

**Lincoln  
Student/Parent Handbook  
2021-2022**



***Purpose, Passion, Belonging***

This is OUR village and EACH means EACH

## *Contents*

Lincoln Expectations	2
Attendance Law Requirements	3
Rules and Procedures	4
Student Departure and Checkout	4
Student Behavior and Discipline	5-7
Dress Code	7
Homework Policy	8
Health Services	8
Medication at School	8
Immunizations	8-9
Title 1 Information	8
Teachers/Licensed Staff	9
Classified Staff	10
School Visitors/Volunteer Background Checks	10
Lockdown	10
Nondiscrimination	11
Breakfast and Lunch Purchases	11

## **Addendums**

### **Attendance/Discipline Policies**

#### **Lincoln Expectations**

- Make Good Decisions
  - Solve Problems
  - Show Respect

## **Attendance Policy**

At Lincoln Elementary we are very concerned about student school attendance because student learning is closely tied to whether or not the student is present to participate in the learning. Regular and prompt school attendance is highly related to overall student success in achievement. It is important that students are in class on time to participate in the learning from bell-to-bell each day. If your child is unable to participate in a virtual hybrid day please call the office and excuse them for the day.

Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions, shall be excused, but are counted against perfect attendance. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

**Please call the school office at 925-8050 by 8:15 AM if your child is going to be absent or late, and no later than 2:45 for changes in dismissal plans.** Our office attempts to make contact with the families of absent students each day—so your call saves time and a possible interruption for you. Please make any special arrangements (such as after school transportation) with your child before he/she leaves for school each day, and then you are sure he/she has the correct information. Phone call messages are welcomed and passed to the student or teacher, usually by noon. We do not interrupt classroom instruction with phone calls except in emergencies. Notes are placed in teachers' mailboxes or sent directly to the classroom. In the event that you must pick up your child from school, you **MUST** come into the office to sign your student out. This helps us ensure student safety.

### **\*New Washington State School Attendance Law Highlights**

Schools and school districts must take certain steps to eliminate or reduce a student's absences:

1. After one unexcused absence in one month, the school must inform parents in writing or by phone of potential consequences of continued absences.
2. After two unexcused absences in one month, the school must schedule a conference with the parents and take steps to reduce absences.
3. After five unexcused absences in one month, the district must enter into an attendance agreement with the student and parent, refer the student to a community truancy board, or file a truancy petition with the court.
4. After seven unexcused absences in one month or 10 unexcused absences in a year, the district must file a truancy petition with the court if the student is under the age of 17.

\*The law (2SHB 2449) can be reviewed online at -

<http://lawfilesexxt.leg.wa.gov/biennium/2015-16/Pdf/Bill%20Reports/House/2449-S2%20HBR%20FBR%2016.pdf>

## School Rules and Procedures

### Arrival to School

1. Assure your child does not have:
  - Cough
  - Mild or moderate shortness of breath or difficulty breathing
  - Fever or Chills
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Nausea, vomiting or diarrhea
  - New loss of taste or smell **and**
  - That they have not been around other individuals with those symptoms or testing positive for COVID
2. Keep home if any of the above.
3. Bring to school if none of the above.

***By allowing your child to go to school each day, you are attesting to knowledge of your child's good health and ability to safely participate at school.***

***Students with flu-like symptoms, cough, fever, sore throat will be sent home.***

4. All Staff, Students and Visitors must wear a Mask as mandated by the state.
5. Breakfast will be served during the morning routine in the classroom.
6. Teachers will follow classroom procedures to take attendance and lunch count
7. If a child indicates illness, or COVID-like symptoms, teacher will follow **district health protocol via nursing staff** to isolate, screen and contact parent for pick-up.
8. Adults accompanying students to school after \*8:50, the start of school day should **send students through the front office doors.**
9. Students arriving by car should be dropped off in front of the school in the drop off lane or parents can park and walk their child across the cross walk.
10. Students walking or riding bikes, scooters, or skateboards should enter at door near the cafeteria. Except for use to and from school, skateboards, skates, roller blades, or "Heelies" will not be allowed to be used on school grounds during school hours.
11. While on school grounds from 8:15 to 3:20 use of **cell phones and personal electronic devices are not allowed. Such devices must be turned off and kept put away.** Violation of this rule will result in confiscation of the electronic device until day's end. Continued misuse will result in the device being held for parents. Please do not contact your child on his/her cell phone until after school hours.

