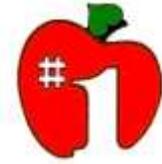


Lincoln Elementary School



Parent-Student Handbook 2017-18



Dear Parents and Students:

Welcome to our new and returning families to Lincoln Elementary School! This is my third year at Lincoln. I am even more excited about the upcoming year than the previous years. There will be many opportunities for us to meet; I want to encourage you to come and introduce yourself to me.

We would encourage you to continue your involvement in or become involved in your child's education. We know that children do better in school when their families are involved. We encourage you to attend parent-teacher conferences, make school visits, and read to or listen to your child read. Please contact the teacher if you have questions regarding your child's progress.

Every morning we gather as a school to eat breakfast and start our day. During these meetings we talk about being STARRS (Students That Are Respectful, Responsible, and Safe). We will continue stressing the importance of Respect, Responsibility, and Safety. Students will be held accountable for academic growth and behavior expectations. Together, we will help our children become critical thinkers, lifelong learners, and responsible citizens.

We look forward to working with you and your children for a successful school year.

Darla Fisher
Principal

Lincoln Elementary School Mission Statement

The mission of Lincoln Elementary School is to provide a safe and nurturing community where diversity is celebrated, mutual respect among adults and children is practiced and where parents/guardians are seen as valued partners in establishing a foundation for life-long learning.

Lincoln Elementary School Vision Statement

The vision of Lincoln is to provide a safe, positive, and enriching environment in which all students will aspire to reach their potential as positive, productive, and moral citizens of our global society.

Preface

This handbook is a companion handbook to the Hutchinson Public Schools Parent-Student Information Booklet and has been prepared to provide parents and students with general information and specific school policies of Lincoln Elementary School.

As a part of USD 308, Lincoln Elementary School is maintained to serve the community. The primary purpose of the school is to prepare young people for a useful and rewarding life. All decisions made and actions taken are with the welfare of the students in mind. Through the cooperation of students, parents and school personnel, this will be a pleasant and rewarding year.

School Hours

School Day

Monday to Friday 7:50 a.m. - 3:10 p.m.

Daily Schedule

Breakfast	7:15 a.m. to 7:40 a.m.
Classes begin	7:50 a.m.
Lunch/Recess	K-2 (11:30-12:10); 3-5 (10:50-11:30); 6 (11:55-12:30)
Dismissal	3:10 p.m.

School Arrival

Students may enter the building through front door at 7:15 am. Late arriving students (after 7:50) must report directly to the office.

School Dismissal

Regular School Dismissal

All students must leave the building at dismissal time using assigned exits, unless they are under the direct supervision of a teacher. All students are expected to immediately exit the building and leave the campus at 3:10 p.m. Only students who are meeting a bus, attending tutoring, or attending Boys and Girls Club after school activities are exceptions to this. Parents not picking up their children in a timely manner after school will be reported to the authorities.

Early School Dismissal

Throughout the year there are early dismissal days that allow staff in-service training time. On these days, students are **dismissed at 1:00 p.m.** Please make arrangements to see that your child is picked up promptly at this time and/or plan on their early return home or to their after-school care giver.

2017-18 early dismissal days:

Sept. 8	Oct. 27	Jan. 19	Apr. 13
Sept. 22	Nov. 17	Jan. 26	Apr. 20
Sept. 29	Dec. 8	Feb. 9	Apr. 27
Oct. 13	Dec. 15	Mar. 9	May 11
Oct. 20	Jan. 12	Mar. 16	May 18

Safety to and from School

Parents are asked to instruct their children in the safest route to and from Lincoln school. Students should then use this route. This is a safety measure for the student. If you do not feel that your child will be safe walking to school, you should walk with your child. Students must use marked crosswalks to cross the street.

We urge you to help your child learn good safety practices. Railroad crossings require extra student safety instruction from parents.

Passenger Loading Zones

Buses will load and unload on Elm Street. This will allow cars to load and unload on Bigger Street.

Cars are not allowed to stop or park at any time where the curb is painted yellow or in areas marked for bus loading. If you drive your child to school, always remember to let your child out of the car on the curb side.

