

# Student Handbook 2020-2021

**Lincoln Elementary School**

**701 5<sup>th</sup> Ave.**

**Dayton, KY 41074**

**School Phone: 859-292-7492**

**School Fax: 859-292-7481**

**District Website: [www.dayton.kyschools.us](http://www.dayton.kyschools.us)**

**Central Office Phone: 859-491-6565**

**Dayton High School Phone: 859-292-7486**

**Mr. Jay Brewer**

**Superintendent**

**Mrs. Heather Dragan**

**Principal**

**Mr. Tim Chenot**

**Assistant Principal**

**Mrs. Amanda Minser**

**School Counselor**

Dear Parents and Students,

What a great day it is to be a Lincoln Little Devil. We would like to welcome everyone to another school year. We are very excited about the current momentum at LES and look forward to another great year of learning. This handbook contains most of the general information that you will need to know about the school policies and procedures. It should serve as a valuable guide as questions may arise throughout the school year. Our goal as a staff and administration is to create a nurturing learning environment where students are intrigued and excited about learning. We aspire to give all students an educational experience that focuses on a solid academic foundation while providing opportunities for enrichment activities. Our ultimate goal is to meet the needs of all students so they will be prepared for any future endeavor.

We encourage you to be an active participant in your child's learning experience. We do ask that you contact the school administration and teachers in advance to inquire about a desired time for scheduling a meeting. Visitors in the building will be limited. Please make sure you stop by the main office to pick up your Visitor's Pass. No one will be permitted to be present in the building between 7:30 am and 2:55 pm unless they are issued a Visitor's Pass. All visitors must provide a valid photo identification to receive a Visitor's Pass at that time.

Having a successful school year will depend on the collaboration and cooperation among parents, children, staff, and administration. Let's all work toward making Lincoln the best school possible.

Let's have an amazing year together. Go Little Devils!

### **Mission Statement**

The Lincoln School Community is dedicated to providing the opportunity to develop a positive learning environment, which encourages each student to attain his/her optimal level of achievement. We believe our ultimate mission is to encourage our students to become lifelong learners who are responsible, productive community members.

### **Vision Statement**

"Lifelong learners reaching personal potential

Experiencing education in a safe, nurturing, and positive environment

Shared commitment of the home, community, and school"

### **Parent Teacher Club**

Parents are encouraged to become involved in our school. The PTC offers many opportunities for volunteer services. PTC will meet throughout the school year in the Media Center and all is welcome. Please check the LES Newsletter that is sent home during the school year for the upcoming PTC meetings.

### **School Day**

Daily schedule for students:

#### **MORNING IN-CLASS LEARNING:**

If your child/family was selected for the AM timeslot, they will be following these times:

##### **7:45 – 8:00 AM – Arrival to school**

- Students will eat breakfast at home prior to coming to school
- Students will be assigned specific doors to enter the building (more information to follow)

##### **8:00 – 10:50 AM – In-school direct instruction time with teacher**

##### **10:50 -11:00 AM – Dismissal from school**

- Students will receive a bagged lunch to take home for the day
- Students will receive a bagged breakfast for the following day
- Students will be dismissed to home for their online learning time in the afternoon/evening (All LES students will be receiving electronic learning devices for at-home use.)

#### **AFTERNOON IN-CLASS LEARNING:**

If your child/family was selected for the PM timeslot, they will be following these times:

##### **11:45 – 12:00 PM – Arrival to school**

- Students will eat lunch at home before coming to school for the day

- Students will be assigned specific doors to enter the building (more information to follow)

**12:00 – 2:50 PM – In-school direct instruction with teacher**

**2:50 – 3:00 PM – Dismissal from school**

- Students will receive a bagged breakfast and lunch for the following day
- Students will work on their at-home learning in the mornings before coming to school/or evenings (All LES students will be receiving electronic learning devices for at-home use.)

#### **ALL VIRTUAL LEARNING:**

- Each student learning all virtually, along with their guardian, will meet with their virtual learning teacher prior to school opening. The purpose of the meeting will be to receive their new learning device, to learn about the learning plan/expectations of virtually learning, etc. You will be hearing from your virtual learning teacher soon to schedule this one-on-one time for each child.
- Students learning from home will still have the opportunity to receive free breakfasts and lunches. (more information to follow)

There will be three separate drop off zones in front of the school building on 5<sup>th</sup> Avenue. Students will be expected to have their temperature taken at the door. The first zone is at the gym door. This is only for students in 2nd and 3rd grade. The second drop off zone is at the middle doors. This is for only students only in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades. The last zone is the main entrance. This is for students only preschool, kindergarten, and 1<sup>st</sup> grades. Students will report immediately to their classroom.

In order to foster school safety and personal independence, parents will not be permitted to walk their children to the classrooms.

## **Contacting School Employees**

The goal of the teachers, counselors, school administration, and other staff members is to be readily available to the parents or guardians of our children. We always strive to keep open the line of communication between the school and home. If a parent or guardian feels the need to meet in person with a school employee, it is highly recommended that he or she call the school to arrange for a specific meeting day and time. All school employees are expected to check their voicemails and emails on a daily basis so someone will get back to you about arranging a meeting.

#### **Kentucky Revised Statute 161.190**

Whenever a teacher or school administrator is functioning in his capacity as an employee of the board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal activities or will nullify or undermine the good order and discipline of the school.

