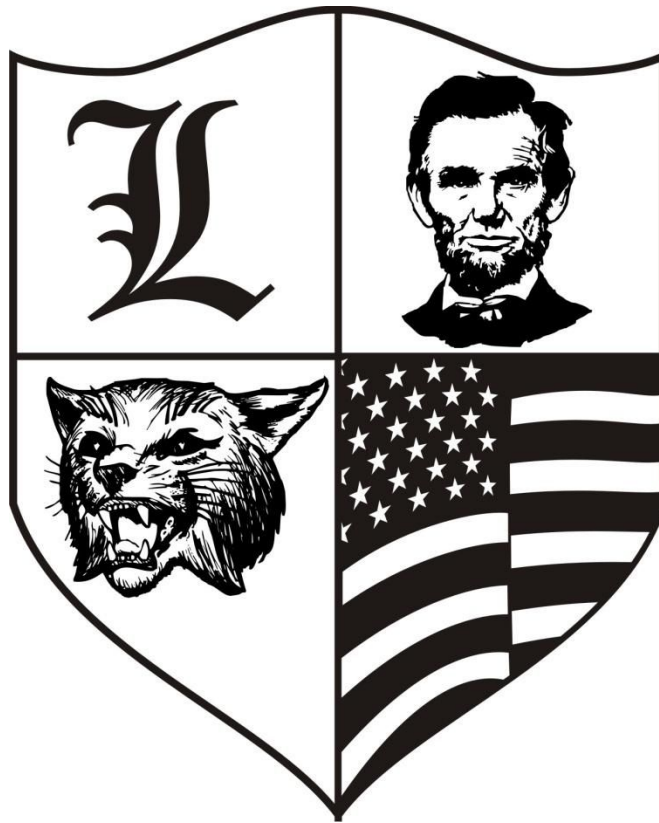


***LINCOLN ELEMENTARY
PARENT/STUDENT
INFORMATION***



2018-2019



2018-2019
LINCOLN ELEMENTARY
PARENT/STUDENT INFORMATION

Welcome to all new and returning families from the faculty and staff of Lincoln Elementary! You and your child can look forward to an exciting year.

From time to time, you may have questions regarding school procedures and/or rules. This information booklet will provide most of the answers you seek. Although this booklet looks similar to last year's information booklet, the information has been updated for the current school year. Please read the booklet and go over the current information with your child.

A quality education is most easily provided when home and school work as a team. You are encouraged to help by:

- attending parent-teacher conferences
- communicating often with your child's teacher
- taking an active interest in your child's course work and homework
- ensuring that your child attends school regularly
- being involved in the Parent/Teacher Organization (PTO)

We are looking forward to another successful year at Lincoln Elementary. If you have any questions that are not answered here, please feel free to call or visit the office (997-6063).

Sincerely,

John Fletcher
Principal
jdfletcher@marionunit2.org
Follow us on Twitter: @mrfletcherlinc

Thomas Roper
Asst. Principal
troper@marionunit2.org

PARENT/TEACHER ORGANIZATION
(P.T.O.)

P.T.O. membership is open to all parents and guardians. There are no dues required for membership in P.T.O. The P.T.O. works cooperatively and in association with the school district to help provide a better learning environment for the students. We encourage all parents/guardians to join the Lincoln P.T.O.! Lincoln P.T.O. meets throughout the year. P.T.O. volunteers coordinate and assist with many activities such as student registration day, parent orientation night, parent volunteer program, American Education Week, Red Ribbon Week, Wildcat t-shirt sales, field trips, P.T.O. newsletter, classroom parties, fund raisers, and student activities, educational presentations, Teacher/Staff Appreciation Week and numerous other activities which enhance the overall educational environment of Lincoln School. A sign-up sheet and

specific information is included in the Welcome Packet. For other information, contact the Lincoln office (997-6063). Additional information regarding PTO can be found on page 58 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

PARENT AND COMMUNITY INVOLVEMENT

Parent Involvement:

Community Unit School District No. 2 recognizes the importance of parent involvement to support student success and academic achievement. More information on the cooperative efforts and partnerships between parents and school can be found on page 57 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**. Parent involvement in a child's education is very important to the success of the child and of the educational program.