The back of Lincoln School (Campbell Street) provides a large area for you to drop off and pick up your child curb-side. Drivers are **NOT** to drop off students in the Staff Parking Lot or drive leading into the Staff Parking Lot.

Handicapped Parking

Handicapped parking space is available on Bigger Street.

Bicycles, Scooters, Skateboards at School

Refer to District Guidelines for more information.

Building Security

Door Security

To provide a safe environment for students and staff, Lincoln is a secured building. When you wish to enter the building you will need to come to the front entrance on Bigger Street and ring the buzzer for admittance.

We require all visitors to sign in at the office and get the required Visitor's Badge and to sign out as you leave the building.

All doors will remain locked to prevent any intruder from having direct access to the classrooms. We apologize for the inconvenience, but the safety of our students and staff is our first priority.

Attendance

Refer to District Guidelines for more information on absences and truancy policies.

School Notification

Parents should call the school office each day of their child's absence unless other arrangements have been made between the parent and the principal.

Meal Program

Breakfast

Students in grades K-6 may eat breakfast at school from 7:15 to 7:40 a.m.

No breakfast will be served after 7:45 a.m. with the exception of a late arriving bus.

Lunch

Lunch orders are turned in by 8:30 a.m. If your child is going to be late, please call the school office before 8:30 a.m. so that a hot lunch can be ordered for your child.

Students are to demonstrate good manners in the cafeteria. They should remain seated and face their tray. Sharing or touching other student's food is not allowed. All trash should be picked up and thrown away when the student is dismissed from the table.

Sack Lunches

As a supporter of nutritious breakfasts, lunches and the federal food program, items such as candy, soda pop and sweet juice drinks are not viewed as appropriate for children to have and consume during breakfast and lunch.

Contacts

Emergency Contacts

Parents MUST keep updated telephone numbers and emergency contact names and numbers on file in the office. Should an emergency arise, the school must be able to contact a parent or identified emergency person immediately. Without this information, situations can be turned over to the authorities.

School Visitors

Refer to District Guidelines.

Transfers

Refer to District Guidelines.

Telephone Use

Receiving Telephone Calls

Students and teachers will not be called from class to speak on the telephone. A message can be given to the student or teacher by the school secretary.

Making Telephone Calls

Teachers may return calls to parents during their planning time or after school.

Teachers may allow students to use the classroom phone, if they deem the call necessary.

Personal Property

The school is not responsible for personal property that is broken, lost, stolen or misplaced.

Distracting Items

Students should not bring items to school that do not support the educational process.

Items not allowed at school include but are not limited to: skateboards, scooters, skates, roller blades, skate shoes, toys, trinkets, radios, computer games, electronic items, iPods, pagers, PDA's, CD players, cameras, recorders or recording devices, personal computers, make-up, sunglasses or any other item that distracts from the educational process. Such items will be confiscated by the teacher or principal.

Parents will need to come to school and pick up these items from the teacher or principal.

Cell Phones

If a student brings a cell phone to school, the phone must remain off and in the student's backpack in their locker. By not following this procedure, the phone will be taken away and the parent will have to claim it from the principal.

Money

As a general practice, students are not to bring money to school. Exceptions to this include but are not limited to: milk, lunch and picture money. The school is not responsible for lost or stolen money.

Lost and Found Items

Students may turn lost and found items into the office. At the end of each semester, the unclaimed items will be donated to local charities. Please label your child's coats and jackets with their name on the tag.

Parties and Gifts

Parties

At Lincoln Elementary, we will not be celebrating individual birthdays in the classrooms with cupcakes or other treats. Please do not bring these items to school.

On a designated day each month, parents may join their child at a special table in the cafeteria. If you are eating lunch, please notify the office by 8:30am and submit payment when you arrive.

Fast food is not allowed in the cafeteria.

Party Invitations

The distribution of invitations to private parties is not allowed at school unless the entire class is invited. The school will not provide address of students for invitations to private parties.

Gifts and Flowers for Students

Please do not have gifts, flowers, or other non-school items delivered to school.

Library

At Lincoln School, we want students to learn to appreciate all of the materials in the library. If a child loses or damages a book, the family is expected to reimburse the school for the lost or damaged item. Ordinary use, wear, and tear on our materials is expected and allowed.

