

Lincoln Elementary School STUDENT – PARENT HANDBOOK

2012-2013



“Academics, Social Skills, and Memories”

**Lincoln Elementary School
1366 N. Gould Street
Coquille, OR 97423
(541) 396-2811
Fax: (541) 396-7351**

Vision Statement

At Lincoln Elementary School, children come first.

Together we nurture, inspire,
and strive for excellence
because for us, failure is not an option.

Our Mission

Lincoln Elementary School will provide opportunities for all students to achieve their highest educational ability in reading, writing, and math. Through the combined efforts of all staff, parents, and the community, we will work to create an environment that supports all students as life-long learners.

This institution is an equal opportunity provider.

"In accordance with Federal law and the U.S. Department of Agriculture's Office of Civil Rights policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability."

To file a complaint of discrimination to the Office of Civil Rights, call toll free (866) 632-9992.

Literacy Policy

Literacy is a very important part of success for students in school and in their future. As we implement our literacy plan, every child will have uninterrupted 90 minutes of reading most every morning (45 minutes for kindergarten). For students who may need more help, they will be receiving a "double dose" of reading during the day. Students may have a different teacher for reading than for their homeroom teacher. We ask you to

help us to keep the 90 minutes uninterrupted. **Please have your student here on time and make all efforts to schedule appointments around this morning reading time.**

Our district goal is to have all children reading fluently by the end of third grade. We are confident, with your help, we can achieve this goal. Working together is a crucial part of student learning.

Tips For Helping Your Student to Learn

- Children benefit from predictable schedules. It is a good idea to establish a consistent bedtime and wake time (8 hours of rest) and adhere to it as close as you can. This will result in healthier, more focused children during learning time.
- Children benefit from an adult reading to them 15-20 minutes at home each day.
- Ask your student everyday to tell you about their day at school. If you don't get much of a response, ask them to tell you about their favorite part of that day.
- Children benefit from writing and drawing at home. Ask them to help you with a shopping list, practice writing their name and address, or just draw pictures. The more comfortable a child is using a writing instrument, the better writer he/she will be.
- Children benefit from eating a healthy breakfast every morning. Lincoln Elementary School offers free breakfast beginning at 8:05 am every school day in the cafeteria.
- Children benefit when adults point out the use of numbers in their lives. Count with them, practice adding and subtracting, and help them to use money.
- We love to hear from you. Communication between school and home is proven to play a large role in student success. You can always reach us at the office **(541) 396-2811** or by email (email addresses of staff are included in this handbook).

General Information

The Student-Parent Handbook is designed to inform parents and children of activities, programs, and policies of Lincoln Elementary School. We want you to feel free to call or visit our school to discuss or clarify any of the items in the handbook. If a problem concerning school should arise or your child shares information that concerns you, please contact us. We want to emphasize a positive, cooperative relationship between home and school.

Dropping Off Students in the Morning: If your child does not ride the bus, he/she **may not be left at school before 8:05 am.** This is to make sure students will be supervised when they are dropped off and go to the cafeteria. The cafeteria will always be open by 8:05 am, but may not be

before then. Staff will be on duty in the cafeteria by 8:05 am. Breakfast is provided free of charge for all students. Students should not enter the upper building before 8:30 am unless they have checked with the duty person. Again, this is to ensure supervision.

Attendance: Children need to bring a written excuse from home after an absence. School Board policy stipulates the only excusable absences are those caused by illness, death or illness in the immediate family, field trips, or absences caused by doctor or dentist appointments. If at all possible, we ask that you schedule appointments in the afternoons to avoid our primary reading and math instruction time. Absences for other reasons should be pre-approved, but should not exceed more than seven (7) days in one trimester, or ten (10) days throughout the school year. **By law, we are required to inform parents in writing of excessive tardiness and absenteeism.** District policy also requires we inform the student resource officer of excessive absences. The bell rings to start school at 8:30 am. Any student who is not here by 8:30 am will be counted as tardy.

Accident Insurance: Enrollment brochures for medical insurance are available for your child. However, Coquille School District does not provide accident insurance for students. We endeavor to provide a safe school environment and proper supervision. Student injuries that require treatment beyond initial first aid are rare and are the responsibility of parents and their insurance carriers.