Volunteer Program:

Community Unit School District No. 2 encourages parents and other interested community people to volunteer their time to assist students in the learning process. Volunteers are trained by district personnel and work with the classroom teacher. More information on volunteering can be found on page 75 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

There will be many opportunities for parents to volunteer in some fashion during the upcoming school year. Volunteers fill several important roles, including assisting in the classroom, the computer lab, the Media Center, and the duplicating room. Other volunteer options may involve producing school newsletters or student learning games, and assisting with the K-Kids Program. If you are interested in volunteering, please consider signing up for some of these activities.

Parking Lot Safety

Over the past few years, there have been concerns about parking lot pick-up and drop-off procedures. The problem of congestion is obviously during the afternoon dismissal time. The school district's primary concern is safety. I would like to share a few guidelines to help you avoid injury to yourself or others and damage to your vehicle or another vehicle.

- Do not pick up or drop your child off while stopped on Morningside Dr., pull in to the parking lot or onto a side street to pick up or drop off.
- Do not ask you child to get in the car while you are stopped on Morningside. The crossing guard and teachers on duty will tell the student to wait.
- Do not create your own parking stall.
- Do not drive through the grassy areas or over curbs.
- Do not park your car in the pick-up loop and enter the building to speak to a teacher or office staff—Park your car first.
- Continue to loop through the parking lot and wait in your vehicle.
- Continue to drive slowly through the parking lot and be patient.
- **Consider arriving at 3:10 p.m. to pick up your child to avoid the 3:00 dismissal rush.**
- Continue to use good common sense and be courteous.
- **When using the pick-up lane in front of the school, pull to the west end of the lane before putting your car in park and picking up your child. This allows for the maximum number of cars to use the lane.**
- Do not use your cell phone while operating your vehicle in a school zone (state law).
- Continue to cooperate with all parking lot and building staff.

SCHOOL SAFETY/LINCOLN SCHOOL

The objectives of the Lincoln School Safety Plan is to encourage comments and suggestions from students, parents, school personnel and members of the community to improve school safety; to evaluate the safety of our school on a continuous basis and to incorporate safety plans and responses as a part of our School Improvement Plan, School Emergency Plan and School Discipline Plan.

Children and parents are encouraged to communicate safety concerns with school personnel. If you have questions or concerns or would like to serve on the school's Safe School Advisory Committee, please contact the Lincoln office at 997-6063.

Safety procedures at Lincoln School include:

- **The community, parents, school personnel and students are requested to be alert to unusual behavior and statements from students and to report this information to school personnel.**
- **Parents and visitors are required to stop in the office first before a visit can be made to the classroom. A visitor's pass will be issued. Security doors have been installed to provide increased security for all Marion Unit #2 elementary schools. Parents and visitors are to use ONLY the front door when entering the building. All other entrances will be secured.**
- **A second set of security doors were installed last year and will require permission for entrance into office.**
- **Two-way radios are being used by designated staff to report concerns noted on the playground or the building.**
- **Security Cameras-building cameras were updated in summer 2016.**
- **The playground is reserved for Lincoln School students only during school hours. No persons other than students or staff should be on the playground during the school day.**
- **Students are required to check-in through the office if they arrive after 8:10 a.m. and are required to sign-out through the office if they must leave prior to regular dismissal.**
- **The number of entrances to the building during the day are reduced. Parents and visitors are to use the front door and check in to the office immediately upon arrival.**
- **Any type of verbal/non-verbal threats or physical contact made to students or staff to cause harm or to promote an unsafe situation will be disciplined accordingly by school personnel and/or outside agencies.**
- **Disciplinary action may result in detention, suspension or expulsion.**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) states that directory information may be disclosed without prior notice of consent unless the parent/guardian or eligible student notifies the Records Custodian or other official, in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed. More information regarding FERPA and student records please refer to page 22 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

SCHOOL PROCEDURES

BEFORE SCHOOL PROCEDURES

Breakfast is served on regular school days in the multi-purpose room between 7:40 a.m. and 8:10 a.m. **Students are not to arrive at school before 7:30 a.m.** No supervision is available before that time. Students who do not eat breakfast at school are encouraged to arrive no sooner than 8:00 a.m. No students are to be on the playground before 8:00 a.m.

