

Lincoln Elementary Faculty Handbook 2025-2026



ALL Lincoln Elementary faculty and staff members must adhere to the Simpson County Employee Handbook.

ABSENCES/ SCHOOL EXCUSES

All student excusal or transportation notes are to be placed in your blue/clear folder and sent to the office each morning no later than **8:30 AM**.

To promote regular attendance, it is the responsibility of each homeroom teacher to:

- 1) Discuss students with frequent absences and tardies with the counselor and administration.
- 2) Watch for patterns of absences and tardies.
- 3) Watch for patterns of excused and unexcused absences and tardies.
- 4) Contact parents after three consecutive absences, or a total of four unexcused absences. Email Mrs. McCutchen concerning any parent contact regarding attendance. The timing of the contact is important, and first contacts must come from the teacher and should be documented.
- 5) Documentation is essential at each step.

A letter will go out to parents after three unexcused absences and Mrs. McCutchen will contact the parents.

DAILY ATTENDANCE

Attendance should be completed and sent electronically by 8:30 every day, and the necessary record keeping completed. Please note, when children are not in school, they are to be marked **Unexcused Absence**. When children are late or tardy, they are marked **Unexcused Absence**. When the student enters late, Mrs. Chandler will change his/her status to tardy. When notes are received in the office, the attendance clerk will change their status to excused after consultation with the principal. **Teachers should not mark tardies.**

EARLY CHECK-OUTS (Student)

Parents (or other authorized adults) must come to the office and sign a log to take a child from school during the day. The secretary will then check the Student Information form and an ID to be sure that the person picking the child up is authorized to do so. Students who have been properly signed out will be called to the office over the phone to go home. At times, we have students with Special Instructions regarding who **CANNOT** pick the child up from school. If you are aware of any students with this situation, please let the office know. **DO NOT release students to a parent or other adult unless the office notifies you. If a parent is volunteering in your classroom at the end of the day and would like to take his/her child when leaving, that parent must stop by the office to check the child out.**

ADDRESS/PHONE NUMBER CHANGES

Please notify Mrs. Kelley or Mrs. Scott of any address and/or phone number changes during the school year. Please send a copy of any address/phone number changes for students that are submitted from parents to Mrs. Chandler to update the student's record. If an address/phone number change is made in the office you will receive a carbon copy of this change in your blue folder.

ADVERTISING IN THE SCHOOL

No advertising of commercial materials or distribution of advertising material including, but not limited to, materials that advertise or promote a particular political party or the candidacy of an individual for public office shall be allowed in the school or on school property, except as expressly approved by the Superintendent/designee. OAG 68-452

ASSEMBLY PROCEDURES

Most school-wide assemblies will be held in the gym. Students will be directed to report to assembly by grades via an intercom announcement. Teachers will accompany their classes to the assembly, direct the seating of their students, sit with their classroom, and supervise their behavior. Teachers who are unassigned at assembly time will assist and supervise the traffic and the seating of students. Acceptable student behavior is expected.

FEES

Fees for trips, Lincoln Elementary tee shirts, yearbooks, etc. will be collected by the teacher and returned to the bookkeeper. A "Multiple Receipt Form" will be completed each time money is collected. Mrs. Kelley will verify money. Teachers should keep an accurate record of all money. Money will not be left in the classroom overnight. Give money to the bookkeeper and it will be locked in the office.

SCHOOL MONEY

All school monies must be secured in the office area at the end of each school day. **Absolutely no collected money should be left in the classrooms overnight.**

BUILDING AND PLAYGROUND MAINTENANCE

All employees are expected to maintain a clean, orderly, and positive environment. Expectations are to teach students to be responsible in helping to keep their classroom clean. By doing so, students should learn to take pride in their school. All debris that cannot be picked up by the vacuum cleaner should be removed from the floor at the end of the day prior to being cleaned by the custodian. The custodial staff will be responsible for vacuuming and/or cleaning the floors as well as dealing with any emergency that may arise. All maintenance work needed should be reported to the principal or assistant principal.