### Student Departure and Checkout

1. **Phone calls requesting changes in student after school plans should be made no later than 2:15.** Please let your child know how they are going home at the end of the day are they:
  - Riding the Bus
  - Getting picked up by car in the car line
  - Meeting family in the grass area by the flagpole/ Walking
2. At dismissal, students should walk in line with their teacher. Students being picked up will be walked by a staff member to the front of the school. Bus riders will go with a staff member to the west side of the school to the Bus Lane. Bus riders will get on the bus, families will meet their students, Walkers will be brought to the front doors by the office and dismissed. Please follow all drop off and pick up procedures for Ida Nason Aronica

3. Adults picking up students from school before 3:15 must call the office and come into the office area to sign them out. Only those specified as designated persons may pick up students.

See attached Washington State Discipline Laws at the back of the packet.

**ALL Staff, Students and Visitors must wear a mask in the building.**

#### **Masking Concerns**

- **Give a verbal reminder to the student to put their mask on**
- **Give a second reminder to put their mask on**
- **Call the office for Admin to talk to student**
- **Continued non-compliance after these steps will result in the student being sent home.**

#### **Lincoln Playground Rules**

##### Students Will...

1. Keep hands, feet and objects to yourself.
2. Play in a safe and courteous manner. Examples: Play flag football—not tackle football, no play fighting or real fighting, no throwing rocks, sticks, sand, gravel, snow or ice.
3. Use appropriate language.
4. Play in designated areas.
5. Follow the rules of the game.
6. Stay outside at recess, unless approved by a staff member to come in. Check in with a recess supervisor to use the restroom.
7. Stop playing when the bell rings, return any equipment to the equipment container, and go to your classroom.
8. Settle differences peacefully. Use “Kelso’s Choices.” Rock it out!
9. Not bring toys, hand held games, cell phones, iPods etc. from home on the playground, including balls, bats, and baseball mitts.
10. Not display affection to others, such as kissing and hand holding.
11. Wear your own clothes, shoes, jewelry, masks and accessories. Don’t trade these items with others.
12. At this time students are not required to wear a mask at recess

**Consequences/Interventions**

Consequences/interventions for minor misbehaviors may include:

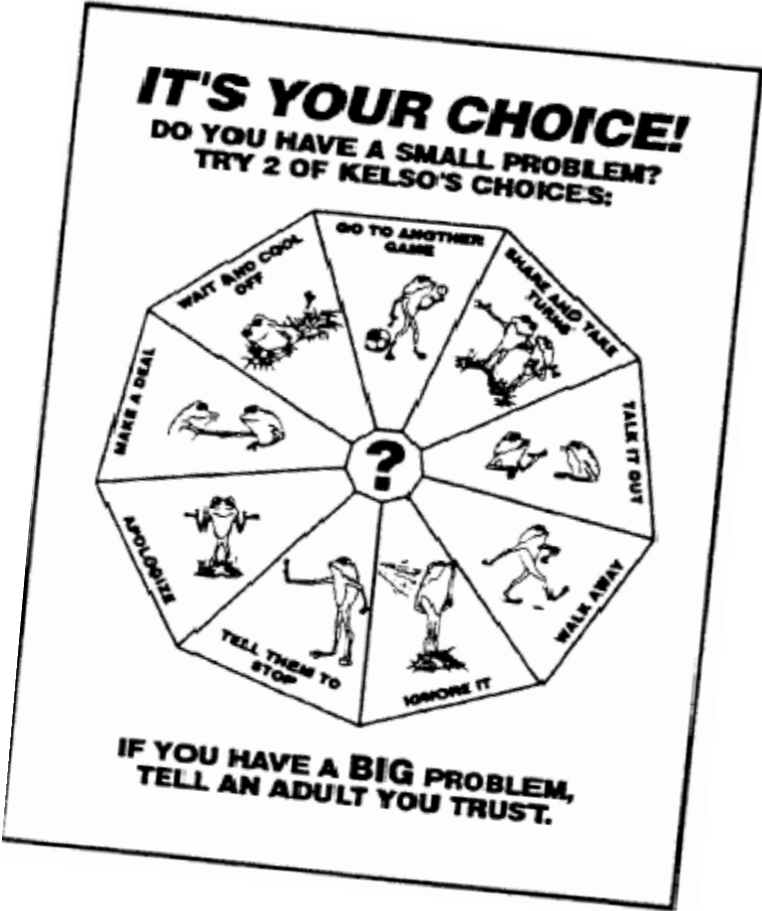
- Redirection and problem-solving.
- Time out or alternate activity at recess for one or more recess periods.
- Discussion with teacher, school counselor, or principal.
- Parent contact.