Weather permitting; students will go to the playground from 8:00 a.m. until 8:10 a.m. During inclement weather conditions, ALL students will go to the multi-purpose room. Students will assemble at 8:10 to prepare for the start of the school day.

LUNCH PROCEDURES

Lunch is served each full day school is in session. The price is determined in accordance with federal and state guidelines for the school lunch program. As a participating school district in Federal School Lunch Program, each student must be advised of the Free and Reduced Price Lunch Program. Each student will receive an application form with a letter giving information on eligibility to participate in the program.

Parents must complete the application and return it to the school to determine eligibility. More information regarding the breakfast and lunch program can be found on page 59 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

All lunch accounts will be available online. Parents will be able to make deposits via the online system or drop payments at school. Students will **NO** longer make lunch purchases with the cashier.



At Lincoln Elementary, all students and teachers have a 50 minute lunch period. Students are given the opportunity to use the restroom and wash their hands prior to lunchtime. Student lunches are \$2.75. Breakfast is priced at \$1.50. Milk is included in all school lunches and breakfasts. Students who bring a sack lunch from home may purchase a carton of milk (\$.30).

Students remain in the cafeteria until they are finished eating. Weather permitting; students will go out on the playground before or after their lunch. Students are supervised by noon-time supervisors. These supervisors are trained by the district and are charged with the safety of the students during the lunch period. When a supervisor gives an instruction, it is expected that the student will follow that instruction. Please discuss this with your child. The adult in charge is concerned with the safety of each and every child. Children do not always realize the implication of their actions for themselves, or the impact their actions have on others. Encourage them to cooperate!

During inclement weather, students return to their classrooms until their teachers return from lunch. While in the rooms, they must sit quietly. They may play board games, talk *softly*, read, draw, etc. Students will be allowed to use the restroom and get a drink of water after their teacher returns.

Students unable to play outside for a medical reason must bring a note from home explaining the reason. The student's name will be given to the noon supervisors.

AFTER SCHOOL PROCEDURES

For a student to be released from school other than at regular dismissal time, a note should be sent to the teacher who will then send the student to the office at the appropriate time to be signed out by his/her parent or guardian. No student will be released from school to any adult other than the custodial parent or guardian without written or oral permission of the parent or guardian. This policy and procedure is for your child's safety and protection. Procedures for the release of students during school hours can be found on page 19 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

Parents who wish to pick up their child are to wait outside until students have had time to exit the building.

There are times in which our school dismisses classes early. On these occasions, a note will be sent home in advance so parents can plan the necessary supervision for their child/children. Early dismissal time is usually 11:30 a.m., or 1:30 p.m.

Bus students wait quietly in the gymnasium for their bus to arrive. This is necessary so that the students may hear the bus number being called. Any student missing their bus will be sent to the office to phone parents to come and pick them up.

WATCH FOR CHILDREN WALKING, RUNNING OR RIDING BICYCLES. ALWAYS OBEY ANY DIRECTIONS GIVEN BY THE CROSSING GUARD AND/OR SAFETY PATROL.



**PARENTS ARE URGED TO DRIVE SLOWLY AND CAREFULLY!
PLEASE DO NOT BLOCK TRAFFIC IN DRIVEWAY OR LEAVE YOUR
CAR UNATTENDED! BE CONSIDERATE OF OTHERS!**

NOTE: Kindergarten students are to exit the building through the doors on the East side of the building through the gym doors. At the end of the day the children will be dismissed from this location. Bus students will be sent to the gymnasium to await their bus. Parents are asked to park in the parking lot outside A-Hall and wait until the bell rings to approach the doors to pick up their children. Students are not to play on the playground west of the building or on the grassy area east of the building after school. There is no adult supervision at these times.

CELL PHONES: Use of a cell phone by a person operating a vehicle in a school zone is prohibited by law.

EMERGENCY PROCEDURES

All Marion Unit #2 schools, including Lincoln Elementary, have developed and implemented a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. Marion Police and Fire Departments have worked with Marion Unit #2 to develop plans of assistance for any emergency. Students will practice safety procedures at various times throughout the year to understand how to react to each situation in a calm and safe manner. More information concerning emergency procedures and drills can be found on pages 65 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

In the event that the school must be evacuated, students will be taken to Aldersgate Methodist Church, 1201 North Fair, to be sheltered until dismissed or until it is safe to return to school.