CALENDAR

A school-wide Google calendar is maintained in the office area. When planning class or grade field trips or events, please check the date with school administration, who will place it on the school-wide calendar.

CHILD ABUSE

After a teacher makes an oral report, the employee shall then immediately notify the Principal of the suspected abuse. Failure to report child abuse is a crime and could lead to the loss of your teaching certificate and/or arrest. A report concerning a person in a caregiver role will be reported to the Child Protection Agency. A report concerning a person in a non-caregiver role will report to a law enforcement agency.

COMMUNICATION WITH PARENTS

It is important to keep a file/log of ALL your correspondence to parents and from parents for documentation purposes. Develop a file and drop all copies of your correspondence to parents in it for future reference. Make certain it is dated. If you feel you may have a problem with a parent, make the administrators aware of this. Explicit documentation will help the administrators communicate with the parent more effectively.

COMPUTERS/CHROMEBOOKS

All Lincoln Elementary School staff are expected to follow the Simpson County Schools Electronic Resources Acceptable Use Policy. (See the Simpson County Employee Handbook)

E-MAIL: All county guidelines must be followed when using email. Rule of thumb, "If you wouldn't want it on a billboard, don't put it on email." **Chain emails should not be forwarded/sent.**

CONFERENCES

Conferences are **required** during the parent/teacher conference release days. Other conferences are encouraged as often as needed. **All conferences, including telephone, e-mail, etc., must be recorded on the Conference Report Form.**

CONFIDENTIAL FILES

PERMANENT RECORDS

All permanent records must be kept in a secure location (the vault/records room) in the record/supply office. **If records are taken out during the day, they must be signed out/in with the office and returned at the end of the day. Under no circumstances will records be left in the classroom overnight.** It is the responsibility of each classroom teacher to ensure that permanent records are properly documented and have the correct information enclosed in them.

Teachers should check with SpEd teachers to make sure that SpEd children are being served. SpEd, ESL, and 504 modifications will be shared with classroom teachers during the first week of school. **Teachers are accountable for implementing modifications and accommodations specified in SpEd, ESL and 504 files.**

Teachers will review all permanent records during the first week of school.

COPY MATERIALS ALLOTMENT

Please be frugal in copying. Limit the amount of worksheets utilized and ensure that the work designed for students is engaging, in other words, no busy work.

DISCIPLINE

A copy of the Simpson County BOE Code of Acceptable Student Behavior and Discipline procedures will be distributed at registration. There are some things with regard to discipline that a teacher should bring directly to the attention of the principal. These include:

- a) tobacco, alcohol, drugs
- b) weapons or items which could inflict harm to another
- c) fireworks
- d) pornography
- e) destruction of school property
- f) abusive language toward any adult or another student
- g) threats

LES Behavior Flowchart

For continued and repeated misbehavior at LES, the following protocol will be followed:

- ☐ 1st Offense
 - ☐ Behavior Mark
- ☐ 2nd Offense
 - ☐ Behavior Mark
 - ☐ Parent Contact
 - ☐ Must be a phone call
- ☐ 3rd Offense
 - ☐ Behavior Mark
 - ☐ Student Support Form
 - ☐ Parent Contact
 - ☐ Phone Call
 - ☐ Rooms Message
 - ☐ Parent must acknowledge they received message
- ☐ 4th Offense
 - ☐ Behavior Mark
 - ☐ Minor Referral-Student Conference with Admin
 - ☐ Parent Contact
 - ☐ Phone Call
 - ☐ Rooms Message
 - ☐ Parent must acknowledge they received message
- ☐ 5th Offense
 - ☐ Behavior Mark
 - ☐ Minor Referral-Walk Laps
 - ☐ Parent Contact
 - ☐ Phone Call
 - ☐ Rooms Message
 - ☐ Parent must acknowledge they received message
- ☐ 6th Offense
 - ☐ Behavior Mark
 - ☐ Minor Referral-Lunch Detention