Failure to abide by the above statute is a violation of State Law.

## **Attendance Procedures**

The parent/guardian who has legal custody of the student should call the school office (292-7492) as early as 7:30 am to let the school know that the child will be absent. A child returning to school after an absence must bring a written explanation, signed and dated by the parent/guardian. Upon entering the building before the 72 hour window of being sent home by the nurse, a child must bring a doctor's note. A telephone call to school does not replace a written note from the parent/guardian.

Acceptable reasons for excused absences and tardiness are:

- \* Death or severe illness in pupil's immediate family.
- \* Illness of the pupil.
- \* Participation in school related activities approved by the Principal.
- \* One (1) day for attendance at the KY State Fair.
- \* Other valid reasons as determined by the Principal.

All other absences and tardies, including suspension, shall be considered unexcused for the purpose of making up routine, daily work. A student with an unexcused absence will only be permitted to make up missed assignments at the discretion of the teacher and school administration.

A tardy is assigned any time a student is late for school or is signed out early.

A parental note indicating an excused absence as described above may be used only for the first four (4) absences per semester. **After the fourth absence, a doctor's note indicating the student's illness must be presented for the absence to be excused.**

When a student reaches a 3<sup>rd</sup> tardy in a single month, that student will be required to stay for a fifteen minute after school detention. If a student reaches a 6<sup>th</sup> tardy in a single month, that student will be required to stay for an additional after school detention with the length to be determined by school administration. If a student reaches a 9<sup>th</sup> and/or 12<sup>th</sup> tardy (etc.) in a single month, school administration will intervene to give the appropriate consequences necessary.

#### **Compulsory Attendance Law:**

The responsibility for regular attendance is the parent, guardian, or custodian. Kentucky state law places the responsibility with the parent, guardian, or custodian of enrolling a child in school and keeping the child in regular attendance.

#### **KRS 159.010 and KRS 158.180**

All school-age children must attend school on a regular and timely basis. A student who is absent or tardy without a valid excuse for an accumulation of three or more days is to be considered truant. A student who has been reported as truant two or more times is a habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel (DPP) both of whom shall take appropriate action including the following but are not limited to:

- Letter being sent to the parent or guardian
- Home visit(s) by the DPP
- Delivering a final notice to the parent or guardian
- Filing Neglect of Education or Habitual Truant charges against parents or guardians of students who are ages six to fifteen.

### **Early Pick-up**

We strongly urge you not to make a practice of taking your child out of school early. If it is necessary for a student to be dismissed early, we do recommend that a note from his/her guardian be given to the office prior to the early dismissal. Before departure from school, the parent/guardian is to come to the office, ask for the child, and complete the sign out sheet. We will ask for your ID (driver's license, etc.) before calling for the student. Students will not be permitted to leave with any individual who isn't listed on the current enrollment form. **Early dismissals before 11:00 am and before 3:00 pm are entered in the attendance record as tardy and count against perfect attendance.**

### **Emergency School Closings**

We are always concerned for the safety of our children in case of an emergency that would force us to close. Just in case there should be an event that would cause us to close early, we would like to make a couple of suggestions to you for the benefit of your children. Talk to your children in advance, explaining who would be coming to get them in the event that an emergency would occur. No child would be allowed to leave school on their own; an adult would have to come to school (or in the case of an evacuation, the new location) and sign out the student. In some cases, both parents work, so children need to know particularly who they should expect. Limited telephone service is available to students, as we have an enrollment of over 600 students. **It is critical that we have three or four working telephone numbers where you or another responsible person can be reached in case of emergency, illness or injury.**

#### **IMMUNIZATION RECORDS AND CONTAGIOUS DISEASES**

**(902 KAR Chapter 2, 902 KAR 2:020E, 902 KAR 2:220E, 902 KAR 2:060 AND 902 KAR 2:090)**

No child shall be eligible to enroll as a student in Lincoln Elementary School unless there is a current, up-to-date immunization record or certificate on file in the principal's office. This is according to Kentucky State Law: KRS 214:034, which places upon the parent, guardian, or person having custody of the child the duty to see that the child is properly immunized.

#### **Notification**

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school, including the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)(the virus that causes COVID-19). The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school. The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition. Parents, legal guardians, and other persons or agencies responsible for students shall review the Kentucky Administrative Regulations

promulgated by the Cabinet for Health and Family Services, including 902 KAR Chapter 2, 902 KAR 2:020E and 902 KAR 2:220E.

### **Infection Control**

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer, or the Kentucky Department for Public Health.

### **Epidemics and Pandemics**

In the event of an epidemic or pandemic, the Dayton Board of Education or the Superintendent may close the schools or take other actions. Students and the parents, legal guardians, and other persons or agencies responsible for students shall abide by all directions of school personnel regarding the conduct of any students and the parents, legal guardians, and other persons or agencies responsible for students relating to measures to be taken relating to contagious diseases.

### **School to Report**

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulations.

