

Lincoln Elementary School Supplement  
Parent and Student Handbook



August 31, 2016  
to  
May 31, 2017

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STAFF 2016-2017

Principal	John Gorton	222
Secretary	Rhonda Schmitz	212
3 <sup>rd</sup> Grade	Valerie Jones	209
	Karolei Lydell	205
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4 <sup>th</sup> Grade	Pam Badgett	309
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Counselor	Vanessa Gruba	305
Librarian	Anna Matthews	204
Music	Rohn Ratliffe	301
P.E	Keri Merwin	108
Dev. Reading	Janice Warn	207
Special Education	Annie Waldow	202
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Class/Recess/Noon Aide	Kim Peila	212
	Marlene Hight	212
	Laura Sevier	212
	Kim Malley	212
	Deon Bickle	212
Head Custodian	Fred McCown	106

## **SUPERVISION OF STUDENTS**

**Please do not send your child to school before 7:40 a.m.** unless he/she is eating breakfast. If your child is eating breakfast, please do not send him/her to school before 7:40 a.m. Our outside school ground supervision starts at 7:40 a.m. and our inside breakfast supervision starts at 7:40. **We cannot be responsible for your child if he/she arrives before 7:40 a.m. unless he/she is part of the breakfast program and in the lunch room by 7:40 a.m.** At noon, if your child walks home, he/she should not come back before 12:45. Every effort is made to supervise your child in a way that promotes his/her safety and well-being. We hope that you, as parents, will help us by sending your child at the appropriate times.

## **HOT LUNCH**

Please ask for an application for free or reduced lunch if your child does not bring one home and you feel you would qualify. Hot lunch starts on the first day of school and is served at 12:00 for grades 3 & 4 and 12:25 for grades 5 & 6. Breakfast is served from 7:40-7:55 in the lunch room and starts on the second day of school. Hot lunch will be served through the last full day of school.

## **SCHOOL BREAKFAST**

The Unified School District does provide student breakfasts. However the count is done one day prior to the actual day (Students wishing to have breakfast on Monday need to sign up the previous Friday). A supervised breakfast time is available from 7:40-7:55 and again from 9:30-9:50. Students wishing to eat at 9:30 will forfeit a portion of their recess time. Breakfast items are not to leave the lunchroom and cannot be held over from the before school time to the recess times. Students can return to the playground for the remainder of the recess time after having completed their meal. Breakfast will be served through the last full day of school.

## **OPEN CAMPUS**

Students are expected to be at or on the school campus during the traditional school day. Students wishing to go home during lunch can do so; however arrangements need to be made in advance. Students living within a block or two of campus and intend to go home for lunch need to have parents notify the office of this desire. Students going home during this time are expected to leave at the bell (12:00) but are not to return until 12:45. Students wishing to eat at the nearby restaurant will do so at the appropriate lunchroom time.

## **HOMEWORK/MAKEUP WORK**

For every day a student is absent, excused or unexcused, they will have 2 days to complete the missed material. Anything beyond the allotted time may be recorded as a “0” in the grade book. In the event that a student is absent for 1-2 consecutive days regardless of the reason, missed work will be made up shortly upon the return to school. Students being absent for 2 or more consecutive days will be able to pick-up all missed work from the office should the parent/guardian call in advance to schedule a pick-up time. For extended absences, homework will not be given out prior to the absence, unless arrangements are made between the family and the school staff.

## **DRESS CODE**

- Any clothing worn inappropriately is unacceptable. Pajamas are NOT acceptable school attire.
- No short shorts, short skorts, or short cutoffs can be worn. Mid-thigh and longer shorts, skorts, and cutoffs are acceptable. Skins and biker shorts may not be worn without other clothing over them.
- Mesh shirts, short shirts (including half-shirts and midriff shirts), and side-slitted shirts are unacceptable and may not be worn.
- No clothing is allowed that is printed with profane language, advertises alcoholic beverages and/or illegal drugs, or is offensive to others.
- Appropriate shoes must be worn. Slippers may not be worn because of safety concerns.
- No hats, caps, scarves, bandannas, or headwear shall be worn in the school building by either boys or girls.
- Makeup may not be worn by either boys or girls.