- ☐ Parent Contact
 - ☐ Phone Call
 - ☐ Rooms Message
 - ☐ Parent must acknowledge they received message
- ☐ 7th Offense
 - ☐ Major Referral

Types of Referrals

1. Student Support Form
 - a. This will be used to be proactive with student behavior. This will be similar to the nurse pass. If a teacher feels that a student needs some attention for academics, attendance, behavior, social/emotional, or family, they can fill out this form. Counselor, social worker, or admin will follow up as needed.
2. [Minor write-up](#)
 - a. Minor write-up: Student will be sent to the office. Admin will talk to the student about their behavior and will determine consequences of behavior if/as needed. Parent will be contacted.
3. Major write-up (Get copy from McCutchen or Neal): Student will be sent to the office. Admin will talk to the student about their behavior and will give consequences of behavior based on the discipline matrix. Parent will be contacted.

Updated 06/2025

DISMISSAL

Classes are dismissed in the afternoon using the bell system according to predetermined times. An orderly dismissal reflects a safe environment. Students should not be allowed to leave the classroom before their appropriate bell for dismissal. Teachers should have a list of their students, bell and corresponding bus numbers.

DISMISSAL PROCEDURES FIRST DAY OF SCHOOL

It is very important that teachers determine how each student is going home BEFORE the end of the school day. If you need help finding out about afternoon transportation, please call the office for assistance. **It is best to make note of a child's transportation at Open House.**

If a child brings a change of transportation note, please follow the procedures below:

1. A child brings a note to the teacher.
2. The teacher initials the note and dates it. (Please make sure the student's first and last name is on the note).
3. The note is placed in the Attendance Folder and sent to the office.
4. The secretary will verify the signature and log in the transportation change and write the appropriate transportation note.
5. The note will be delivered to the homeroom teacher before 2:50 daily.

STUDENTS CANNOT VERBALLY TELL A TEACHER OF TRANSPORTATION CHANGES WITHOUT WRITTEN NOTIFICATION.

DOORS

Doors are to remain locked at all times during the school day. Doors should never be propped open.

DRESS CODE: Adults

Employees should dress professionally. Staff, (other than Physical Education teachers), should not wear shorts with the exception of field day. A well-dressed and groomed teacher adds to the status and prestige of the profession and the individual. Your attire speaks to how seriously you take your responsibilities.

DRESS CODE: Students

GUIDELINES FOR APPROPRIATE DRESS

Appropriate school clothing should be worn. Students must not wear shirts that show their midsections, shirts with inappropriate content, vulgar or degrading pictures, or shorts or skirts that are very short or very tight. Backless tops or dresses are not school appropriate. Tank tops with large holes or large underarms should not be worn. Biker shorts are not appropriate. As a rule of thumb, if the child places his/her hands down their side and the shorts are shorter than the finger tip, they should not be worn. A similar test can be done for the shirt, if the child's hand is placed on their chest under the neck area and there is a lot of skin showing around the hand, the shirt should probably not be worn. Boys or girls may not wear caps in the school building unless specified as a special rewards day. Make-up should not be brought to school. No body piercing except earrings is acceptable. Parents will be called for appropriate clothing to be brought to school. **Tennis shoes must be worn in P.E.!!!** Also, tennis shoes are safer on the playground equipment. The principal has the final authority on all dress code stipulations. In summary, the following guidelines will follow District policy:

- Hats, caps, bandanas, hoods, or headdresses shall not be worn in school, with the exception of days designated by the Principal.
- Pajama pants shall not be worn in school, with the exception of days designated by the Principal.
- Wearing of attire/cosmetics and/or, presentation of extraordinary personal appearance, costumes that hide someone's identity or imitate someone or something else, or unsanitary body condition which, in the judgment of the administration significantly disrupts school work or threatens the health of other pupils and/or faculty is prohibited.
- Baggy clothes are not permitted. Pants should be worn at the waist.
- "Trench" coats, "dusters" or other coats which extend below the knee are prohibited.
- Sunglasses shall not be worn inside the school building without a medical excuse.
- Patches, emblems, tattoos, and clothing depicting vulgarity, profanity or sexual content, or clothing that advertises alcoholic beverages, tobacco products or illegal substances, or clothing that is perceived degrading to others shall not be permitted.
- The nude look and/or see-through or cutaway styles that expose the ribcage or midriff, shoulders or chest are prohibited. Sleeveless attire is acceptable for girls. Boys must wear clothing with sleeves at all times.
- Chains (such as long chains classified as billfold chains) or jewelry which may present a safety hazard if misused are prohibited. Jewelry symbolizing drugs or illegal substances is prohibited.
- Students are prohibited from wearing attire which exposes undergarments. Students are not permitted to wear clothes with holes above where the end of the fingertips are when hanging naturally.
- Skirts and dresses should be no shorter than the length of the finger tip when arms are extended by the side. Athletic shorts should reach fingertip length in the front and back.
- The body shall be appropriately covered at all times.
- Any type of jewelry or clothing that represents any type of inappropriate sign, gesture, or wording is prohibited.
- Students are not permitted to wear clothes with holes (above the area in which the length of the finger tips when arms are lowered by the side) unless some type of legging is under the pants.
- Wearing of attire/cosmetics and/or, presentation of extraordinary personal appearance, costumes that hide someone's identity or imitate someone or something else, or any unsanitary body condition which, in the judgment of the administration, significantly disrupts school work, or threatens the health of other pupils and/or faculty, is prohibited;

When informed of a dress code violation, the student must correct the situation by removing the offending item and/or changing into more suitable clothing before returning to class. If necessary, parents will be notified.

DUTY ASSIGNMENTS

Car duty, bus duty, breakfast duty and lunch duty will be faithfully executed so that students will be supervised at all times. Staff members assigned a specific duty are responsible for the welfare of the students and school property under their supervision. A duty roster will be provided at the beginning of the school year. **If you are absent on a day of scheduled duty, you MUST make arrangements to have someone else responsible for your duty. The office should be notified of the responsible party.**

EMERGENCY EARLY RELEASE Information (Student)

Emergency Early Release Information Sheets will be issued to each homeroom teacher to complete on their students in order for the office to set up our records. Please complete ALL information even though you may have filled out similar forms in the past. Turn the completed forms in to the school secretary by the third Friday we are in session in August.

FACULTY MEETINGS/COMMUNICATIONS/AFTER SCHOOL MEETINGS

A list of dates will be provided. We will try to adhere to this schedule.

FAX TRANSMISSIONS

The fax machine located in the office should be reserved for official school business. The number is 270-586-2045.

FIELD TRIPS

Any travel requiring buses requires administration and central office approval prior to the trip. Requests should be completed on the Field Trip Request form. Walking field trips only require the approval from the administration or designee. Requests should be made at least six weeks in advance. Online bus requests, if necessary, should be completed as soon as the field trip has been approved. Each field trip shall have at least one adult chaperone for each ten students. (Please note that all chaperones must be approved as a volunteer before chaperoning any and all field trips. This approval list is in the administrator's office.)

No child will be denied permission to go on the trip for financial reasons. Students qualifying for free and reduced lunch will not be responsible for field trip costs. Teachers must notify Mrs. Kelley in advance of any students who are unable to pay so that arrangements can be made to cover the costs. Teachers must make every effort to collect the required fees. A child with special medical needs must be accompanied by a parent or guardian or a staff member that is trained to accommodate the child. A teacher may request that a parent accompany a child if there is a concern about the child's behavior or suitability of the experience for that child.

Please see Mrs. Kelley to determine transportation costs.

FIRE DRILL PROCEDURES

A map highlighting correct evacuation routes will be posted in a prominent place and all children will become familiar with evacuation routes. We will have practice fire drills once a month during the school year. During any fire drill or emergency fire situation, the outside classroom exit should always be the primary exit unless the fire prevents exit from this location. A copy of an updated class roll should be taken with you when you exit the building.