## **Code of Conduct**

All student behavior in the Dayton Independent Schools is based on respect and consideration for the rights of others. Students shall have the right to receive a publication listing the rules and regulations to which they are subject. These rules shall be developed cooperatively by the faculty, administration, and representatives of the student body, and approved by the Dayton Board of Education. Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or interferes with the rights of other students. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. The following is a list of behavior infractions and the disciplinary actions for each infraction. This is not a comprehensive listing and the Dayton Board of Education and the Administration of Lincoln Elementary School shall reserve the right to administer other corrective measures for other offenses that might occur. This code shall be enforced in a fair and equitable manner without regard for race, gender, or disability at Lincoln Elementary School, at all school related events, and on school field trips.



Respect	Healthy Living
Responsibility	Moderation
Rules	Honesty
Goals	Wisdom
Volunteering	Optimism
Empathy	Courtesy
Gratitude	Perseverance

## Building Kids Strong.

Core-Life is an elementary school program for building student character and enhancing school spirit, culture, and climate. This is the sixth year of Core-Life at Lincoln Elementary School. In 2020-2021 school year we will continue to enhance the Core-Life characteristics.

It is our goal to teach our children core character essentials that will help them lead a productive and fulfilling life, without the need to turn to drugs, alcohol and tobacco. Please look for information that will be sent home on each of the topics listed above.

## Discipline Procedures



For the fourth year we will continue to implement PBIS practices and be a PBIS School. PBIS stands for Positive Behavior Intervention and Supports. School-wide PBIS is a systems approach for establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students. We are dedicated to positively influencing children to make good decisions while attending Lincoln Elementary School

Our mission is to promote positive behaviors, core character traits, and academic excellence in order to inspire, engage, and grow productive community members.

When a teacher observes a problem behavior, the teacher will determine if the behavior is a minor or major offense using the guide below.

### Minor Problem Behavior

Minor Problem Behavior	Definition
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages

	to adults or students.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/ video players, camera, and/ or computer.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

### Major Problem Behavior

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Harassment/Bullying	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Lying/ Cheating	Student delivers message that is untrue and/ or deliberately violates rules.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/ video player, camera, and/ or computer.
Use/ Possession of Drugs/Weapons	Student is in possession of or is using illegal drugs/ substances or imitations. Student is in possession a weapon (knife, gun, etc. ) or uses a sharp instrument as a weapon capable of causing bodily harm.
Other Behavior	Student engages in problem behavior not listed.

If the teacher determines that the behavior is a major offense, the teacher will contact the office at 4000 or 4001, asking for the Principal or Assistant Principal to remove the student from class. The office referral form will be sent with the student or by the end of the school day.

If the teacher determines that the behavior is a minor offense, she or he will utilize positive interventions to attempt to prompt the student into stopping the problem behavior.

Examples of positives interventions:

- Teacher cues, gestures, eye contact, or proximity
- Identify the student's current Zone of Regulation
- Reteach
- Ask the student to visit the classroom calm down zone.
- Use a reflection sheet so the student can evaluate their behavior/ choices.
- Use a timer.
- Invite the student to a lunch conference.
- Use a point of view reflection sheet.
- Call the Principal or Assistant Principal to request that they walk through the room.
- Contact the School Counselor for a break for the student.
- Have the entire class take a Go Noodle break or other movement break.
- Ask the student what would help them get back on track.

If the student is unable to redirect their behavior, the following are possible examples of consequences but not limited to:

- After school detention
- Lunch conference
- phone call home
- reflection sheet
- active role for the student
- movement break
- change seating
- reteach
- calm down location
- teacher/ student conference
- teacher/ student/ parent conference

***If the student continues to exhibit problem behavior (4 minor problem behaviors), the student's behavior will be considered major and the teacher will then follow the guidelines for referring students to the office for a major problem behavior.***

#### Level I Student Offenses

Level I offenses include, but are not limited to:

- ☐ violation of established rules/procedures
- ☐ incomplete/unfinished work



- |  |   |
|--|---|
| <input type="checkbox"/> disturbing class                    | <input type="checkbox"/> disrespect of a peer   |
| <input type="checkbox"/> minor damage to property of others  | <input type="checkbox"/> horseplay/ running     |
| <input type="checkbox"/> lying                               | <input type="checkbox"/> dress code violation   |
| <input type="checkbox"/> minor defacement of school property | <input type="checkbox"/> unprepared for class   |
| <input type="checkbox"/> refusal to work                     | <input type="checkbox"/> throwing objects       |
| <input type="checkbox"/> pinching, spitting, or kicking      | <input type="checkbox"/> defiance               |
| <input type="checkbox"/> disrespectful behavior              | <input type="checkbox"/> inappropriate language |
| <input type="checkbox"/> chewing gum                         | <input type="checkbox"/> other _____            |

#### **Level I Teacher Interventions/Consequences**

**Level I interventions/consequences include, but are not limited to:**

- |  |   |
|--|---|
| <input type="checkbox"/> verbal warning/redirection  | <input type="checkbox"/> loss of school privileges        |
| <input type="checkbox"/> student-teacher conference  | <input type="checkbox"/> teacher contacts parent          |
| <input type="checkbox"/> change seating              | <input type="checkbox"/> student calls parent             |
| <input type="checkbox"/> timeout                     | <input type="checkbox"/> lunch detention in office        |
| <input type="checkbox"/> area clean-up               | <input type="checkbox"/> restitution of damages           |
| <input type="checkbox"/> alternative class placement | <input type="checkbox"/> teacher collects disruptive item |
| <input type="checkbox"/> teacher detention           | <input type="checkbox"/> refer to counselor               |