## **LOST AND FOUND ITEMS**

Lost and found items are placed in the entryway for a reasonable time so that they can be reclaimed. PLEASE help out by looking through our lost and found area periodically for lost items and by clearly marking your child’s property and possessions.

## **CELL PHONES & TECHNOLOGY**

Student use of Cell Phones/Technology during school hours is not allowed either in the building or while on the playground. Students are to keep phones shut off and put away or turned into their teacher. Students can use their phones outside after school has been dismissed.

## **DAILY SCHEDULE**

Mondays, Tuesdays, Thursdays, and Fridays

7:40 to 7:55 a.m.	Breakfast is served
7:55 a.m.	First Bell Rings
8:00 a.m.	Tardy Bell Rings
9:30 to 9:50 a.m.	School Wide Recess
12:00 p.m.	Grades K-6 are dismissed for lunch or recess
12:00 to 12:25 p.m.	Grades 3&4 eat lunch while grades 5&6 have recess
12:25 to 12:50 p.m.	Grades 5&6 eat lunch while grades 3&4 have recess
12:55 p.m.	Tardy Bell Rings
3:15 p.m.	Students dismissed for the day

Wednesdays

7:40 to 2:00	Same as Mon, Tues, Thur, and Fri
2:00 p.m.	Students are dismissed for the day

## **SCHOOL RULES**

**Remember, you are a representative of Lincoln School. These rules have been established for the safety of ALL students!**

### **General Rules**

While on the school grounds or in the building(s), you will:

- Follow directions immediately.
- Always keep hands, feet, and objects to yourself.
- Use appropriate language (Speak with good purpose).
- Take care of other students' property and school property.
- Keep toys and non-school items at home.
- Use appropriate voice level for the environment you're in.
- Fighting will result in at least 4 hours In School Suspension.

### **Hallway Rules**

While moving in the hallway and on the stairs:

- Follow directions immediately.
- Always keep hands, feet, and objects to yourself.
- Use appropriate language (Speak with good purpose).
- Take care of other students' property and school property.
- Keep toys and non-school items at home.
- Use appropriate voice level for the environment you're in.

### **Lunchroom Rules**

While in the lunchroom, you will:

- Level 2 Voice
- Use polite conversation (Speak with good purpose)
- Use your best manners
- Stay in line order
- Clean up after yourself
- Keep hands, feet and other objects to yourself
- Sit on your bottom
- Help others

## Playground Rules

To prevent injuries to yourself and others, you will:

- Up to a Level 4 voice level
- Follow directions
- Bring equipment inside
- Follow game rules
- Use equipment appropriately
- Use appropriate language/actions (Speak with good purpose)
- Use integrity
- Include others
- Be flexible
- No sliding on the ice or snow.
- No food/drink/candy while on the playground.
- Ask permission before leaving the playground or entering the school building for any reason.
- No spitting at all.
- Walk your bicycle, scooter, or skateboard while on school property.
- Fighting will result in at least 4 hours In School Suspension.

## Before School Playground Rules

Follow the playground rules noted above.

You will stay in your assigned areas:

- Grades 3&4 stay in front of and around the side of the building on the black top.
- Grades 5&6 stay anywhere behind the school. Not including the loading dock area.

## After School Playground Rules

Afterschool time is not recess time. You will:

- Not play on the field, not play with toys, and not play on equipment.
- Leave the playground immediately if you are not waiting for a ride.
- Use the crosswalks when you are crossing the streets.



## **Consequences for Violation of Rules**

### **Reflection Ticket (less formal)**

- Loss of next scheduled AM recess
- Not officially recorded
- More minor in nature.

### **Pink Slip (formal)**

- Phone call home
- Officially recorded in Powerschool
- Student completion of Office Discipline Referral Form.
  - Parent Signature required.
- Appropriate detention time will be assigned.