It is extremely important that parents keep the office updated on any changes of phone numbers and/or emergency contact numbers. This information is critical during emergency situation.

When the weather makes it impossible to hold school or complete the bus runs, announcements will be made on local radio stations WGGH, WDDD (FM and AM), WOOZ (Z100), WCIL, WSIU, and WJPF at intervals from 6:30 a.m. to 8:00 a.m. Earlier announcements will be made when possible. Please do not call the radio stations or school offices. When it is necessary to dismiss school early, announcements will be made over these stations during the day. Please listen when weather conditions suggest early dismissal.

***Lincoln may also use the Remind 101 app to communicate changes in the school day as well as the school messenger call system. You may sign up for Remind 101 via Lincoln's website: marionunit2.org then click on schools. (See insert.)**

SCHOOL POLICIES

Preventing Bullying, Intimidation, and Harassment (7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability,

order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

PERSONAL APPEARANCE/BEHAVIOR

A student's appearance will be such that it does not distract other students to the extent that they are prevented from learning. Apparel that endangers the safety of a student or others will not be allowed. The school has the right to determine the appropriateness of a student's appearance. A student who wears inappropriate clothing to school may be sent home to change clothes. More information on dress code can be found on page 57 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

At Lincoln School, students are expected to dress neatly and appropriately. Students are expected to be clean and well-groomed. Hair color must be a natural shade. Camisole tops and bare mid-drifts are not an acceptable dress for school. Students are not allowed to have in their possession or wear jewelry, clothing or accessories which identify or depict the use of alcohol or other drugs, violence, sex, sexual connotation, occult or gangs, or are of a racist nature while on school grounds.

In the interest of good manners and general safety, students may not wear hats, bandanas, caps, heavy jackets, excessively baggy clothes, long winter outer coats, sunglasses, chains or any type of headgear while inside the building. Students may not chew gum on school grounds.

All person, staff, students, parents and visitors are expected to respect the opinions and differences of all persons in a calm, respectful manner. Disruptive persons may be denied access to the classroom or building. Guidelines for the complaint policy can be found on page 66 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

FIELD TRIPS

Students are occasionally taken on educational tours to provide experiences available only outside the school. Field trips are linked to the district's curriculum goals. Before such trips are taken, the school must have written permission on file from the parent or guardian.

- **Parent Chaperones: Building Administrative team will determine all chaperone needs.**
- **Students may be excluded from field trips due to chronic misbehavior.**

TRADING/SELLING ITEMS

Trading or selling items at school or on the bus is not allowed unless is part of an approved classroom/school activity. No collectibles (trading cards, game cartridges, etc.) are to be brought to school.

HEAD LICE POLICY

Marion Unit #2 School District has adopted a nit/lice-free policy. Any child found to have lice/nits (lice eggs) will be re-admitted to school only after being treated and after being checked by the nurse and/or trained personnel and the student is found to be lice and nit free (egg free). The complete head lice policy can be found on page 63 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

- An ADULT must accompany the child to the re-admittance in case he/she must return for further treatment and/or nit removal.
- Re-admittance checks will be from 8:30 a.m. – 9:00 a.m. each morning at your child’s school. An appointment should be made by contacting the nurse’s office.
- State agencies may be notified if parents/guardians/emergency contacts are not available to pick up the student(s) or do not follow policy on accompanying the student to the re-admittance check.
- A student may not be sent to school on the bus until he/she has been checked and is cleared to return to school by the nurse/trained personnel.
- A student will be allowed up to two (2) excused absence days per incident for head lice. The third day and any day thereafter will be counted as unexcused absence.
- The State’s Attorney’s office may be notified if a student has unexcused absences due to head lice for 5% or more of the days enrolled or after the third occurrence during a school year.



ATTENDANCE/TARDINESS

There is a high correlation between good attendance and good grades. Acceptable reasons for absence are personal illness and a death in the family. Unacceptable reasons are shopping, caring for younger children, visiting friends or relatives and minor aches and pains. ***Please take care to schedule all private lessons and appointments for after school hours.***

Students should always do their best to be in school whenever possible. However, students with a fever should stay home until 24 hours after their fever is gone. We will contact you by phone if your child becomes ill at school.