#### **Level II Student Offenses**

**Level II offenses include, but are not limited to:**

- |  |  |
|--|--|
| <input type="checkbox"/> persistent Level I misbehaviors       | <input type="checkbox"/> profanity                                 |
| <input type="checkbox"/> academic cheating                     | <input type="checkbox"/> falsification of documents                |
| <input type="checkbox"/> hitting another student               | <input type="checkbox"/> violation of bus rules/procedures         |
| <input type="checkbox"/> misrepresentation of facts            | <input type="checkbox"/> being in unauthorized areas               |
| <input type="checkbox"/> inappropriate use of technology       | <input type="checkbox"/> skipping class                            |
| <input type="checkbox"/> disruptive behavior                   | <input type="checkbox"/> defacement of school property             |
| <input type="checkbox"/> repeated violation of dress code      | <input type="checkbox"/> leaving class/building without permission |
| <input type="checkbox"/> stealing                              | <input type="checkbox"/> cell phone violation                      |
| <input type="checkbox"/> defiance of authority/insubordination | <input type="checkbox"/> failure to attend teacher detention       |
| <input type="checkbox"/> failure to attend principal detention | <input type="checkbox"/> fighting                                  |

#### **Level II Administration Interventions/Consequences**

**Level II interventions/consequences include, but are not limited to:**

- |   |  |
|---|--|
| <input type="checkbox"/> principal/student conference | <input type="checkbox"/> parent phone contact                |
| <input type="checkbox"/> lunch detention in office    | <input type="checkbox"/> alternative lunch placement         |
| <input type="checkbox"/> restitution of damages       | <input type="checkbox"/> alternative placement               |
| <input type="checkbox"/> parent comes to school       | <input type="checkbox"/> loss of school privileges           |
| <input type="checkbox"/> principal detention          | <input type="checkbox"/> suspension of technology privileges |
| <input type="checkbox"/> bus suspension               | <input type="checkbox"/> mandatory principal/parent meeting  |

- |  |   |
|--|---|
| <input type="checkbox"/> in-school detention | <input type="checkbox"/> out of school suspension |
| <input type="checkbox"/> refer to counselor  | <input type="checkbox"/> other _____              |

### **Level III Student Offenses**

**Level III behaviors include, but are not limited to:**

- |   |   |
|---|---|
| <input type="checkbox"/> persistent Level I/Level II misbehaviors | <input type="checkbox"/> profanity used toward a school employee          |
| <input type="checkbox"/> injury to self or others                 | <input type="checkbox"/> sexual harassment                                |
| <input type="checkbox"/> assault                                  | <input type="checkbox"/> possession, use of or selling of alcohol/drug    |
| <input type="checkbox"/> threats/intimidation                     | <input type="checkbox"/> repeated instances of physical/verbal aggression |
| <input type="checkbox"/> bullying/harassment                      | <input type="checkbox"/> false fire alarm/tampering with equipment        |
| <input type="checkbox"/> possession or use of tobacco/lighters    | <input type="checkbox"/> vandalism/defacement of school property          |
| <input type="checkbox"/> defiance of authority/insubordination    | <input type="checkbox"/> obscene literature/materials                     |
| <input type="checkbox"/> disrupting school environment            | <input type="checkbox"/> leaving school grounds without permission        |
| <input type="checkbox"/> weapon to school                         | <input type="checkbox"/> other _____                                      |

### **Level III Administration Interventions/Consequences**

**Level III interventions/consequences include, but are not limited to:**

- |  |   |
|--|---|
| <input type="checkbox"/> principal detention                 | <input type="checkbox"/> mandatory principal/parent meeting |
| <input type="checkbox"/> in-school detention                 | <input type="checkbox"/> loss of school privileges          |
| <input type="checkbox"/> restitution of damages              | <input type="checkbox"/> bus suspension                     |
| <input type="checkbox"/> temporary/emergency removal         | <input type="checkbox"/> contact law enforcement            |
| <input type="checkbox"/> suspension of technology privileges | <input type="checkbox"/> charges filed in Juvenile Court    |
| <input type="checkbox"/> refer to counselor                  | <input type="checkbox"/> refer to services (FRC, SRO, etc.) |
| <input type="checkbox"/> out of school suspension *          | <input type="checkbox"/> recommendation for expulsion *     |
| <input type="checkbox"/> other _____                         |   |

\* In severe disciplinary situations, a student may be suspended or recommended for expulsion from school as defined by **KRS 158.150**:

### **KRS 158.150 Suspensions and Expulsion of Pupils**

(a) Willful disobedience and defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use of or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school.

### **Other Guidelines:**

- During the day when students are caught doing positive deeds or actions they will earn a checkmark on their "Devil" card. This card can be used at the "Devil Store" throughout the school year to purchase items.
- Staff and school administration will involve parents/guardians in the intervention process as soon as possible. Appropriate consequences (i.e. loss of student privileges, teacher detention, principal detention, etc.) will be given for the occurred offenses. Teachers, counselor, and school administration may develop an intervention plan focusing on the student's problems and needs if

persistent Level I, Level II, and Level III offenses occur throughout the school year. A contract may be developed between parents, student, teachers, and/or school administration to state a plan of action and specific consequences. If a serious offense occurs, the school administration will schedule a mandatory meeting with the parents/guardians and the progression will be shortened.