## **Reflection Ticket Procedure**

1. Students may receive a Yellow Reflection Ticket when they:
  - Willfully contradict a staff/school directive or expectation.
  - Demonstrate inappropriate: behaviors, language, or topics of discussion.
  - Failure to utilize the time available for the completion of work/assignment.
2. Reflection ticket will be brought to the lunchroom during morning recess by student.
3. Reflection Ticket will be signed and dated by appropriate school personnel.
4. Reflection Ticket administrator will dismiss students after the recess bell.
  - Use tables on the West end of the lunchroom
  - If a student is 5 minutes or more late, they will earn another reflection ticket to be completed the following school day.
  - Students will sit at an arms length away from other students with their heads down on the table during this time.
  - Students will remain quiet and not communicate with one another.
  - Time will be served during the next scheduled AM recess.
5. Students are expected to return their signed Reflection Ticket to the individual who issued it.
6. Multiple Reflection Tickets issued during a quarter can result in an Office Referral Form (Pink Slip).
7. Any noncompliance results in an automatic Office Referral Form.

## **Pink Slip Procedure**

1. A student who receives an Office Referral Form (Pink Slip) will proceed to the school office to meet with the administration.
2. The school administration and student will discuss alternatives to the reason student has been sent to the office.
3. School administration will call a parent/guardian to report the incident and consequences.
4. Record of incident, consequences, and phone call will be made in PowerSchool and shared with appropriate school staff via email.
5. Students are expected to take Pink Slip home and complete the Follow-up Agreement Form to be signed by both the student and parent/guardian.
6. Student is to return both forms to the office the following school day.
7. If the student receives multiple Pink Slips/Office Discipline Referrals in a Quarter:
  - Upon the 3<sup>rd</sup> in a quarter, the student will be issued 4 hours of In School Suspension (ISS)
  - Upon the 6<sup>th</sup> in a quarter, the student will be issued a full day ISS.
  - Any Pink Slips/Office Discipline Referrals exciding 6 in a quarter will be dealt with on an individual basis.
8. The number of Pink Slips/Office Discipline Referrals per student will reset at the start of each quarter.
9. School administration reserves the right to modify disciplinary measures as needed.



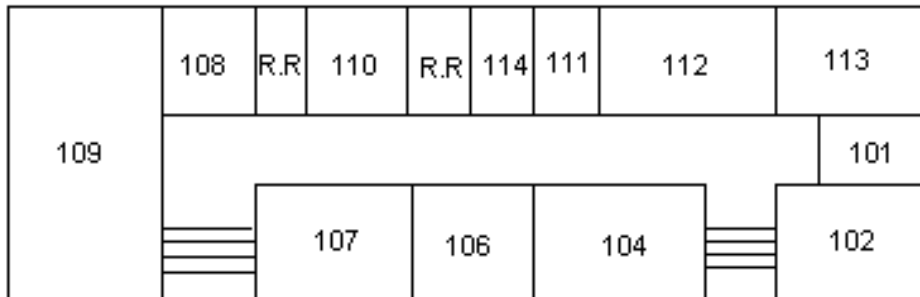
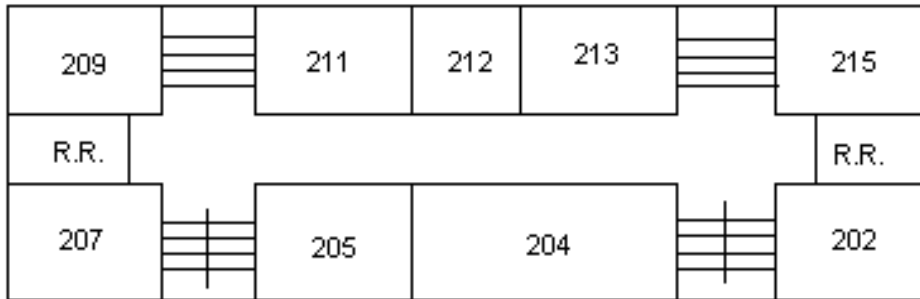
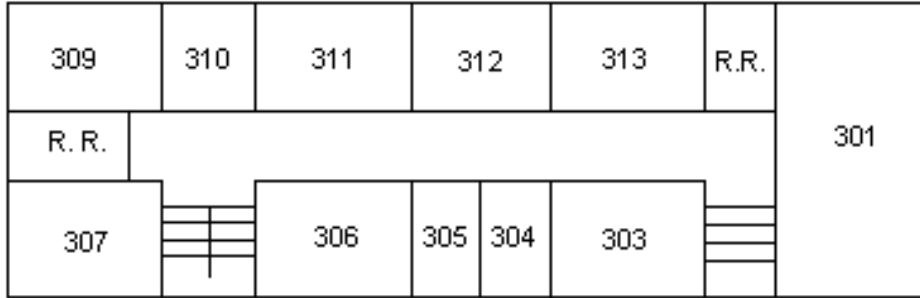
### **FERPA (Pay special attention to last paragraph)**