In the event a student will be absent, the parent or guardian is required to call the school by 10:00 a.m. each day. If the call is not received, the school will attempt to contact the parent. If contact is not made, a written excuse must be presented when the student returns to school. The student will be given an unexcused absence until a written excuse has been received by the school. If it is necessary for the student to be absent for an extended period, please contact the school to make arrangements for the student to stay current with class work.

Please allow enough time for your child to enter the building and be ready to begin class at **8:10 a.m.** Any student not in their classroom at this time is considered tardy and must be signed in by a parent. Being at school on time promotes responsibility and proper habits that will prepare your child for the world of work in the future. Attendance, lunch count, important announcements and pertinent information is shared at this time. If there is a reason for your child to be late, please notify the school or write a note explaining his/her tardiness.

The school will contact parents/guardians of students who have an excessive number of unexcused tardies or absences. A doctor’s excuse may also be required for excessive absences. All absences are reported to

the State's Attorney's office. The complete attendance policy can be found on page 18 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

VISITORS

Parents and other visitors are welcome in our school but care should be taken that such visits not be disruptive to the instructional program. Parents and others will be invited by the teacher for special presentations and activities. Arrangements for classroom visits at other times should be made with the individual teacher and/or building principal prior to coming to the school. Any person wishing to confer with a staff member must contact that staff member to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparations period. For more information about visitors to school please consult page 66 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

Lincoln School encourages parents to visit the school. We want parents to visit and participate in school activities. We also encourage parents to volunteer their time in one or more of our many parent volunteer programs mentioned in this information booklet. However, we also recognize the importance of maintaining a safe environment for our students and staff. We require that **ALL visitors come to the office to receive a visitor's pass. New automated doors have been installed just inside the school's foyer.** Student visitors are not permitted unless special permission is given by the building principal for exceptional reasons.

***If you are visiting your child at lunch, we ask that you consider our school lunch. If you choose to bring in lunch from a local restaurant (i.e. McDonalds, Dairy Queen, etc), you and your child will eat together at a designated table.**

TELEPHONE CALLS

From time to time it may be necessary for parents to contact their children or leave a message for the children during the school day. Unless it is an **emergency**, messages will be taken by the office personnel and delivered to the student at the earliest convenience. **Parents should call before 2:30 p.m. if they expect their message to be received by the child.** Parents wanting to talk to a teacher should leave their name and phone number so that the teacher may return the call after the 3:00 p.m. dismissal. Students are not allowed to use the telephone unless deemed an emergency. Personal matters such as making arrangements to go home with a friend **MUST** be made beforehand and with the parent's permission and knowledge. **Please make all after school arrangements prior to sending your child to school. The office will attempt to limit classroom interruptions related to end-of-the day arrangements.** E-mail addresses will also be distributed to students via the classroom teacher. Faculty and staff members are listed in the front of this booklet.

STUDENT PROGRESS REPORTS/REPORT CARDS

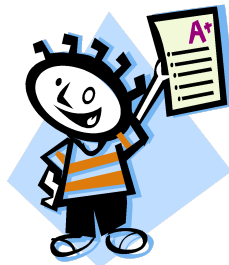
More information regarding grading, reporting, and promotion policy can be found on page 23 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**. All progress reports and quarterly report cards are available online at marionunit2.org. Log on to INOW using your user name and password. If you have questions about grade access, do not hesitate to call the office. We would be glad to help.

Grades K - 2

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory



Grades 3 - 5

A 100-90

B 89-80

C 79-70

D 69-60

E 59-0

Student Birthdays

Student birthdays will be acknowledged each month at school with birthday bags filled with special school supplies and coupons. Students celebrating birthdays during the summer months will be acknowledged in September or May.

Please do not send birthday refreshments/treats to school with your child.

*Refreshments/treats are welcome and needed at Holiday parties and special events.

NO PARTY INVITATIONS: Party invitations may not be distributed at school unless the entire class is invited to attend.