- After several failed disciplinary interventions, the school administration may utilize the court system for assistance.
- Any student bringing a weapon to school, caught using a weapon, or in possession of a weapon will be subject to discipline, including but not limited to, suspension and/or expulsion. Any student who uses an object as a weapon (such as scissors, needles, or other sharp objects) are subject to discipline including, but not limited to, suspension and/or expulsion.

**All levels of misbehaviors, discipline, interventions, and consequences will be categorized at the sole discretion of school staff and/or administration.**

### **Harassment and Discrimination**

Harassment/discrimination is intimidation by *threats of or the actual creation of* a climate of hostility, contempt, if the behavior substantially disrupts the operation of the school or creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment. Individuals who engage in harassment/discrimination of an employee or other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action.

### **Bullying**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors to the school.

### **Actions Not Tolerated**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This handbook provision extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

This handbook provision shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this handbook provision shall be subject to appropriate disciplinary action.

Examples of bullying include:

- ❖ Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- ❖ Stealing or damaging another's things.
- ❖ Ganging up on someone either physically or verbally
- ❖ Teasing someone in a hurtful way.
- ❖ Using put-downs, such as insulting of someone's race or making fun of someone for being a boy or girl.
- ❖ Touching or showing private parts.
- ❖ Spreading rumors about someone.
- ❖ Leaving someone out on purpose or trying to get other kids not to play with someone.

We ask that Students at our school do the following things to prevent bullying:

- ❖ Treat each other respectfully.
- ❖ Refuse to bully others.
- ❖ Refuse to let others be bullied.
- ❖ Refuse to laugh, or join in when someone is bullied.
- ❖ Try to include everyone in play, especially those who are often left out.
- ❖ Recognize and report bullying to an adult.

# Lincoln Elementary School Dress Code Guidelines

## Permitted:

- Shirts/blouses/tops/sweatshirts –Short or long sleeves must cover midriff at all times. Age-appropriate pictures and words are allowed, but no pictures or phrases depicting violence, gangs, drugs, alcohol, tobacco, sexual behavior, discrimination, or of a disrespectful nature. Neckline should be high enough that the chest area does not show.
- Pants/shorts/dresses, sized to fit, worn at the waist with fray marks are acceptable and holes in pants only at the knee and below.
- Skirts/shorts – They must be worn at the waist at an appropriate length.
- Zip-up/ button-up jackets, and hoodies can be worn in school as long as they are not excessively baggy.
- Exceptions for hats, caps, bandannas, etc. can be made in cases of medical reasons (illness causing hair loss, etc.).
- Shoes with heels that are no higher than one-inch.
- Sandals and crocs are acceptable as long as they have a back strap.
- **Facial masks must be worn to cover the nose and mouth unless directed by a staff member.**

## Prohibited:

- Halter tops, Tank tops, Muscle shirts.
- Spandex, Swimsuits, Pajama pants.
- Oversized clothes.
- Shoes with no backs, straps, etc. (i.e. flip flops).
- Caps, hats, visors, scarves, gloves, bandannas, sweatbands, pompoms, or sunglasses.
- Wearing hoods up on sweatshirts/hoodies is not allowed.
- No outside coats can be worn in school.
- Pants that have holes in them above the knee.

- **Shorts and short pants may be worn during the first grading period and fourth grading period.**
- The school reserves the right to add anything to this list that the teachers/admin. find distracting to the educational process.
- Nothing in this handbook is intended to limit free speech in any manner or any other rights of any person.

## School Wide Procedures

### **Cafeteria procedures Remove??**

Students should line up outside the cafeteria. They should enter and form a line to go through smoothly. Students should get a milk, a tray, a napkin, and a fork/spoon. If students are buying any additional items, they must make their purchase **BEFORE** they sit down. Students should sit in the order given by the teacher prior to entering the cafeteria. Before leaving, students should pick up any trash on the table and the floor around them **BEFORE** getting up. **Students are not allowed to get up and discard their trays before being dismissed.** Students should leave one side of the table at a time and the other side should wait, in their seats, until their table mates have cleared the trash can before getting up to throw away their trash. Students need to line up at the door in an orderly and quiet fashion to exit the cafeteria.

### **Playground procedures Remove??**

- Every student shall participate in an organized activity.
- Each student shall observe all rules and procedures of the activity in which they are involved.
- Every student shall show proper sportsmanship and teamwork or they will be removed from the activity.

## Dismissal

- At dismissal time students will be escorted by the teacher to a designated door around the building for dismissal.
- Students walking or being picked up must follow their teacher out for dismissal. If the student is to be picked up, but there isn't anyone there, the teacher will take the student back to a designated area. When the person picking them up arrives, they may sign them out in the office and the student will be sent to them.

### **School wide assemblies Remove??**

We shall have quarterly assemblies to honor students. These assemblies will be used to recognize students for their efforts. This time will also be utilized to provide special programs.