FIRST AID ROOM PROCEDURE

All medications are dispensed from the office and only through the office. If, during the school day, a child becomes ill and it is necessary for the school nurse to check him/her, please send the child to the first aid room. In some cases it may be necessary to have someone accompany the individual to the first aid room. All accidents need to be reported to the office, and the proper paperwork needs to be completed before the end of that school day.

The teacher should bring any child who sustains a head injury or serious injury to the first aid room. (DO NOT SEND A CHILD ALONE TO THE OFFICE IF HE/SHE HAS SUSTAINED A SERIOUS INJURY OR IS HAVING DIFFICULTY BREATHING).

GRADING PROCEDURES

90-100 = Excellent Progress A

80-89 = Good Progress B

70-79 = Working to Meet Expectations C

60-69 = Needs Improvement D

59 and below = Unsatisfactory

*****Comments on report cards should be positive and supportive. Specific concerns should be dealt with by means of communication with the parent/guardian.

GUIDELINES FOR GRADING

One grade must be put in IC and posted by 3:00 p.m. on Monday afternoon from the previous week.

Any assignment used for grades should be on grade-level standards and meet the rigor of the standard. A participation grade/completion grade should never be used for a report card grade.

Categories should be set:

- Tests
- Quizzes
- Assignments

There should never be fewer than 2 grades in a category at the end of the trimester.

Teachers should plan accordingly.

Content teams should use the same test grades and similar quiz grades. Assignments can be varied but all need to meet the rigor of the standard.

MEDICATION

Students will be given medication at school only with permission from parents/guardians. If parents/guardians wish to allow medication, both prescription and over the counter, to be given at school, they must send written permission that will be kept on file at the school along with the medication in its original container.

Prescription medications must be in the original prescription-labeled container that must state the student's name, date, name of the prescribing physician, name of the medication, and instructions for administering the medication and name of the pharmacy filling the prescription. **The school nurse will administer medication in the office.** The school nurse who administers medication to them must record medications and time of delivery of medications. Document the student's name, name of medication, dosage, time, and name of the person giving medication on a medication administration record.

An adult must bring medication to school. Students may not transport any medication on the bus.

Medications must be stored in a secure, locked, clean container or cabinet in the office.

Please follow the list below for ALL medications.

A medication form should be completed by the parent and filed in the office. This form must be completed for ANY medication. This form is REQUIRED. The name, strength, dosage, and time of day medication is required and should be included on the form.

TEXTBOOKS

Students are responsible for textbooks and other school books they use at home and at school. Replacing lost and damaged books is the responsibility of the student. Remind students that books checked out to them are their responsibility.

HOMEWORK

Our children are expected to have meaningful and productive homework on a regular basis. The work should be material that reinforces and/or extends work that has been taught in the classroom. Parents need to know that homework is a requirement and that students are to update their agenda daily. This newsletter should include information about upcoming projects, tests and any other pertinent information.

KEYS

All teachers will be issued a classroom key. The classroom key should be kept readily available in the event of a lockdown. All outside doors will require your ID card to enter the building and lobby doors.

LEAVE REQUESTS

Personal and professional leave requests should be discussed with Mrs. McCutchen.

LESSON PLANS (OVERVIEWS)

Overviews are a primary responsibility of all teachers. Weekly overviews must be posted outside the classroom door by 8:00 AM Monday morning. Lesson plans should be written clearly so substitutes can use them if you are away. Weekly planning is preferred, but we realize this may not always be possible. At a minimum, three days of plans should always be available. Because the plans reflect your planning to meet the needs of the students assigned to you, they should be available for substitutes. Please leave your lesson plan book out in a visible location on your desk so that the administrators can refer to the plans as they visit your room.

Lesson plans for substitutes:

Along with lesson plans the following items should be available for the substitute:

- class roll
- schedule which includes lunch, related arts and recess
- schedules for special education classes and intervention/enrichment
- Instructional Assistant schedules
- other special instructions including medical needs of students
- Afternoon transportation list.

