughout the school reminding students that:

Manners Matter. Please remember to use:

- ❖ Please
- ❖ Thank You
- ❖ You're Welcome
- ❖ I'm Sorry
- ❖ Excuse Me

Skateboards and other Wheeled Devices

Wheeled devices such as skateboards, scooters, bikes, and skates are not to be ridden on school grounds. Skateboards, scooters, and skates should be left at home so they do not become a problem for children while at school or on the bus.

Playground Safety

All playground rules are intended to help keep you safe. Please use good judgment and try to play safely. We do not want any student to be hurt while playing on the playground. Always play in a way that will not hurt others or yourself. For example, we never throw rocks. Rocks could hurt another person's eyes if they were struck by them. We do not climb up the slide backwards because we might fall down and be injured.

Time Out

At Lincoln Elementary we have designated "time out" areas. If a playground supervisor tells you to go to the time out area, you may not argue about it. Sometimes the reason to send two students to different time out areas may involve helping them have time to cool off so the playground supervisor can talk to them. Other times it is to let you know you are violating a school rule. If instructed to go to the time out area you should go there immediately and wait until told to leave. This may be a few minutes or the remainder of the recess. It is important for you to understand that a time out is over when the bell rings. If you would like to appeal your time out, raise your hand when you get to the time out area. Do not talk to other students nearby but wait until the playground supervisor comes over to talk to you or tells you to leave. Failure to follow the time out policy will result in more severe consequences.

Lincoln Elementary School Student Handbook

Bullying and Harassment

BULLYING IS NOT TOLERATED. SUSPECTED BULLYING CASES WILL BE REFERRED TO THE OFFICE. BULLYING IS A SEVERE LEVEL OFFENSE.

Lincoln Elementary is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW .9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act whether or not the impact or results were intended. Students and parents need to be sure to report any incidents immediately after they occur to insure proper action.

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. In addition, anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized.

Bullying, Harassment and Intimidation include, but are not limited to the following:

1. Exposure repeatedly and over time to negative actions (intentionally or unintentionally inflicted or attempts at injury/discomfort upon another) by one or more students---an imbalance of power.
2. Can also be single severe incident designed to inflict harm or discomfort
3. Can be Verbal: Threats, name calling, intimidation, taunting, teasing

Lincoln Elementary School Student Handbook

Physical: Hitting, pushing, kicking

Nonverbal: hard looks, exclusion, dirty gestures

4. Can be Direct: Open attacks
Indirect: Isolation and exclusion
5. Cyber bullying (bullying online/via email, etc.) falls under these guidelines.

Comments, Gestures and Threats

1. May involve verbal, nonverbal and or written actions
2. Are often not a one-time occurrence--patterns of behavior will be noted
3. Typically occur in context of other actions--friendship issues, affiliation, etc.

Phones

Cell phones and other similar devices are to be off and out of sight. Electronic games and devices should be left at home. See school board policy 3245.

Hats

Hats are not to be worn inside the school. Hats need to be taken off before entering the building.

Clothing

Any clothing which causes a disruption or distraction to learning is generally not appropriate for school. Clothing which is unsafe (such as certain kinds of shoes) should not be worn to school. Baggy pants (more than two sizes larger than the student) are not appropriate. Long belts must be kept in the belt loops and may not be left hanging down. Very short skirts or shorts should not be worn to school. Undershirts are not appropriate as outerwear for school. School clothing should never have tobacco, drug, or alcohol references printed on them. Any clothing that is gang-related is prohibited.

WeTip

To provide anonymous notification of crimes or criminal behavior that occurs on school grounds, the Hoquiam School District subscribes to the "WeTip" notification service. The WeTip system provides a method for reporting crimes such as drug use, vandalism, robbery, theft, or harassment. The number is 1-800-782-7463.

Attendance/Absences

According to state law students are required to be in **regular** attendance. Absences due to illness or health conditions, religious observance, when requested by a student's parent or guardian, school approved activities, family emergencies, and as required by law, disciplinary actions imposed by the school shall be excused. Pre-arranged absences may be requested by parent/guardian in **advance**, provided such absence does not have an adverse

Lincoln Elementary School Student Handbook

impact on the student's educational progress. The "Becca Bill" has been instituted and implemented by state law. Any student who has 5 unexcused absences in one month or 10 unexcused absences during the school year will be **petitioned to Juvenile Court**.