## Missing work

If a student did not complete her/his homework, the teacher may choose from but is not limited to the following options:

- Do the work before school begins – student must be at school early in order to do this
- Do the work after school – the student may stay after the day has ended to complete the work
- Call home – if the student has completed the work and has forgotten it he/she may call home – this will not be allowed to continue on a regular basis

**If a student is not completing classroom assignments his/her assignments may be sent home as homework. If the student does not complete the class work that is sent home then he/she must follow the above procedures for completion. Continued instances of not completing class work may result in an office referral.**

### **Technology Procedures for Students**

The students at Lincoln will be given instruction in the effective and efficient use of computers and software and other technology to support their learning, classroom assignments, research and educational goals.

Students will need to follow the following procedures in order to make sure they use the computer/technology in a safe and proper manner and to protect and preserve all school property:

1. Please log on with your own ID
2. Do not share your ID with anyone.
3. Please log off when you finish using the computer.  
Do not shut down the computer unless prompted by the teacher.
4. Please do not take stickers or labels off of the computer.
5. No food or drink near any computer.
6. Please do not use pencil/pen/eraser to point on the monitor.
7. Do not change any settings (screensaver, desktop, etc) on any computer.
8. Please carry laptops with 2 hands.

### **Breakfast/Lunch Cost**

Free breakfasts and lunches are available to all Lincoln Elementary School students. However, at the beginning of each year, applications for free/reduced meals will be sent home and must be on file for all students enrolled regardless of eligibility.

### **Remove??**

**Please do not send soft drinks in the student's packed lunches.** Students will not be allowed to drink them. Packed lunches should include healthy foods such as soup, sandwiches, fruit and/or vegetables. Please limit "empty calories" such as chips, cakes, and cookies. Also, **no candy is to be sent with the student to school unless it is indicated by a special occasion.** The classroom teacher can be contacted about parties and other celebrations.

### **Wellness Policy Remove??**

**All students shall participate in moderate to vigorous physical activity each day as follows:**

- Each student shall engage in a minimum of 20 minutes of planned moderate to vigorous physical activity each day during his or her Organized Physical Activity (OPA).
- Each student will participate in physical education class for a period of a minimum of 40 minutes each week.
- Students shall not be deprived of their OPA as a consequence but may receive an alternate physical activity if deemed necessary.
- All teachers shall integrate movement into learning activities when feasible.
- Each student's level of fitness shall be assessed at least once a year.
- Appropriate accommodations shall be made for students with special needs, as required by law.

Our school shall encourage healthy choices among students using the following methods:

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available on school grounds during the school day.
- Our school may offer opportunities to have celebrations; this would also include celebrations for birthdays, Valentine's Day, Halloween, Christmas, etc.
- Our curriculum shall reflect an integrated concern for wellness, including connections to science, social studies, and other subjects.

### **Playground Information Remove??**

Children will go outside for OPA (organized physical activity) unless the weather does not permit. Students who are well enough to come to school are expected to go outside for OPA and participate in physical education as part of their overall education. **A doctor's excuse or note from a parent is necessary if a child is to stay inside.** Please have your children wear sturdy, well-fitting shoes such as athletic shoes or sneakers to avoid falls, broken toes or other injuries. A coat or jacket should be worn in cool weather.

## Personal Property Remove

Some teachers allow children to bring certain items to school to share with the class. These items may be toys, games, books, pictures, souvenirs, or small animals. If pets are brought, the teacher must approve it first. We do not allow bringing expensive items that could be damaged or stolen. The school personnel will not accept responsibility for finding or replacing items such as cell phones, iPods, iPads, etc. that are brought to school.

## Lost Clothing

A lost and found box is maintained at school, and parents are invited to come in and go through the box to look for their children's missing articles. Parents, **please** take time to mark names in your child's outerwear, lunchboxes, and backpacks.

## Bicycles

Children are permitted to ride bikes to school. However, the school cannot assume responsibility for the bikes. Bicycles and any other transportation devices (i.e. **scooters**, etc.) must be locked to the bike rack **AT ALL TIMES** during the school hours.

## Recognition of Positive Student Behavior

We regularly recognize the efforts of our students by displaying student work, publishing honor roll lists, making positive comments on report cards, and giving student award certificates and medals. We would also like to hear of any outstanding accomplishments your child earns outside the school community.

## Curriculum

Our curriculum is planned to provide our students with an understanding of the various subject areas. Each grade's curriculum should be flexible in order to allow the teacher to select learning experiences appropriate for the class. Curriculum should provide the learner with the understanding, skills, attitudes, and processes needed for our state-testing program. Learning experiences are organized so that each learner can be assured of a reasonable amount of success.

## Grading System and Report Cards

Report cards will go out four times a year. Progress reports will go out at the midpoint of each grading period in grades 4-6.

\*Intermediate Grades 4 – 6 Grading Scale:      Primary Grades K – 3 Grading Scale:

A - Superior	94 – 100	E- Excellent
B - Above Average	87 – 93	G- Good Progress
C - Average	77 – 86	M- Minimal Progress
D - Poor	70 – 76	N/A - Not Assessed at this time
F - Failure	Below 70	

\*Grades are determined according to the following distribution: assessment (tests) - 60%; classroom assignments-30%; and homework-10%.

## Confidentiality of Student Records

In accordance with the Family Education Rights and Privacy Act (FERPA), parents shall have the right to inspect and review all education records relating to their child by asserting a request for records that complies with FERPA to the principal of the school or any other designated official.