The Family Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These are:

- The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will inform you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Miles City Elementary School District, to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

We do have the right to disclose directory information from education records without your consent to other educators and government agencies. We also have the right to provide directory information to others who may need it. Directory information includes information such as your child's name, dates of attendance, grade level, honors and awards, participation in school activities, and pictures. (For example, this allows us to send The Star the Honor Roll, put your child's picture in the yearbook, give class lists to students for valentines, etc.) **As a guardian, you may request that none of your child's directory information is ever released (this excludes educators and government agencies).**



- |     |                                  |     |                                 |     |                                  |
|-----|----------------------------------|-----|---------------------------------|-----|----------------------------------|
| 101 | Teacher Work Room                | 201 | Boys Restroom                   | 301 | Auditorium                       |
| 102 | 6 <sup>th</sup> Grade K. Bartz   | 202 | SpEd. A. Waldow                 | 302 | Storage Room                     |
| 103 | Storage under stairs             | 203 | Stair Well                      | 303 | 5th Grade J. Edwards             |
| 104 | 6 <sup>th</sup> Grade K. Carlson | 204 | Library A. Matthews             | 304 | SpEd. R. Schedel                 |
| 105 | Storage Room                     | 205 | 3 <sup>rd</sup> Grade K. Lydell | 305 | Work Room                        |
| 106 | Custodian Office                 | 206 | Stair Well                      | 306 | 4 <sup>th</sup> Grade M. Oakland |
| 107 | Boiler Room                      | 207 | Dev. Reading J. Warn            | 307 | 4 <sup>th</sup> Grade M. Tangen  |
| 108 | P.E. Merwin & Alderman           | 208 | Girls Restroom                  | 308 | Boys Restroom                    |
| 109 | Gym                              | 209 | 3 <sup>rd</sup> Grade V. Jones  | 309 | 4 <sup>th</sup> Grade P. Badgett |
| 110 | Storage Room                     | 210 | Stair Well                      | 310 | Testing Room                     |
| 111 | Storage Room                     | 211 | 3 <sup>rd</sup> Grade B. Phair  | 311 | 5th Grade T. Kuchynka            |
| 112 | Computer Lab                     | 212 | Office                          | 312 | Counselor V. Gruba               |
| 113 | 6 <sup>th</sup> Grade P. Yoakam  | 213 | Art J. Swenson                  | 313 | 5th Grade A. Pastelak            |
| 114 | Teachers Lounge                  | 214 | Stair Well                      | 314 | Girls Restroom                   |
|     |                                  | 215 | SpEd. K. Ryan                   |     |                                  |

Parent Signature Form – *Please sign & return by* **Sept 9, 2016**

**Acknowledgement of Receipt and Reading of**  
Lincoln Elementary School  
Student and Parent Information Handbook

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_,  
Print parent/guardian name print student name

have been given a copy of and have read the contents of the Lincoln Student and Parent Information Handbook to my child.

\_\_\_\_\_

(Parent signature)

\_\_\_\_\_

(Date)

**FERPA PERMISSION SLIP**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_,  
Print parent/guardian name print student name

have read the FERPA information on page 11 and I understand that my child's directory information will ONLY be given to those people who have a legitimate need for it. I do not object to the school giving my child's directory information to those people who have a legitimate need for it. If I do object, I have completed the form and have sent it to the school.

\_\_\_\_\_

(Parent signature)

\_\_\_\_\_

(Date)

**FIELD TRIP PERMISSION SLIP**

\_\_\_\_\_ has my permission to attend properly supervised field trips.  
(Name of Student)

In the event my child requires emergency medical treatment during the field trip, I give my permission for the treatment.

\_\_\_\_\_

(Parent's Signature)

\_\_\_\_\_

(Date)