**Severe Behavior**

Severe behavior is behavior that is considered of such a serious nature as to cause harm to others, damage to the school facility, or disrupts the process of learning.

Severe Behaviors:

1. Fighting and physical violence/assault
2. Possession or use, or under the influence of drugs, tobacco, alcohol, inhalants.
3. Willful destruction or abuse of personal or school property.
4. Use of common objects (for example: pencil, scissors, rock, stick, ice, snow) in a dangerous manner.
5. Possession of dangerous weapons.
6. Theft or extortion.
7. Intimidation/harassment/threat/bullying/electronic bullying
8. Sexual harassment
9. Disobedience of adult direction/failure to comply
10. Inappropriate language
11. Disruptive behavior



**Possible Responses/Consequences:**

The severity of the behavior will determine the level of consequence(s) and/or intervention(s).

- Student meets with teacher and/or administrator to develop a verbal plan for improvement
- Student meets with principal, phone/mail contact with parents, and a plan of improvement is developed.
- Loss of privileges
- Sent to quiet/calming area inside the classroom but away from others
- Alternate activity, restitution.
- In-School Suspension (ISS) and conference with parent, and/or administrator, and/or teacher.

- Short-term suspension from school. Re-admittance may require meeting with student, parent, administrator, and teacher. The parent will be notified prior to a suspension that is imposed.
- Long-term suspension from school. Re-admittance requires meeting with student, parent, administrator, and teacher.
- Contact with local law enforcement/school resource officer, parents will be notified.

### **Harassment/Bullying/Threat/Intimidation**

All students should be able to work and learn in an environment free from harassment. Harassment, whether racial, sexual, verbal, or physical, interferes with our efforts to provide a safe and friendly atmosphere at school. Harassment may include taunting, badgering, heckling, tormenting, bullying, notes, or physical intimidation.

Sexual harassment is unwanted and unwelcome sexual behavior which interferes with a student's right to receive an education or to participate in school activities.

Racial harassment occurs when racial or other ethnic based verbal, written, or physical gestures interfere with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile, or offensive work or school environment.

Students who feel they are victims of harassment need to report their concerns to an adult at school and/or at home. All our students, Kindergarten through fifth grade receive ongoing instruction on how to deal with harassment and bullying.

Bullying is unfair and one-sided. It happens when someone continues hurting, frightening, threatening, or leaving someone out purposely. Name-calling, rude gestures, explicit pictures, inappropriate touching, graphic jokes, language, racial slurs, and put-downs are some examples of bullying.

### **Cafeteria Expectations (Currently Students are eating in the classroom or outside)**

1. Be responsible and respectful
2. Come in quietly
3. Remain seated
4. Use indoor voices
5. Clean up after yourself
6. Line up and leave quietly
7. Eat only your own food

### **Dress Code**

Lincoln students are expected to dress appropriately for school and for the weather. Students must maintain an appearance that is not distracting or disruptive to students and staff. Items that advertise or promote tobacco, alcohol or drugs, or contain pictured or verbal sexual references are not appropriate for a school setting and are not to be worn. No undergarments or midriffs are to be exposed, and no tank tops with spaghetti straps (less than one inch in width). No gang related clothing or accessories will be allowed. Shorts and skirts need to be long enough to reach below a child's fingers when their arms are placed at their sides.

## Homework Policy

The Ellensburg School Board believes that homework is a constructive tool in the teaching/ learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

1. Practice – to help students to master specific skills which have been presented in class;
2. Preparation – to help students gain the maximum benefits from future lessons;
3. Extension – to provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity – to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment. Elementary students should complete their work while at school and any work at home should be enjoyable brief practice. For example, listening to a family member read aloud, taking turns reading a favorite story, writing stories, using real world situations to practice math.

## Health Services

Lincoln's health room is in the office where sick and injured children can be cared for during the school day. First aid is administered by either the nurse or secretary. Parents/guardians may or may not be notified when a child visits the health room, depending upon the reason for the visit.

Please do not send students to school who have been vomiting and have had diarrhea in the last 24 hours. For covid related information please see our school safety plan as well as communication sent out via blackboard and on our district website.