LUNCHROOM

Free and Reduced Lunch forms MUST go home with every student on the first day of school, registration or at Open House. Any completed forms returned to you should be turned in to the lunchroom as soon as possible.

Field Trips- Please notify the lunchroom manager as soon as you submit a field trip request form.

The lunch period is a maximum of 25 minutes. Schedules MUST be carefully followed. **Teachers should walk their students to the cafeteria. Teachers should be back in the cafeteria in time to pick up their class at the appropriate time.**

By County policy, no adult may charge meals at Lincoln Elementary. Please do not put a cashier in the position of having to deny you. Each staff member may have an account set up just as students do.

MAIL AND MESSAGES

A mailbox for each teacher is located in the mailroom. Teachers should check their mailboxes before school, mid-day, and after school, if possible. **Please do not send students to get your mail out of mailboxes.** An adult needs to get the mail. Central Office mail may be dropped off in the office to be delivered.

MANAGEMENT AND SUPERVISION OF STUDENTS

General Supervision

1. All staff will be in the area of their responsibility when the students arrive and are dismissed from their buses.
2. At no time during the school day is any child or group of children to be unsupervised. Children are not to be left alone in a room or sent to the hall for any reason.
***Students should not be asked to get soft drinks and snacks from the faculty lounge or mailroom.**

AFTERNOON ANNOUNCEMENTS

Afternoon announcements will be made at 2:50 PM. **Students and teachers should listen carefully to announcements.** Every effort will be made to avoid the use of the P.A. interruptions during the school day.

PACKAGES

Anytime you receive a package purchased with county or local school money, you **MUST** check the contents of the package, initial the packing slip, and return the packing slip to the bookkeeper for processing. If you do not receive the entire order, return the slip to show what is missing so the bookkeeper can contact the vendor. When the invoice is received the teacher must promptly sign for approval of payment.

PARENT TEACHER ORGANIZATION

There is an expectation that teachers will attend PTO programs. Cooperation between the PTO and the school is very important. Lincoln Elementary has a strong and supportive PTO. The association is important both as means to strengthen the home/school link and also, secondarily, as a strong financial backer. PTO meetings, functions, and fundraisers are an opportunity to show your commitment to the school community. **Teachers are encouraged to attend all scheduled meetings and all family events.**

PARENT/ STUDENT HANDBOOK

Teachers should be familiar with the Parent/Student Handbook that includes information about Attendance Guidelines, Buses, School Bus Safety Procedures, Cafeteria Program, Changes in School Records, Code of Acceptable Student Behavior and Discipline, Electronic Resource Appropriate Use Policy, Discipline, Student Expectations, Dress Code, Homework, Grading System, Make-Up Work, Parties, Visitation, Volunteers, etc. Teachers should review the Student Handbook with them on the first day of school.

PICTURES

Students will have pictures taken in the fall and spring. Instructions will be issued prior to picture day.

PLANNING PERIODS

Each teacher has a scheduled planning period. This time is intended for teachers to take care of copying, phone calls, team meetings, parent conferences, etc. If it is necessary to leave campus during planning time, the teacher must sign out in the office.

PLAYGROUND AREA

Children will play only in the designated areas and ALWAYS with teacher supervision. A certified teacher must be on the playground with his/her class. Teachers must circulate and supervise all students in a close proximity. A radio must be taken on the playground. **All students should be in the building by 2:50.**

BOARD OF EDUCATION POLICIES

All employees must follow all Simpson County Board of Education policies.

PURCHASE ORDERS OR STANDARD INVOICE

All purchase orders will be handled through the bookkeeper. Forms are available in the office. **PLEASE NOTE: Reimbursement cannot be made unless prior approval is obtained from the principal.**

All supply and material requests will be approved in advance by the principal. Invoices must be returned to the office immediately after receipt. **Cut off date for ordering supplies is April 1st and will be strictly enforced.** No purchase request for the next school year may be made prior to July 1st of the current year.