FOOD SERVED AT SCHOOL ACTIVITIES

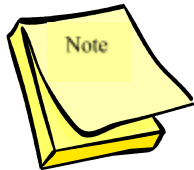
The following guidelines apply to food items served at schools that are not prepared under the authority of school personnel or in the school cafeteria by lunchroom personnel. Because of carpeting in the classrooms, please use care in selecting food and drink to be served at parties. More information regarding refreshments can be found on page 69 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

The building principal is responsible for granting approval and establishing any needed guidelines for foods served at activities such as school festivals, bake sales and similar activities at school.

Potentially hazardous foods are not to be served. Examples of these types of food are cream pies, foods with meringue, pumpkin pie and foods that support bacterial growth. Use common sense about items which may need constant refrigeration.

NO HOMEMADE FOOD items will be allowed to be distributed to students. Cookies, cupcakes, fresh fruit and other prepackaged items are suggested.

FIELD TRIPS – Students are encouraged to eat a school prepared USDA nutritional sack lunch on the day of the field trip. Arrangements for lunch will be made at least three (3) days in advance of the field trip. Prices for sack lunch



PLEASE TAKE NOTE

Flowers, balloons, candy, gifts and other similar items ordered for students **cannot** be delivered to Unit #2 schools. Please see page 70 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

LINCOLN SCHOOL DISCIPLINE PLAN

1. Community Unit #2 Discipline Plan

The **Marion Unit #2 2018-2019 Parent/Student Handbook** provides a written explanation of the discipline policy and the suspension and expulsion guidelines. The Lincoln School Discipline Plan acknowledges and adheres to these policies. The following plan is designed to provide more specific information to the teacher, students and parent on the procedures that this school will use to maintain a proper learning environment and a safe orderly school.

2. Classroom Discipline Plans

Each teacher has a written classroom management plan that describes the rules of the classroom and provides possible consequences for infractions of the classroom rules. The consequences may involve verbal warnings, verbal reprimands, loss of privileges, parental contact and/or conferences, detention and/or being sent to the principal's office. The plan also provides for positive reinforcement of desired behavior. Corporal punishment may not be administered by any school employee or on the school premises.

3. School-Wide Discipline Plan

While each teacher has a discipline plan for his/her classroom, a building-wide plan will also apply to ALL students. (See PBIS on page 15). Using the building rules and guidelines as a framework, the following discipline plan will be utilized:

- Students will be encouraged to follow school rules and display appropriate behaviors and courtesies. These students will be recognized in various ways throughout the year in a positive reinforcement program.
- If students choose inappropriate behavior, they will be subject to the consequences outlined in the teacher behavior management plan or those established in the building-wide plan. Rules have been established and discussed in regard to classroom, hallway, and lunchroom and playground behavior.
- Repeated failure to complete homework may also result in student being placed on detention.
- Certain students' behaviors will result in an automatic meeting with the principal(s). These behaviors are:
 - i. Fighting or intentionally harming others
 - ii. Disrespectful behavior toward any adult
 - iii. Stealing
 - iv. Destroying school property

These behaviors *could* result in one or more assignments of the following consequences: **parental contact or mandatory parent conference, loss of lunch recess, loss of morning or afternoon recess, full or partial day in-school suspension under the supervision of a principal, suspension out-of-school, and/or expulsion.**

Lincoln Elementary School reserves the right to suspend from school any student who is guilty of gross misconduct or gross disrespect.

- 4. Loss of Privileges:** Students placed on the noon detention list will eat their lunch in a designated area. After eating, the student will report to the detention area. Students placed on the recess detention list will report to the designated detention area as soon as possible after being dismissed for recess.

Rules for detention area:

1. Students may not talk to other students or the supervisor
2. Students may not bother or distract other students
3. No eating or drinking during detention
4. Students must have school work or a written assignment will be issued.
5. Infraction of these rules will result in extra time being assigned and/or the principal notified for further action.

