

Lincoln Elementary Important Information



Administration

Superintendent

Dr. Mark Penny

Principal

Dr. Holly Hite

Assistant Principal

Mrs. Alicia Evans

Our Mission:

Together we ensure success for ALL!!!

Our Vision:

Lincoln Elementary commits to

Ensuring every student reaches their fullest potential by

Offering diverse learning opportunities and having

Parent, family, and community involvement and engagement.

Achieving goals through promoting

Real world learning and experiences while

Developing a collaborative culture and meeting the

Social and emotional needs of ALL!

Arrival & Dismissal Procedures:

Arrival:

- **Our doors will open at 8:00 a.m. each morning.** The school day begins at 8:20 a.m. when students are in their seats, ready to learn! Breakfast is served daily from 8:00 to 8:20 a.m. If you bring your child to school, you may drive around the circle driveway and drop your child off in front of the building beginning at 8:00 a.m.. There will be someone to greet your child at the door (inside and outside). Your child will go immediately to his/her classroom to begin the day.
- If your child needs to eat breakfast, he/she should report to the cafeteria before going to class.
- Buzz-in security has been placed in all elementary buildings in the District. Lincoln Elementary doors will be locked from 8:20 a.m until 3:20 p.m.. During this time, parents and visitors will need to push the buzz-in bell for admittance to the school office.
- **Students who arrive after 8:20 a.m. will need to be accompanied by an adult and signed in at the office.**
- If you want to walk your child into the building in the morning during the first week of school, we ask that you park in the parking lot, walk your child into the front entry, and then allow him/her to proceed to the classroom.

Dismissal:

- Our car riders will be dismissed at 3:20 p.m. and will walk out with a grade level teacher or paraprofessional. Parents are asked to remain in their cars and drive around the circle driveway to pick-up their child. **Arrangements should be made allowing children to load on the passenger side of the car.**
- **Wednesday Early Release dismissal will be at 2:10 p.m.**
- Students leaving Lincoln Elementary as car riders will only be allowed to leave with adults that have the proper pick-up tag or adults who can present an ID to verify that they are on the child's contact list as one of the designated adults to pick up.
- Regular dismissal will be 3:20 p.m. for all bus riders. The bus riders are escorted to their respective bus room at this time and will then walk to their bus with a grade level teacher or paraprofessional.
- **Any transportation changes are to be made before 2:00 p.m. On early release Wednesdays, any transportation changes are to be made before 12:00 p.m. In case of an emergency, necessary changes after 2:00 p.m. (or 12:00 p.m. on early release days) must be made through an administrator.**
- No student is to be dismissed early except in case of an emergency. No student is to leave school early without checking out through the office. Students leaving early must be signed out in the office by a parent/guardian or a previously designated person. A parent, guardian, or designated person must have identification to check out a student.
- All visitors are expected to check in with a photo ID at the Lincoln Elementary office upon entry.

Character Education:

Lincoln Elementary teaches Character Education as the foundation to students' learning. Character is that part of who we are as a person that tends to be respected and admired by others. It's the qualities of a person like kindness, persistence, and curiosity. And, it's something we want to encourage our students to develop, so they can live happy and productive lives. We work hard to ensure that our staff and students work diligently each day on developing positive character traits.

Each year, Character.org and its state affiliates select schools and districts that demonstrate a dedicated focus on character development that has a true positive impact on academic achievement, student behavior, and school climate. Through an in-depth and rigorous evaluation process, schools are found to be exemplary models in character development. Criteria for selection are based on Character.org's [11 Principles of Effective Character Education](#), a framework to assist schools in providing students with opportunities for moral action, fostering shared leadership and engaging families and communities as partners in the character-building effort.

We are very proud to share that Lincoln Elementary was named a Missouri “State School of Character” and “National School of Character” in 2011, 2016 and again in 2021. This is a distinction that we hold for 5 years.



Communication:

Frequent and effective communication is important to the staff at Lincoln Elementary. We utilize several forms of communication throughout the school year. Please make every effort to ensure that we have your current contact information including phone numbers and email addresses. These are used for school and classroom communication purposes. For photos, updates and reminders please like our school Facebook page, **Lincoln Elementary School** and our **Lincoln Elementary PTO** page.

Lincoln Elementary Student Expectations

At Lincoln Elementary, students are expected to
Show Their Paw at all times.

Show Your PAW



To Show Your Paw means to:

- **Be Respectful**
- **Be Responsible**
- **Be Accountable**
- **Show Self-Control**
- **Be Ready to Learn**

At Lincoln Elementary all teachers and staff work diligently throughout the year to teach, model, and reflect on these expectations with students. Students and teachers spend time intentionally discussing and practicing how to “Show Your Paw” in all areas of the school.