## Daily Work

Children are expected to complete their work daily. When this is not accomplished, the student may be assigned to complete the work after school. In situations where a student does not finish assignments after school, other interventions/consequences may occur. Be prepared for class (pencil, paper, agenda, homework, gym shoes for PE).

## Homework

Homework is a valuable aid in helping students make the most of their school experience. Homework is useful in reinforcing what has been learned in class; preparing students for upcoming lessons; extending and generalizing concepts; teaching responsibility; and helping students develop positive study habits.

### Student Responsibilities:

- Students will use an assignment book daily (i.e. write down assignments, spelling words, due dates, etc.)
- Students will be held accountable for all assigned homework according to the rules of the classroom instructor.

### Teacher Responsibilities:

- Teachers will assign homework on a regular basis.
- Teachers will use the assignment book to keep parents informed of events, notices, and communication about their child.
- Teachers will inform the parents how they plan to assign homework and hold students and/or parents accountable.

### Parent Responsibilities:

- Parents will guide and assist their child with their homework when necessary.
- Parents will ensure that homework is completed.
- Parents will follow the teachers' guidelines set out at the beginning of the school year.

Remove: The most effective way to make sure all students do their homework is to use the assignment book. Students will write their daily assignments and should take the assignment book home to be viewed by parents. Using an assignment book assures that students will know their assignments. It also serves as a means of communication between the parents and the teacher. The parents know exactly what is expected of their children every night. We expect students to do their best job on their homework. Homework is to be neat and accurate. The students should do the work on their own and only ask for help after they have given it their best effort. If there is a legitimate reason why a student is not able to finish homework, the parent must send the teacher a note on the day the homework is due stating the reason it was not completed. Parents are the key to making homework a positive experience for their children. Therefore, we ask that parents make homework a top priority, provide praise and support, and not let children avoid homework. Please contact the teacher if you notice a problem with your child's homework.

## Extracurricular-Programs Policy

### PROGRAMS CURRENTLY OFFERED

Listed below are the extracurricular programs that we currently offer. Additional programs will be approved and instituted based on their ability to meet the appropriate established criteria. There will be an attempt to have the club virtually.

Student Council	Robotics Club	Basketball Teams	Chess Club	Drama Club
Cross Country		Academic Team	Chorus	STLP Club
Gardening Club	Special Olympics	Kindness Club		
Running Club	Girls on the Run	LES News		

### STUDENT PARTICIPATION

All students will be eligible to participate in extracurricular activities if they:

1. Maintain passing grades. If failing one or more classes, the student will be required to fulfill their individualized requirements outlined in their Contract to Pass (Requirements include, but are not limited to: Extended School Services, Quiet Work Time, Computer Lab Time, weekly grade checking with a teacher/ counselor)
2. Are working sufficiently in all classes in an effort to improve their grades. (Items to be taken into consideration when determining this factor will be missing assignments, incomplete work, failing quizzes/tests, etc.)
3. Were in attendance on the day of the activity for at least half of the school day or on Friday for weekend activities. Students with excessive attendance issues may be deemed ineligible to participate in extracurricular activities.
4. Comply with rules established by the adult coach or sponsor for the activity.

5. Conduct themselves in a satisfactory manner based on the student code of conduct. Students who conduct themselves in an unsatisfactory manner may be declared ineligible by the principals.
6. Where applicable, meet any requirements set by the appropriate sponsoring or governing organization.

#### **MONITORING OF ELIGIBILITY**

Monitoring of student eligibility will be conducted by the school administration and the adult coach/sponsor.

### **Handbook**

These procedures and policies were designed by our teachers and the School Based Decision Making Council to stress high expectations and achievement for our students. We ask you to review these procedures and policies. Your support is the key to your child's success in school. Please sign the last page of this document to indicate you have received these procedures and policies. Thank you for helping us to provide the best education possible for the students of Dayton.

### **School Nurse Policy**

Anytime during the school day a child may be sent home with a parent, guardian or representative from the child's emergency contact list, for the following reasons:

- Temperature above 100 degrees
- Vomiting
- Fever
- Croupy cough
- Undiagnosed eye infection
- Undiagnosed rash
- Other reasons described in this handbook
- At the nurses discretion (Example; teacher stating that child is very lethargic or not him or herself).

### **Children Taking Medicine**

- School personnel selected by the Principal shall dispense medication to pupils only if the medication has been prescribed or ordered by a physician or dentist. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kits. Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file, provided the conditions required by administrative procedures are met.
- Except for emergency medications (including but not limited to Diastat, Glucagon, and EpiPens) and medications approved for students to carry for self-medication purposes all medications dispensed to pupils by authorized school personnel shall be kept in the school in a safe, secure place as designated by the Principal. In addition, authorized school personnel shall document on approved forms the dispensing of medications to pupils.
- Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.
- Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.
- Students shall not share any prescription or over-the counter medication with another student. Each year, the district shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

### **Head Lice**

- All students entering Lincoln Elementary School must be louse and nit free. Students who have been found to have pediculosis (head lice) will be sent home with a letter; if the student has live bugs, a parent will be called to pick up the student immediately. Before readmission to school, the student will be rechecked by the school nurse or her designee and must be "nit free" to return to class. We do not do school-wide or whole class checks. Our staff has been trained to be aware of symptoms of pediculosis, but we do not actively look for infestations.
- We can make several suggestions for avoiding head lice.
- Teach your children to never share combs, barrettes, caps, etc.
- Be cautious about allowing your children to have friends visit overnight, or your children going to sleepovers in other homes.
- Putting long hair in ponytails or braids can help.
- Check your children's hair at least once a week. It is much easier to control a mild case in one child than a full-blown infestation of your house.