The nurse reviews health information and develops care plans for students who have life-threatening health conditions and other significant issues. Diet prescription forms must be submitted for students who have food allergies or special dietary needs. Forms are available at the office. The nurse also oversees vision and hearing screening, medications, and immunizations.

## Medication at School

If it is necessary for a child to receive medication at school please contact the nurse. No prescription medication or over-the-counter medication can be administered by school staff unless the Medication Authorization Form has been filled out by a health care provider and parent/guardian. Forms are available at the office. Medications include cough drops, topical ointments, nose sprays, eye drops, medicinal patches, and oral liquids or pills. All medications must be brought to the school by the parent/guardian. Prescription medications must be in a pharmacy labeled bottle and over-the-counter medication must be in the original container with the child's name on the label.

## Immunizations

Washington State law and school district policy require all students who attend school to be fully immunized, unless an exemption is signed by a parent **and a healthcare provider**. If a disease outbreak occurs, exempt students may have to be excluded from school until it becomes safe for them to return, which could be up to twenty-one days.



## **Title 1 Information**

Lincoln is a Title I school.

*The following documents are available on the Ellensburg School District Title/LAP web page at <http://www.esd401.org/academics/title-i>. Hard copies are available upon request in the school office.*

**Ellensburg School District OSPI Report Card** This report from the Office of the Superintendent of Public Instruction (OSPI) provides information on student achievement for the Ellensburg School District.

**Written Citizen Complaint Procedures** This document from OSPI outlines procedures for resolving issues of violation of a federal statute or regulation that applies to federal programs.

**Parent and Family Engagement Policy** The district Title I Parental Involvement policy outlines guidance for parent involvement.

## **Lincoln Teachers and Licensed Staff**

### **Kindergarten**

Jen Holmgren  
Bevin Thayer- Virtual Academy  
Jessica Horrock  
Jordan Bengen

### **First**

Kathy Harrell  
Mandi Laurent  
Christine Ray  
Tia Ross

### **Second**

Brenda Picha  
Bobbi Johnson  
Andrea Jensvold  
Katie Hull

### **Third**

Ann Riley  
Amy Haberman  
Cathy Savidge  
Christina Moorman

### **Fourth**

Toby Mahre  
Annie Buchanan  
Karen Foley

### **Fifth**

Torre Frampton  
Amy Holdeman  
Shelby Wedekind

### **Special Education**

Peggy Kelleher  
Carolyn Rockenbach

### **MTSS Specialist**

Pearl Rossi

### **Library**

Toni Phelps

### **Art**

Stephanie Teasley

### **PE**

Tom Wilson

### **Music**

Carol Alldredge

### **Strings**

### **Speech**

Kara Hunnicut

**School Psychologist-** Emily Nett

**Occupational Therapy**

Kristen Floan-Wood

**Nurse**

Jenny Mchargue

**Counselor**

Scott Botten

**Challenge/Discovery**

Marlene Hughes

Theresa Anderson

**EL Teacher**

**Assistant Principal**

Delbert Heistand

**Principal-** JoAnne Duncan

**Lincoln Classified Staff**

**Paraprofessional**

Nichol Thomas

Barbara Messinger

Amanda Synder

Lisa Smith

Lynn Leslie

Gretchin Kingston

Karin Rosen

Mone Reeves

Charleen Bouta

Tiffany Mallon

**Office Staff**

Liz Holmes - Secretary

Sue Hanson– Office Assistant

**Recess Supervisors**

Gay Dolozier

Susan Yearout Nicolas Jijinja

**Cafeteria Supervisors**

Judy Dowd

Susan Yearout (am)

**Food Service**

- Mary Phelps- Corrine Anfinson

**Special Education Paraprofessionals**

Emily Johnson - Lisa Masters

**Custodians**

Ed Silva— Head Kevin Brunner

**Library**

Sue Hanson - Library/Media Assistant

**School Visitors/Volunteer Background Checks**

Visitor/Volunteer protocols will be updated with recommendations from Kittitas County Public Health. In the event a parent/guardian needs to come into the school please come through the main office doors and check in at the office. Do not go straight to the classroom.

**5. Lockdown**

In the event of the school being placed in a lockdown, phone calls to the school may not be answered until the lockdown is completed or calls may be forwarded to the District’s main office.