Instrumental Music

Lincoln School has both band and orchestra instrumental music classes available to sixth grade students. A few instruments are owned by the school and may be loaned to students who do not have instruments. Home practice will be required of those who take part in this program.

Physical Education

Your child is expected to take part in the physical education activities. If there is a health problem that prevents your child from participating in PE, a doctor's written statement needs to be sent to the principal, giving the limitations and when your child may return to full active participation in PE. A copy of this notification will be given to the PE teacher, recess supervisors and our school nurse.

During physical education, your child must wear tennis shoes. Please mark these shoes with a permanent marker with your child's name.

Counseling Program

Each elementary school is served by a member of USD 308's elementary counseling program. Student involvement with the counselor is considered an integral part of a student's educational experience. Along with individual and small group counseling, crisis intervention, and family support, counselors provide classroom instruction in career, academic, and personal/social (character education) content areas.

Recess

All students are to go outside at recess and should dress accordingly. Students will have indoor recess on days of inclement weather or when the air temperature or wind chill drops below 20 degrees F. The office will monitor weather and air temperatures and announce indoor recesses.

Students are expected to have appropriate clothing at school for outdoor recess, such as a jacket, sweater, coat, gloves and head gear. Students will follow the recess expectations and procedures for all equipment and games. Students who choose not to follow the directions given by an adult could result in the loss of recess time.

Field Trips

Permission Forms

For **each** field trip, parents must sign a field trip permission form giving their student permission to participate. These forms will be sent home with the student at least one week in advance. Please sign them immediately and have your child return them to school.

Students will not be allowed to participate in any field trip without a signed permission slip. Verbal approval by word of mouth or phone will not be acceptable.

Lunch While on Field Trips

The school will provide a sack lunch and drink for all students on field trips in which the students are gone over the noon hour.

School Programs

Please stay alert for notifications from school regarding Family Nights, music programs, parent trainings, and other special events.

Student Conduct

One of our goals at Lincoln School is to help students develop the skills of responsible behavior and self-discipline. Students are often faced with situations in which they must choose their behavior and be responsible for their actions. In order to provide the best possible learning environment for all students, the administration, teachers, and staff will assist students in learning to make appropriate choices and provide consequences when inappropriate behavior is chosen. School expectations will be communicated to the students by teaching and modeling the appropriate behaviors using the Safe and Civil School approach to behavior management.

Please refer to District Parent-Student Handbook for specific guidelines and consequences.

Dress Code

Grooming

Students are expected to use good personal hygiene and come to school in clean clothing, which is appropriate for the season and all school activities, including physical education and recess.

Appropriate dress is that which does not distract from the educational process.

Students whose grooming or clothing appears to be in violation of the dress code may be asked to make arrangements for better grooming or appropriate attire. This could include but not be limited to calling home and asking that different attire be brought to school for them to change into or wearing clothing that the school would loan to the student to wear for the day.

Weather and Dress

Our classrooms are air conditioned during warm months. Students should dress for moderate temperatures. It is expected that students will dress accordingly for play outside each day at recess which would include bringing a coat for colder days. Please put your child's name inside their coats.

Student Dress

Shorts, which are mid-thigh or longer in length, may be worn.

Skirts or dresses mid-thigh or longer may be worn.

Tank tops, fish net shirts, spaghetti strap tops, strapless tops, and cropped tops may be worn **only** with other shirts underneath or over them. (Tops allowing for the exposure of the midriff or ribcage are considered inappropriate.)

Clothing that advertises drugs, tobacco, alcohol, or displays inappropriate writing, comments, or pictures will not be allowed.

Baseball caps, hats, bandannas or other head coverings may not be worn in the building or at school functions unless the head covering is part of a scheduled educational event or required for health or religious reasons.

Slide-on, flip flops or very loose fitting sandals, platform or higher heeled shoes are inappropriate for recess and gym activities. Students **must** have tennis shoes for physical education.

Sagging jeans or low riding pants are deemed inappropriate for school.

Coats and jackets must be removed and hung in the student lockers at the beginning of the school day.