RELATED ARTS

Teachers are responsible for accompanying their classes both to and from related arts classes. The related arts teachers will have students in an orderly line for pick up. **Scheduled times must be adhered to.**

RETENTION POLICY

Any student failing two or more of the core academic subjects shall be referred to the office by the teacher for retention. At the end of the year teachers should notify the principal which students they may be recommending for retention, prior to final grades being posted. The retention committee will meet to review grades, teacher recommendations, and any other pertinent data in order to make an informed decision concerning retention. If the retention committee's decision is retention a meeting will be held with the parent, teacher and administrator to discuss and inform the parents and receive their input before the final decision is made.

SAFETY PLAN

A school-wide safety plan has been developed for Lincoln Elementary. Plans for building evacuation, lockdown procedures, fire drill procedures, take cover procedures, and a Crisis Response Plan are maintained in the principal's office. Staff members will be trained on specific parts of each plan that are needed so that responsibilities can be carried out.

STUDENT SAFETY: Please reinforce to students.

According to the National Highway Traffic Safety Administration, children ages 16 and under are the most at-risk for getting hit while crossing the street. For the protection of our students, crosswalks are to be utilized when students are crossing the street to and from school. Students will be required to remove headphones and walk bikes across or carry skateboards or similar items. For students' continued safety, they will be encouraged to always use a crosswalk when available and to observe crosswalk safety whenever they are on the road.

STUDENT SAFETY IN CLASSROOM

For security purposes, all classroom doors will be shut and locked during instruction throughout the school day.

SCHOOL CLOSINGS

In the event of a delayed start, total school closing, or early dismissal the following radio and TV stations will be notified as soon as possible: WFKN-Franklin, WSM-Nashville, WTVF-Nashville, FOX-Nashville, WBKO-Bowling Green, WKLY-Bowling Green, WKYU/WDCL, WBVR-Russellville, WHHT, WOVO, WPTZ, WGGC-Glasgow. For early dismissal, the same media will be informed. Additionally, the School Reach notification system will be utilized.

SCHOOL HOURS

The school day for faculty is from 7:30 AM until the last bell. Staff should be available to supervisors, parents, and students during that time unless otherwise instructed.

STAMPS AND U.S. MAIL

Please drop all outgoing mail in the main office. Stamps will be provided for school business only.

STUDENT USE OF EQUIPMENT

Students do not operate any school equipment such as paper cutters, copiers, and laminators. The safety of the students is top priority. Equipment must be operated by adults only.

SUBSTITUTES

Anytime you need a sub, please contact the Principal. The faculty member is responsible for entering the absence into AESOP.

TELEPHONE USE

1. STUDENTS - Student use of the school office phone will be for emergencies only or missing a bus.
2. STAFF - If anyone receives an emergency call, the office will notify the individual immediately. **Telephones are not to be used during instructional time.** Incoming callers should leave a message with the main office and may be returned during non-instructional time.

3. If you make a phone call to a parent and are unable to reach them, please notify the office in case the parent attempts to return the call.

TOBACCO ON SCHOOL GROUNDS

Employees will not use tobacco products on school grounds or in the presence of students.

VISITORS

Direct all visitors to the office. All visitors must sign in at the office before admittance throughout the school. Visitors **MUST** have a visitor's name tag while in the building. If you observe someone without a visitor's name tag, refer him or her to the office to obtain one. Contact the office immediately if you have concerns about the presence of anyone in the building. County personnel should also be wearing identification. Make sure students know **NOT** to open outside doors for people to enter.

VOLUNTEERS

We encourage parents to volunteer. However, all volunteers must complete a volunteer application to be approved before the volunteer process may begin. If parents have small children, it may be best for them to provide services such as material preparation at home. It is often disruptive to the learning environment for younger siblings to be present in the classroom. **Parent volunteers should not be enlisted to grade student papers. Small children are not permitted in workrooms due to safety concerns.**

WORKMAN'S COMPENSATION

ANY INCIDENT MUST BE REPORTED THE DAY IT HAPPENS TO THE OFFICE.