**Nondiscrimination:**

The Ellensburg School District No. 401 is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere. ESD School Board Policy 5011 and 5011P define and outline complaint procedures for any employee facing such discrimination. Policy 5011 can be found at <http://bit.ly/2i6toqT>; Procedure 5011 can be found at <http://bit.ly/2uIK11y>.

This district complies with all federal rules and regulations and does not discriminate on basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the School District Title IX Officer, Cole Kanyer, and/or Section 504 Coordinator, Kelly Kraunbaur; 1300 East Third Avenue, Ellensburg, WA 98926 or phone [\(509\) 925-8000](tel:5099258000).

The Superintendent shall provide for an annual evaluation, periodic surveys, and annual notice and complaint procedures as required by law to insure that there is in fact equal opportunity for all students in the District. No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.

Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Ellensburg school system. The Board of Directors shall designate the Superintendent to serve as affirmative action/Title IX compliance officer.

# Breakfast and Lunch will be Free to all students 2021-2022

---

You can reach our Child Nutrition Director at 925-8400. For more food service questions you can also check the following link- <https://www.esd401.org/departments/food-services>

## PBIS/School Success

PBIS stands for Positive Behavioral Interventions and Support. It is a comprehensive philosophy based upon research of what really works in schools to decrease poor student behaviors. It focuses on applying positive behavioral interventions and other proven techniques to help students learn proper ways to socialize and handle their behavior. It is developed by a team that sets goals and teaches replacement skills to the student over time. It recognizes that there are reasons for behavior problems such as deficient skills and seeks to correct problems and teach proper socialization. This is significant, because we are teaching children to handle themselves instead of teaching them to just submit themselves to a power authority.

Traditional Management wants a “quick fix” and is designed by one person, and PBIS wants to see improvements over time and is created by a team of individuals working together. With Traditional Behavior Management the “system” is telling the student what to do; with PBIS the student is learning to do the right thing for him or herself.

	<b>School-Wide Rules/Expectations</b>		
	<b>I Show Respect</b>	<b>I Make Good Decisions</b>	<b>I Solve Problems</b>
<b>Classroom</b>	Be a good listener Use kind words Treat others the way you want to be treated	Follow Directions Try my best	Use strategies available in classroom to solve problems Tell your teacher if there is a problem that cannot be solved on your own
<b>Hallway &amp; Traveling</b>	Voices at 0 Walking with body to self No hoods/hats/gum/candy/ food	Stay in line Stay to the right Quiet	Use positive problem solving strategies Report Problems or Issues
<b>Bathroom</b>	Flush Wash hands Respect privacy Voice level 1	Use Toiletry appropriately Put Paper Towels in garbage Respect Privacy	Use at Recess Report Problems or issues

<b>Cafeteria</b>	<p>Have patience</p> <p>Use your manners</p> <p>Voice level 2</p> <p>No hats or hoods</p>	<p>Clean your space</p> <p>Be prepared</p> <p>Follow adult directions</p>	<p>Stay at my table</p> <p>Eat only my food</p> <p>Help Others</p>
<b>Assembly</b>	<p>Appropriate Voice Level</p> <p>Look at the speaker</p> <p>Be on time</p>	<p>Participate when appropriate</p> <p>Stay seated with <b><u>your class</u></b></p> <p>Sit next to someone that will allow you to be successful</p>	<p>Manage myself</p> <p>Ignore others problem behavior</p>
<b>Playground</b>	<p>Listen to adults.</p> <p>No food/candy/gum</p> <p>Include others in play</p>	<p>Play the games correctly and safely</p> <p>Stay inside the boundary</p> <p>Line up when the bell rings</p>	<p>Use kind words</p> <p>Use positive problem solving strategies</p>
<b>Before &amp; After School</b>	<p>Follow recess and cafeteria expectations</p> <p>Respect school property</p> <p>Get homework pass if teacher has invited you to the classroom</p>	<p>Arrive on time 8:50</p> <p>Walk on the sidewalks.</p> <p>Keep a quiet voice inside the building</p>	<p>Know your plan to get home each day</p>
<b>Bus</b>	<p>Wait your turn to board the bus</p>	<p>Stay in line on right</p> <p>Stay with your teacher until you reach your bus/parent/guardian</p> <p>Follow bus expectations as taught by bus drivers</p>	<p>Report issues to bus driver</p> <p>Use school strategies to solve problems</p>

This handbook will be updated with any new information and guidelines.