### **School Computers**

- When you log on to a computer it must be for a school project, research for a school project, or for learning of or practice with specific core content as directed by a teacher.
- You may not share your personal or classroom password.
- You may not log on using another person's password.



- When sharing information, it must be school appropriate. Your guide should be if you would not say it to or share it with your teacher or an adult in the building don't share it via the computer.
- You may not create or share computer viruses.
- You may not edit, erase, or delete anyone else's saved work.
- You may not break into the network or use the network for anything other than school projects.
- You may not save anything to the network server or school computer unless told to do so by your teacher or an adult in the building.
- You may not go into the network or school computers and change the passwords.
- You may not play multi-player games via the network.
- You may not take copyrighted material from or add copyrighted materials to the network.

## **Internet Rules**

- When you log on to the internet it must be for a school project, research for a school project, or for learning of or practice with specific core content as directed by a teacher.
- Teachers will direct students to sites, search engines, and learning activities when using the internet.
- You may not allow anyone to use your user name or password to access the internet.
- You may not share your name, personal information, or communicate in any way with "strangers" while on the internet. Information can be shared if a teacher or parent has arranged the communication.
- Always be polite when communicating on the internet.
- A student's identity, picture, or work that has personal information on it will not be posted on the internet without written permission of the parent/guardian.
- A student without a signed AUP turned in will not be allowed on the internet.

## **E-mail Rules**

Students and Employees may not use your school internet account to set up an email accounts on another server (i.e. yahoo etc...) Only the Kentucky Education Technology System email is allowed to be used.

- When sending an e-mail your guide should be if you would not say it to or share it with your teacher or an adult in the building don't put it on email.
- When sending an e-mail it must be about a school related project, school work/homework or a school activity.
- You may not enter another person's account, copy their work, or send their messages.
- You may not share your name or personal information while on the internet.
- Information can be shared if a teacher or parent has arranged the communication.
- You may not use another person's account to send an e-mail or sign their name when sending an e-mail, or send an anonymous e-mail.
- You may not create, send, or participate in chain or spam e-mail designed to slow down the e-mail system.
- The E-mail is NOT guaranteed to be private. The District Coordinator and others who operate the school district computer system have access to all e-mail. Any e-mails that relate to or support illegal activities may be reported to the authorities.

The Outlook Live email solution is provided to your child by the district as part of the Live@Edu service from Microsoft. By signing this handbook, you hereby accept and agree that your child's rights to use the Outlook Live email service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@Edu services, including the Outlook Live email service, are managed by the district pursuant to Board Policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

## **Communication Devices**

Cell phones are not permitted to be used by students for talking, text messaging, taking photos, or any other reason in the Dayton Independent School District.

Students must adhere to the following:

- All phones/electronic devices must be turned off before entering the school building and remain off until the end of the school day.
- All phones/electronic devices must remain in your backpack or book bag.
- Phones/electronic devices are not allowed to be used on the school bus.
- Any use of picture phones to transmit personal images, school work, or evaluation materials will be treated as a serious breach of security and disciplined accordingly.
- If you fail to follow expectations concerning cell phones/electronic devices or any violations of these user policies it will result in your phone/electronic device being taken away. If your phone/electronic device is taken away, a parent/guardian will need to come to school to pick it up from the office. If your phone/electronic device is taken away for a second time, a parent/guardian will need to come to school to pick it up from the office, and you'll serve a principal's detention after school. If your phone/electronic device is taken away for a third time, it will result in the PERMANENT loss of your ability to possess your phone on district property for the remainder of the school year, and you'll serve a principal's detention after school.

The Dayton Independent School District accepts no responsibility for use, breakage, theft, or loss of these personal items.

### **The Dayton Independent School District Student Acceptable Use Policy For use of Technology and Related Devices**

The Dayton Independent School District has access to the internet and email as part of the instructional process. Students must sign a Student Acceptable Use Policy agreement before they will be allowed to use the internet or email. Written parental or guardian consent is required before hands-on internet or email access is given to a student. However, educators may use the internet during class-directed instruction with or without parental or guardian consent. Students will be held accountable for breaking any of the rules listed in the Student Acceptable Use Policy agreement and understand that disciplinary action may be taken if the rules are broken.

### **Parent Response**

**Student** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

**I certify that I have received the following information:**

- Lincoln Elementary Parent/Student Handbook
- Lincoln Elementary School Dress Code (included above)
- Lincoln Elementary Discipline Code (included above)
- Lincoln Elementary Attendance Procedures (included above)
- Lincoln Elementary Daily Work and Homework Procedures (included above)
- Lincoln Elementary Extra-Curricular Programs Policy (included above)
- Lincoln Elementary Use of Technology and Related Devices (included above)

**I further understand that I have an obligation to become familiar with the discipline code and to instill in my child the importance of following the code.**

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**This page is to be signed and returned to the student's homeroom teacher**