5. Additional Strategies:

Students exhibiting more severe inappropriate behaviors or who misbehave often may need a more involved intervention strategy to improve behavior. PBIS Check In/Check-Out and small group interventions will be used to address some behaviors. This may include the involvement of the school guidance counselor, a referral for a special education case study, a conference with all adults having supervision of the student (may include parents), and consultation with other individuals that have information that may be useful in improving the situation. Under certain circumstances, the principal may impose an in-school suspension for a student. The student will be expected to complete all given assignments on a timely basis. Students are also subject to an out-of-school suspension for gross disobedience and gross misbehavior as specified on page 39-468 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

Behavior Safety Rules

Morning Cafeteria

- Students, who are entering the cafeteria and not eating breakfast, should go directly to their assigned grade-level areas.
- Students who are eating breakfast should, leave bags, backpacks, and/or lunchboxes in the center circle on the cafeteria floor.
- Pick up breakfast trays and begin eating upon arrival to the cafeteria.
- Walk with breakfast trays to assigned eating areas.
- Eat breakfast in assigned eating areas.
- Place empty trays, silverware, and trash into designated areas.
- Pick up bags, backpacks, and/or lunchboxes from the **center circle and be seated in assigned areas.**
- Remain in the cafeteria or gym until being dismissed by an on-duty teacher.
- Remain in assigned grade-level areas until being dismissed by an on-duty teacher.
- Ask permission if you need to use the restroom. Students will be escorted to and from hallway restrooms by a **K-Kids/Patrol** member in cases of emergency only.
- Stand in line quietly, until dismissed by an on-duty teacher.

Cafeteria (Lunch)

- Line up according to your menu choice & in alphabetical order.
- Walk in a quiet line and sit at your assigned table.
- Sit quietly at the table until it is time to be served lunch. **(Students will not line up to be served lunch unless they are quiet).**
- When the supervisor calls for your class, line up quietly and proceed through the serving line.
- Return to your seat at your assigned table.
- Eat; visit quietly and use good table manners.
- Remain quiet (whisper) until you are dismissed.
- Clean up your area before leaving.
- *Carefully* scrape any remaining food, napkins, milk carton, etc., into the trash can with your silverware.
- *Gently* place silverware in the tub & place your tray in the stack.
- Walk quietly and line up at the south doors.
- Stay quiet & wait to be dismissed by the supervisor.
- Walk to the playground.
- For indoor recess, walk in a *silent* line to your classroom.

Playground

- Go to the restroom/drink before you go outside.
- Follow playground rules (see handbook) – have an adult/student model expectations.
- Share playground equipment.
- Stay in assigned areas during combined recess time.
- Stay out of pre-k area (fenced playground).
- Four square games, basketball, funnel ball on the blacktops only.
- Kickball, soccer and all other “ball” games in the grassy areas away from the school.
- Don’t pick up items (trash, sticks, rocks, wood chips) on the playground.
- Play away from the building.
- Stop playing and line up immediately after being signaled by the supervisors or teacher.
- Line up behind your class’ colored line.

Playground Line-Up

When students line-up they are to:

- Walk quickly to the line-up area after being signaled by the supervisors or teacher
- Face the front
- Hands down to side
- Feet still
- No talking
- Hold balls/jump ropes till

Bus Area (Cafeteria P.M.)

- Teachers consult the bus list at the south doors of the gym to indicate an approximate number of students that ride each bus (this will help prevent students from missing their bus)
- Bus students are to sit at their assigned bus table area
- Students are to come to the gym with all of their belongings
- Students are not allowed to go back to their classroom
- Belongings should be kept in immediate area ready to quickly leave
- No trips to the restroom
- Sit quietly with feet under the table, remain seated
- If an adult's attention is needed, raise your hand.
- Walk and line up at the door when their bus number is called. Students will be dismissed by a Supervisor when the bus arrives, and when the bus comes to a complete stop.
- Students will walk to the bus in a line when dismissed by the supervisor.

On the Bus

- Follow rules and guidelines set by the bus driver
- Face forward in the seat
- Students are to be silent at railroad crossings
- Most importantly!! **Listen to the bus driver.**

Detention

- No talking
- Bring a sharpened pencil
- No drawing
- Bring homework or a book to read
- Be respectful to staff
- Raise your hand for permission. (Ex. Bathroom, sharpen pencils, etc...)