Clothing: All articles of clothing (especially coats and jackets) and other possessions should be labeled with the child's name. Student attire should be in good taste. Short shorts, halter tops, tank tops, shirts or dresses with spaghetti straps, swimsuits, flip flops, open-toed shoes, or clothing with rude messages or anything referencing drugs, alcohol, or tobacco will not be appropriate to wear to school. When in doubt, please wear something else. We also ask students to not wear hats in the building. Please check the lost and found, located on the stage in the gym, if any clothing goes missing. All unclaimed items will be donated to a non-profit organization at the end of each trimester.

School-wide Rules:

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

Throughout the year, we will take the time to teach what safe, respectful, and responsible behavior looks like in different locations of the school. We find the specific examples of what to do and what not to do throughout the school environment help our students to be great classmates to one another. Safe means to avoid doing things that could hurt you or anyone else. Respectful means treating others as you want to be treated.

Responsible means doing the things that are expected of you (or to “take care of business”). We use these definitions with our students to help make school expectations clear.

In order to grow educationally, socially, and emotionally, children need to be in a safe, orderly environment conducive to learning. By providing a warm supporting atmosphere and setting consistent limits, we strive to make life at school predictable for all children. This helps them to spend their energy on learning.

Positive Behavior Intervention System (PBIS): Lincoln Elementary is a PBIS school. PBIS is a program that greatly influences our day to day operations. It is a system that teaches you to think differently. With PBIS, school staff-members concentrate on noticing and rewarding students for the positive things they do, instead of primarily focusing on inappropriate behavior. PBIS is not a lack of consequences. Instead, it is an emphasis on recognition of positive behavior. We all have incentives for giving maximum effort or for performing non-preferred tasks. For adults, it may be a paycheck, respect from others, or leisure time. For children, incentives need to be more immediate in order to have the same impact. At Lincoln, students can earn Lion Paws or Lion Cash to get a chance at a raffle for prizes or privileges throughout the year.

PBIS also provides intervention for students who consistently have difficulty demonstrating appropriate behavior. As needed, Lincoln's PBIS team will meet and discuss interventions and plans to help struggling students to succeed.

Discipline: At Lincoln School, there are four main options for discipline.

Lose a Recess: Student must stay inside and complete school work and/or wait to join recess.

Take a Recess Break: From time to time, a student may be asked to sit out of recess activities for inappropriate behavior.

Suspension: Suspension is the removal of a student from school for one or more days, not to exceed 10 consecutive school days. Suspended students may not participate in school activities or be on any school district grounds on the days of suspension.

Expulsion: Expulsion is the removal of a student from school with loss of credit for the term. An expulsion cannot extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be ineffective. However, federal law mandates that students who bring guns to school shall be expelled for one calendar year.

Restitution: Parents or guardians must restore or pay damages for something their student has stolen or destroyed. This is

reimbursement to an individual or to the school district for the total cost of repairing damages or for replacement of the damaged item.

Directory Information: Directory information includes name, address, phone numbers, and photographs. By law, this information may be released to outside sources such as the newspaper. **If you do not want the release of this information, please let us know in writing. Forms are available in the office.**

School Closure and Delayed Start: Throughout the year, there may be times when weather or road conditions become too hazardous for travel. Weather and road conditions can vary dramatically inside the boundaries of the school district. The district encourages all parents/guardians to assess the conditions at your location. If you feel the weather conditions are unsafe, please make the personal decision to keep students at home until it is safe to travel.

If the school district makes the decision to close schools, delay the start of the school day, or dismiss students early, an announcement will be made through the AlertNow system. The AlertNow system calls the student's current primary telephone number on file with the school district. It is important phone numbers are updated and the school is notified whenever they might change. The district may also contact local TV and radio news stations to provide them current information to share about any closure. If you have any questions regarding closure, delayed start, or early release, you can call Lincoln Elementary School at (541) 396-2811 or the Coquille District Office at (541) 396-2181.

Parents and Teachers for Kids (PTK): PTK is a group of parents and teachers who work together to support our students at Lincoln School and Coquille Valley Intermediate School (Coquille students grades K-5). All parents can be members and are all invited to the monthly meetings. PTK puts on the Lincoln Carnival, special assemblies, book fairs, and provides free books for children at various times throughout the school year. Money raised is used exclusively to help Coquille school children. Please ask the secretary at the school office for more information.

Personal Toys and Sports Equipment: Students should not bring toys or sports equipment from home except for scheduled "Show and Tell." These items are to be kept in the backpack at all times until sharing time. Please keep the following in mind:
Personal belongings should not interfere with the teaching or learning process nor should they be taken out on the playground. Items causing disruptions will be given to the teacher who will release it at the end of the week, or to the parent/guardian if it is a recurring problem.
Toy weapons of any kind are not allowed at school.
Game cards and trading cards should not be brought to school.