Students develop good or poor attendance patterns early in their school careers. By having students stay home only when absolutely necessary or when the child is experiencing poor health, parents can help their children develop good attendance patterns. **As soon as** you know your child will be absent, please call the school at 538-8250 to let the office know. You may call the evening before and leave the information on our voice messaging system. If we do not receive a call from you prior to 9:00, our office staff will attempt to call between 9:00 and 9:30 to find out why your child is absent. Please understand this is intended as a safety measure to make sure you are aware that your child did not arrive at school.

Arrival Time

Students should plan to be at school by 8:15 each morning. The first bells rings at 8:25 and the starting bell rings at 8:30. If a child arrives after 8:30, he/she must check into the office and sign in. Students should not arrive to school earlier than 7:45 a.m. Breakfast opens at 7:50.

Dismissal Time

School dismisses at 2:53. Early release departure times are 1:53 for one-hour releases. Half-day releases, such as for conferences, are at 11:23 a.m. District staff development releases (one hour and 48 minutes) will be at 1:05. A sack lunch is available on half-day release dates. At the end of the school day, students should go home promptly.

General Information

Web Site

More school information can be found at the district website www.hoquiam.net A link is there to the Lincoln School website. You may find up to date calendar information and other useful information at the web address.

Parent Involvement

Parents are the first teachers of their children. The public schools extend a cooperative and educationally professional hand to continue toward lifelong learning skills and interests. We welcome your involvement at school and your attention to the program at home. There are many ways we invite you to participate.

PTO - The Parent-Teacher Organization - is a vital part of the Lincoln Elementary School team. Your membership supports the school program and your active involvement keeps you more informed as well

Lincoln Elementary School Student Handbook

as offering more to the students. Many one-time and on-going activities need your help; if you can offer this, please do!

Volunteers - Volunteers are needed to assist with the on-going school program. Training will be offered for classroom instructional assistance and for some office tasks (operating equipment) as well as in the library and other events/activities (newsletters, health screening, computer work, etc.). Parents need to arrange times with the teacher.

The law requires that each person working with children voluntarily submit to a background check. Volunteers will also need to complete the disclosure form in the Volunteer Handbook. This is a safety measure for the welfare of all our students.

Visitors

All visitors should sign in at the office and receive a visitor's badge. The secretary will normally phone the classroom before visitors are sent to a classroom. Regularly scheduled volunteers must get a State Patrol background clearance prior to working in classrooms. The form is available from the office.

Birthday Treats

Parents are invited to bring birthday treats to school to share with the class. These treats must be purchased at a store and come to school in store packaging. In addition, parents need to make arrangements with the classroom teacher **one day prior** to the delivery of the treats.

Medicines

The parent and physician must complete medication forms if your child is to take medication of any type during school hours. All medication and completed forms must be turned into the office. Medicine must always be in the original container. It will be kept locked in the school office. School staff will supervise the administration of the medication. Copies may be picked up in the office. Please do not send your child to school with any medication (such as aspirin, cough syrup, etc.)...It may get into the wrong hands.

Communicable Diseases/Parasites/Fever

Please notify the school if your child should contract a communicable disease, such as; head lice, measles or chicken pox. If your child had a fever he/she should stay at home until 24 hours after the fever breaks. This is to help prevent the further spread of illnesses such as the flu.

If your child attends school with head lice or nits, he/she will be sent home. A notice is sent home with the student explaining the situation and how the child may return to school.

Lincoln Elementary School Student Handbook

Insurance

Our school district offers an optional student insurance plan. If you are interested in this information, please call the front office. If you do not have insurance on your child, we urge you to review this policy.

Nutrition

As a part of good nutrition and dental health, soda pop is strongly discouraged. We urge parents to send water or non-sugar drinks with school lunches. Thank you for supporting healthy students at Lincoln.

Reporting

At Lincoln School we strive to address incidents and deal with them in an appropriate manner. Imperative to this process is prompt reporting of incidents. It is the student's responsibility to ensure an adult is aware of any issues that occur that haven't been observed. If a student doesn't feel the incident has been dealt with to their satisfaction they have the option of reporting to the principal where they can complete a simple incident form and it will be investigated further and addressed with the student. Likewise, if a parent hears of an incident from their child upon coming home from school and isn't aware of any adult intervention, they are encouraged to call the school and find out if there was a resolution to the problem. Please understand if the school is unaware of problems it is difficult to ensure all incidents are dealt with and that students feel safe at school. It is important to us that issues are dealt with promptly and as they occur.

Outside Clothing

We live in a climate with cold, rainy conditions in the winter. Please make sure your child wears appropriate coats and shoes during those conditions. If you are unable to afford such clothing, our Friendship Room staff may be able to direct you to local resources which carry children's clothing. Please remember to mark your child's clothing and other possessions so they will not be lost.