LINCOLN ELEMENTARY SBDM COUNCIL

Lincoln Elementary School's Site Based Decision Making Council has the responsibility for setting school policy consistent with district policy to provide an environment that supports student achievement and assists the school in meeting goals established by the General Assembly. In order to submit an item to be considered at a meeting, it must be submitted in writing to the school principal at least five days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas: Curriculum, Instructional/Non-Instructional Staff Time, Assignment of Students to Classes, School Schedule, School Space, Instructional Practices, Discipline/Classroom Management, Extracurricular Programs.

The Lincoln Elementary School Parent/Teacher Organization is a critical support group for the school. Parents are encouraged to become active members of this worthy organization. Additional information about how you may join and participate in PTO functions may be obtained by contacting the school or the PTO.

SBDM and PTO Officers for 2025-2026

SBDM

Teacher- Maria Gordon

Teacher- Carrie Mylor

Teacher-Caitlin Cavanah

Parent- Kari Harris

Parent- Mary Clayton Garrett

PTO Officers

President – Rachel Scott

VP – Halie Brown

Treasurer –Beth Peden

Secretary – Alex Hammer

Special Events –Mary Clayton Garrett, Kari Harris, Amber Biggs

Harmful to Minors Complaint Resolution Process

Per KRS 158.192 harmful to minors; means materials, programs, or events that:

b) Taken as a whole, appeal to the prurient interest in sex; or

c) Is patently offensive to prevailing standards regarding what is suitable for minors.

This complaint resolution policy shall be used to address complaints submitted by parents or guardians alleging that material, a program, or an event that is harmful to minors has been provided or is currently available to a student enrolled in the District who is the child of the parent or guardian.

a) Complaints be submitted in writing to the Principal of the school where the student is enrolled;

b) Complaints provide the name of the complainant, a reasonably detailed description of the material, program, or event that is alleged to be harmful to minors, and how the material, program, or event is believed to be harmful to minors.

The appeal process is outlined in 08.23 AP.21/Complaint Resolution Process.

KRS 158.192

Board of Educ., Island Trees v. Pico, 102 S.Ct. 2799 (1982)

RELATED POLICIES:

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621

08.2322; 09.4281; 09.42811; 09.428111; 10.2

Assault and Threats of Violence

For purposes of this Policy, a threat; shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.1

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct. The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS

508.078 and potential penalties under KRS 532.060 and KRS 534.030.2

Any student who threatens, physically assaults, batters or physically or verbally abuses a teacher or other school educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District transportation system pending any further disciplinary action that may occur.

Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property. The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students, another classroom in that school; or an alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

REPORT TO LAW ENFORCEMENT AGENCY

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer. School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust. If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school district's area.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws. Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

REFERENCES:

1 KRS 158.150

2 KRS 158.1559

KRS 158.154; KRS 160.290
KRS 161.155; KRS 161.190; KRS 161.195
KRS 209A:020; KRS 209.160
KRS 209A.100; KRS 209A.110; KRS 209A.130
KRS 211.160; KRS 403.720; KRS 456.010
KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080
KRS 532.060; KRS 534.030; KRS 620.030
702 KAR 5:080
RELATED POLICIES:
03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48
06.34; 09.14; 09.2211; 09.422; 09.426; 09.4281_09.429; 09.4341

LEGAL: HB 538 AMENDS KRS 158.150 TO DEFINE CHRONICALLY DISRUPTIVE TO THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered chronically disruptive; and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued

placement in the classroom. At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students. When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with

Policy 09.4281/Grievances.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators

shall review other policies that may govern the allegations, including but not limited to, 09.422

and/or 09.42811, which address harassment/discrimination allegations.

REFERENCES:

KRS 158.150; KRS 158.165; KRS 160.290

RELATED POLICIES:

09.13; 09.422; 09.425; 09.4281; 09.42811; 09.431; 09.438