Electronic games and equipment (Nintendo DS, cell phones, ipods, MP3 players, etc.) should not be used at school and we suggest they are not brought to school. Neither the school nor any of the staff bear responsibility for damaged or lost personal belongings.

Drive Safely: When driving near the school, especially through the parking lot, please drive slowly. **The speed limit in the parking lot is 5 mph.** There are lots of little ones around the school and they can change direction quickly or come out of nowhere. Also, in consideration for our neighbors, please do not block driveways.

Tobacco-Free Campus: The grounds of Lincoln Elementary School are a tobacco-free zone. Oregon state law specifies there may be **no smoking** or any other **use of tobacco** on school grounds, including in cars. We ask for your cooperation.

Sexual Harassment: Verbal and physical conduct of a sexual nature constitutes sexual harassment when it interferes with an individual's work or learning performance, or it creates an intimidating, hostile, or offensive environment. At the elementary school level, this could include teasing about body parts, kissing, inappropriate touching, or describing or alluding to sexual behavior. Engaging in this conduct will result in appropriate discipline. The victim of such harassment will be protected against retaliation.

Emergency Phone Numbers: It is crucial that the office has two (2) emergency phone numbers that can be used if your child is sick or injured. Please notify the office immediately if any of your contact numbers change.

Free Breakfast and After-School Snack: Breakfast before school and an after-school snack (or supper) is offered free of charge to all students.

Grades and Grading Periods: The school year is divided into three trimesters. Three report cards will be issued within a week of the end of each grading period. Please refer to the school calendar for the dates of these reporting periods.

Immunization Requirements: Students initially enrolling in school are required to provide evidence of immunization with a minimum of one dose each of Polio, Diptheria/Tetanus, Measles, Mumps, Rubella, Hepatitis B, and chicken pox vaccine or evidence of the disease on a Certificate of Immunization Status Form.

Any student born in a country other than the U.S., Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Luxembourg, New Zealand, Norway, Portugal, Spain, Sweden, or Switzerland must present evidence of freedom from communicable tuberculosis prior to entering school.

You have 30 days in which to comply with the law by obtaining the necessary immunizations from your doctor or from the Coos County Health Department (396-3121).

Exceptions: Parents who object to immunizations on religious grounds may present the school principal with a signed statement attesting to this. Parents whose child's health would be jeopardized by immunizations must present a signed statement from their doctor or the Coos County Health Department.

In-District Field Trips: From time to time, we have special programs at other locations within the district. At registration time we ask parents to sign a form allowing us to transport their children to these events. If you do not wish your child to attend these events, please inform the school when you are informed of upcoming events.

Party Invitations: If you are planning a party for your child, please **do not** send invitations for your child to hand out at school unless everyone in the class is invited. This avoids hurt feelings. Balloons, bouquets, and other gifts will not be delivered to the classroom until the end of the day to limit disruptions to learning.

Meal Program: We serve a nutritious breakfast, lunch, and after-school snack each day. The lunch menu includes the choice of two to three entrees, milk, and a salad bar from which students may choose a variety of vegetables, salads, fruits, and breads.

The meal program is a computerized system assigning each child a student number for an account into which money may be deposited. The number will stay with your student through 12th grade. This number is also used to check out books from the library. Students should bring money to the office in the morning before school to be deposited in their lunch account. They may deposit money any school day to cover any length of time. Students will receive a blue low balance slip when their account is low or a pink notice if there is a negative balance. Our district has a no charge policy.

Lunches cost \$1.90 each. We participate in a program providing free and reduced meals to the families who qualify. Reduced lunches cost \$0.40. Students bringing their own lunches can purchase a milk for \$0.35. Adult lunches cost \$3.75.

We want every child to have a nutritious lunch and **we encourage you to apply for free and reduced lunches.** You can pick up an application at the school offices. This information is kept confidential.

Administering Medications: Ideally, all medications should be given at home. However, school personnel are frequently asked to assist students taking medications during school hours. We are able to administer medications to students in the following conditions:

1. The medication is necessary for the student to successfully attend school.

2. The medication is in the original labeled container.
3. For prescriptions, the school must be provided with written permission of the parent/guardian and written instructions from a physician or pharmacist or the prescription label.

For over-the-counter medications, written parent/guardian permission must be provided. All medications must be checked in to the office. A form allowing us to administer medications is available. The only exception is the use of epinephrine by certified personnel in the event of an allergic reaction.