Lost and Found

At the end of each year, a large number of coats, shoes, backpacks, lunch boxes, and other items remain unclaimed in our lost and found box. None of them are marked with the owner's name. Please remember to mark your child's possessions with a permanent ink pen such as a laundry pen. If your child loses an item, please check our lost and found box in the office.

Lincoln Elementary School Student Handbook

School Board Policy/Procedure Reference List

The following subjects are addressed in the Hoquiam School Board Policy Manual. A copy of the manual is available at the school for your reference. It is also available on the district website.

Absences including Attendance Law Policy 3121, 3122

Appropriate dress: Policy 3224

Child Find Notice: Policy 2161

Cell Phones: Policy 3245

Communicable Diseases/Parasites: Policy 3414

Discipline Policy: District/Building including suspension/expulsion: Policy 3241

Drug and Alcohol Policy: Procedure 3241P

FERPA: Policy 3231, Procedure 3231P

Harassment, Intimidation and Bullying: Policy 3207

Medicines: Policy 3416

Nondiscrimination Compliance: Policy 3210

Parent Involvement Policy (Title 1) Policy 2108

Release of Student Information: Procedure 3240

Sexual Harassment: Policy 6590

Student Conduct Policy: Policy 3240

Student Rights and Responsibilities: Policy 3200

Tobacco Free and Weapon Free Zone: Procedure 3241P

Homeless: McKinney-Vento Act

NCLB: Notification of Teacher Quality

Student Behavior Expectations

1. Use appropriate behavior and language at school and all school-sponsored events
2. Be on time to class and attend school regularly
3. Remain at school unless given permission to leave by the office (You must sign out in the office.)
4. Carry out reasonable instructions by staff
5. Stay within designated play areas.
6. Avoid tobacco possession or use. All school premises are tobacco-free zones.
7. Carrying any kind of weapon is prohibited. Pocketknives are not permitted. (Severe offense)
8. Use or possession of any drug or alcohol. (Severe Offense) [Note: all prescription or other medications must be left at the office. The

Lincoln Elementary School Student Handbook

appropriate form must be completed and on file at the office before a student can receive these medications at school.]

9. State law prohibits guns from being brought on to any school grounds. The penalty for violation of this law is expulsion from all public schools for a period of at least 1 year. Also, dangerous weapons such as nun-chucks, throwing stars, or air-powered rifles, explosive devices, etc. are prohibited by law and school board policy. See procedure 3241P. RCW 28A.600.010

Positive Opportunities at Lincoln

These are open to students with good behavior:

Monthly celebrations

Spirit Awards

Lion Bucks

ROAR staff

School helpers

Other opportunities on an occasional basis.

Some Suggestions for Solving Problems with Others

1. Be willing to discuss the problem
2. Be willing to apologize
3. Be able to control your anger
4. Be able to walk away and choose something new
5. Be able to ignore unkind words
6. Be willing to compromise and meet in the middle
7. Be willing to listen to each other
8. Be ready to make a plan together

Three Good Ideas

If you get something out, put it away.

If you make something dirty, clean it up.

If you use something up, replace it or let someone know it is used up.

Emergency Evacuation

Fire Drills are held every month according to state law. Students and staff are to immediately evacuate in an orderly fashion making sure that all people have left, the light is off, and the classroom door is shut. If a student is not in his class when the alarm sounds, he/she should exit from the nearest door marked "EXIT". Three short rings on the bells will indicate that it is okay to reenter the building.

Lincoln Elementary School Student Handbook

Earthquakes

If inside a building, on feeling the tremors from an earthquake, students should immediately drop and seek cover under their desks or the nearest sturdy furniture. If no desk is available, move to an inside wall or sturdy doorway. Stay away from windows and glass. Watch for falling objects--bookcases, computers, light fixtures, etc. If outside, stay in the open and keep away from buildings, trees, or electrical wires. Earthquake drills are held on an annual basis.

Lincoln Elementary School Student Handbook

Receipt Form:

This handbook is intended to be a general guide toward student behavior. It is not intended to be an exhaustive list of rules. We believe it is our duty to try to provide a warm, caring environment for learning. We expect that students will give their best effort and treat others with kindness and respect. We view educating your child as an important task requiring teachers, parents, and your child to work together. If you have any questions please contact the school office or your child's teacher. Thank you.

We have read and understand Lincoln Elementary School's Student Handbook and agree to follow the rules and procedures therein.

Student_____

Parent/Guardian_____

Date_____

Please return this signed form to your child's teacher. Thank you.