**“SHOW YOUR PAW”
What Does It Look Like?**

In ALL Classrooms	<ul style="list-style-type: none">● Students will respect each other and the adults in the school.● Students will make good choices.● Students will be accountable for their schoolwork.● Students will actively participate in class.
In the Hallway	<ul style="list-style-type: none">● Students will walk silently.● Students will use a pass when not with our assigned class.● Students will keep their hands at their sides or behind their back.
In the Cafeteria	<ul style="list-style-type: none">● Students will raise their hand if they need something.● Students will wait in line patiently.● Students will be quiet during the last few minutes of lunch to allow time to finish eating and prepare for dismissal.● Students will clean up items in their area.● Students will use their best manners.
At Recess	<ul style="list-style-type: none">● Students will ask the teacher/para for a pass to use the restroom.● Students will abide by safe playground behavior.● Students will line up immediately when the whistle blows at the end of recess.● Students will pick up any equipment and put it away in the basket.● Students will stand silently in line with your hands at your side.
On The Bus	<ul style="list-style-type: none">● Students will sit seat to seat, back to back, bookbags in their lap at all times.● Students will talk in a quiet voice and will use headphones with any devices.● Students will listen to and follow the driver’s directions.
Restrooms	<ul style="list-style-type: none">● Students will be quiet while in the restroom.● Students will respect the privacy of others.● Students will go into the restroom, take care of their needs, and leave the area.● Students will leave the area clean.

If a student is not showing his/her paw, the following procedures will be used:

Warning:

The first time the student is not showing his/her paw, the adult will give the student a verbal warning. The adult may say something like, “Are you showing your paw? To show your paw right now means to...” or “Showing self-control means you are listening to the speaker. Are you showing self-control?” If the student can show his/her paw, he/she may stay in his/her seat. However, if the student cannot show his/her paw after the warning, the student may be asked to go to the Think Station.

Think Station:

Each teacher will have a spot in the classroom for the Think Station. There will also be think stations in the halls, on the playground, in the cafeteria, and near the restrooms. If the student cannot show his/her paw after the warning, the adult will ask the student to move to a Think Station. While in the Think Station, the adult will continue activities with the other students. The student may be asked to sit quietly and think about what happened. He/she may be asked to draw or write about what happened. The teacher may also give the student his/her work to complete. When the adult feels the student is ready, he/she will be asked about what happened and will also be asked what he/she should do when he/she goes back to his/her seat. This reflection conversation between the adult and student is focused on learning to make better choices, it is not punitive in nature. If the student continues to be a disruption to the class while sitting in a Think Station, the student will be asked to move to a Think Room.

Think Room:

If the student cannot show his/her paw while at the Think Station, the adult will ask the student to move to a Think Room. The Think Room is another classroom in the same grade (if available). While there, the student may be asked to sit quietly and think about what happened. The student may also be asked to draw or write about what happened. The teacher may give the child his/her work to complete. The teacher in the Think Room will send the child back to his/her regular classroom when he/she is showing his/her paw. The student will speak with his/her teacher before returning to his/her regular seat. Again, this reflection conversation between the adult and students is focused on learning to make better choices, it is not punitive in nature. If the student continues to be a disruption to the class while sitting in a Think Room, a principal will take the student from the Think Room and escort the student to the office.

Office:

If the student has been a disruption in the Think Room, he/she will be taken to the office. The student may sit quietly until he/she is ready to show his/her paw. The principal will speak with the student about his/her choices and make a phone call to the parents/guardians. The principal will use discretion to determine if other consequences should be given to the student depending on the choices the student has made. Then, the student may go back to the classroom. If the student is a disruption again in the classroom that same day, he/she will automatically return to the office.

Communication Tools regarding Lincoln's PAW Plan

Think Station Report:

If a student has to go to the Think Station, Think Room, or office at any time during the day, the teacher will fill out a Think Station Report that will go home with the student. This report is a communication tool between the teacher and parent. It is meant to allow the parent to understand the reflection conversation that took place at school regarding their child's behavioral choices. It is different from an Office Discipline Referral (see below). The child's parent/guardian is to sign and return the next school day. If the child has work that was not completed as a result of his/her choices, it may be attached to the report to be completed at home and returned the next school day.

Office Discipline Referral:

Students will receive an office discipline referral if they have inflicted physical harm to another student or adult, if they are displaying extreme disrespect, if they are being an extreme disruption to the learning environment, if they refuse to go to the Think Station or Think Room or if they violate any of the expectations outlined in the Troy R-III Student Code of Conduct. Parents will be notified via a phone call, email and/or copy of the office discipline referral.

PAW Applause:

A PAW Applause is a positive behavioral referral that can be written by any staff member at Lincoln Elementary. A staff member can write a PAW Applause for a student who is making positive behavioral choices and/or is showing positive character traits. Students who receive a PAW Applause will celebrate with the staff member who wrote the referral as well as a principal in the office. Parents will be notified via a phone call, email and/or copy of the PAW Referral.

This form needs to be signed by a parent/or guardian and returned to your child's teacher.

***Lincoln Elementary
Handbook and Field Trip Acknowledgement Form
2022-2023***

Student's Name: _____ **Grade:** _____

Teacher's Name: _____

I give my permission for my child to attend any field trips at Lincoln Elementary School for the 2022-2023 school year. I understand that school personnel will attempt to contact me at current numbers that I have provided for the office in the event of a medical or dental emergency. I give school personnel or other adult supervisors permission to transport my child to the nearest medical or dental facility. All school policies and procedures pertaining to emergency situations will be followed.

I have read and understand the section on testing. This includes giving my permission for the educational use of my student's subgroup data. Subgroups designated by the Elementary and Secondary Education Act are as follows: Asian/Pacific Islanders, Black, Hispanic, American Indian, White, Multi-Racial, Free and Reduced Lunch, Limited English Proficiency, and IEP.

I have read and understand the Directory Information section and Photography Notice.

I have received and read the 2022-2023 Lincoln Elementary School parent and student handbook.

Signature of Parent/Guardian

Date _____

Signature of Student

Date _____