Oregon Medical Assistance Plan: The Coquille School District in collaboration with the South Coast Education Service District participates in the Oregon Medical Assistance Program (OMAP). A student directory may be submitted periodically to this program. If you do not wish your student's information to be released, please notify SCESD's Medicaid biller at 541-266-4025 with 14 days of receiving this notification.

School Nurse: Students no longer have daily access to a school nurse. In the past, parents often asked the school nurse to look at rashes, tender joints, and other minor concerns. We are not able to do this. If a student becomes sick or injured, the parent/guardian or the emergency contact will be alerted. We will call our district nurse for issues that are out of the ordinary. In case of a medical emergency, we may call 911 and the hospital may be called at the parent's expense.

School Security: We ask all visitors, no matter who they are, to check in at the front office for security reasons. We want to know who is in the building at all times. Please meet your child under the covered breezeway or sidewalk near the covered playground. No child will be released **for any reason** to anyone other than persons designated as safe to the office and/or listed in our computer system.

Please sign your student out at the office if you are picking them up other than at dismissal time. We will then call your child down to the office. We will treat all people consistently with these rules and ask that you honor them to protect children's safety.

Students who walk home should go directly home after school. They should not linger around the grounds as there will be no supervision. Students may return to play without school supervision after 4:00 pm. When a student is to go home with a friend, we ask parents/guardians of both children to contact the office with a note or a call. In these cases bus travel is permissible but only if they both ride the bus they normally do. This, too, is to keep our students safe.

Student Records: The parent has the right to:

1. Inspect and review student's educational records.
2. Request an amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violations of the student's privacy or other rights.
3. Pursuant to OAR 581-021-410, a parent can file a complaint concerning alleged failures by the school district to comply with

the requirements of the Family Educational Rights and Privacy Act.

4. Obtain a copy of the records policy.

Transportation: If your child rides the school bus and belongs to a scouting group or will attend the CREATE center, one note brought to school at the beginning of the year will take care of his/her transportation for the remainder of the school year **providing he/she rides the same bus to the activities that he/she rides home.** If a child needs to go to a different destination for childcare purposes, we must have a dated note indicating where your child should go and how often. If a child does not have a note and we have not received a phone call by 2:15 pm, we will transport the student to the regular destination.

Weapons Policy: Federal and state law describe dangerous weapons as “any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.” The district upholds a no tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. If it is determined there has been a violation of this policy, the student may be placed on emergency suspension until further investigation can occur. The Oregon Gun-free Schools Act of 1994 provides that a student who brings a gun to school must be expelled for at least one calendar year.

Staff/Student/Parent Relations: Policy GBH/JECAC

The School Board encourages parents to be involved in their student's affairs and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to: 1. Receiving and inspecting school records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody; 2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable. It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the district with written instructions regarding particular rights or privileges granted to the non-custodial parent. Non-custodial parents will not be granted visitation or telephone access to the student during the school day. The student will not be released to the non-custodial parent without written permission of the parent with sole custody. In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

Important Contact Numbers:**Lincoln Elementary School-** 541-396-2811**Geoff Wetherell, Lincoln Principal and District SPED Director-** 541-396-2811**Susan Shepherd, Transportation Manager (Bus Barn)-** 541-396-2723**Title I and Title IX Contact, Jeff Phillely-** 541-396-2163**Title X Homeless Liaison, Sharon Nelson-** 541-396-2163**Lincoln School Calendar 2012-2013**

August	20	Registration 7:30 am - 3:30 pm
	21	Registration 12:00 am - 7:00 pm
September	4	First Day of School
	6	Open House 5:00 – 6:30 p.m.
	18	Fall Pictures
	28	Grandparents Day lunch
October	12	No School-Work Day/ In-service
	19	Early Release Conferences
	23	Picture retakes
	26	No School In-service
November	12	No School Veterans' Day
	21-23	No School Thanksgiving Holiday
	29	End of 1 st Trimester
	30	No School Work Day/Conference (K-5) Work Day/In-service (6-12)
December	19	Winter Break 12/24 to 01/04
January	04	School Resumes
	21	No School Martin Luther King Jr. Day
	28	No School-a.m. ½ work day ½ In-service
February	1	Early Release Conferences
	18	No School Presidents' Day
March	7	End of 2 nd Trimester
	8	Early Release Grading
	14	No School (K-5) Conferences
	15	No School In-service
	25-29	Spring Break
April	26	No School ½ work day ½ In-service
May	27	No School Memorial Day
June	7	Last Day for students
	10	Last Day for Teachers