Office

- Walk quietly into the office
- Approach the secretary's desk
- Wait quietly until recognized
- Ask politely
- Wait patiently
- Sit quietly if requested
- Show gratitude
- If student is sent to the office for disciplinary reasons they need to bring an ODR and or note from teacher

Leaving School

- Leave on the correct bell
- Use correct exits
- Exit in a single file line, face forward, no talking
- You may stop for a bathroom break and drink, but bus riders will not be able to leave the cafeteria once you enter
- Walkers and Pick-ups should exit by office
- If you are a pick-up, wait on the sidewalk
- If all possible, stay off the grass areas
- Listen to the crossing guards requests

Nurse

- Wait quietly outside the door until recognized or return to class
- Tell her politely what you need and hand her your pass
- Wait patiently for help
- Sit quietly if requested
- Show gratitude

Hallways

- Walk
- Keep hands and feet to yourself
- Be quiet
- Stay in a single file line on the right side of the hallway
- Stay out of hallways before school, during lunch and recesses, and after dismissal

Water Fountains

- Wait patiently for your turn
- Hands to yourself.
- Touch only the water with your mouth
- Touch only the on/off handle with your hands
- Count to three, then leave the fountain

Bathroom

- Walk quietly into the restroom
- Use quiet voices in the restroom
- Give people privacy
- Respect property
- Flush toilet after use
- Return to room promptly
- Keep your hands to yourself
- Keep feet on the floor
- Keep water in the sink
- Make sure to wash hands after using the restroom
- Do not write on walls/stalls in the restroom

Media Center

- Listen to your teacher when entering the library.
- Listen to the librarian.
- Whisper if you *need* to talk.
- Sit at the “forgot my book” table if you are not returning your book.
- Use shelf markers when looking for a book.
- Find a book to check out as quickly as possible.
- Wait patiently to check out your book when there is a line.
- Sit at a table and read quietly.
- Line up quietly when it’s time to leave.

AR

- Quietly enter the media center through the doors by the cafeteria.
- Complete your AR test quickly and quietly.
- Once your test is completed, wait for instructions from library aide.
- Leave the media center quietly through the doors by the cafeteria.

GENERAL INFORMATION



LOCKERS

Lockers are assigned to students at the beginning of the year. The locker is to be kept clean by the two students who share that locker. Please limit the amount of large bulky items that students might want to store in the locker. Lockers are NOT to have stickers, decals, or other items stuck to them. Do not keep money or valuables in the lockers. Students are to stay out of any and all lockers except the one to which they are assigned. *Lockers belong to the school and may be subject to search and inspection by school officials.* For more information on search and seizure refer to page 48 of the **Marion Unit #2 2018-2019 Parent-Student Handbook**.

LOST AND FOUND

The Lost and Found area is located in the multi-purpose room. Students should check frequently if they have an article of clothing, book, personal items, etc. that is missing. Parents are also encouraged to check this area.

IT IS *IMPORTANT* TO MARK YOUR CHILD'S NAME ON ARTICLES OF CLOTHING (COATS, CAPS, BOOTS, SWEATERS, JACKETS, ETC.); ON BACKPACKS, LUNCH BOXES AND OTHER PERSONAL ITEMS.

What is PBIS?

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What's the Buzz?



What's the Buzz?

Lincoln Elementary is a Gold Level PBIS School. We rank in the top 30% of 750 school in Illinois implementing the Program.

Schools are successful when they help children grow academically, socially, and emotionally. In order for this to happen, it is important that we have a safe environment that is supportive and conducive to growth. As we work this year to set forth clear goals and behavioral expectations and directly teach students about those expectations, it is our goal to create this atmosphere for learning.

Our plan is based on PBIS-Positive Behavioral Interventions and Supports. The purpose of PBIS is to provide planning and problem solving when preventing and responding to problem behavior. Our three main goals will continue: **BE RESPECTFUL, BE RESPONSIBLE AND BE SAFE.**

The PBIS System includes:

- A Matrix of Behavioral Expectations
- Cool Tools – Lesson Plans used to teach students the Behavioral Expectations
- Bi-Monthly Character Ed. /Classroom lessons
- Buddy not Bully Mondays
- Wildcat TV
- Caught Being Good Tickets–An Acknowledgement/Reinforcement System
- Office Discipline Referral Forms (ODR's)
- Weekly Blue Ribbon Winners
- Monthly Assemblies
- Quarterly Earned Activities
- Check In/Check Out Program
- Small Group Lessons