

# Lincoln Elementary School



## Student Handbook

**Board of Education**  
133 E Lincoln Ave  
Lincoln, KS 67455  
(785) 524-4436

**Lincoln Elementary School**  
304 S. 4th Street  
Lincoln, KS 67455  
(785) 524-4487

**Lincoln Jr/Sr High School**  
701 E North Street  
Lincoln, KS 67455  
(785) 524-4193

### **Accreditation**

USD 298 Lincoln schools are fully accredited in compliance with the requirements of the Kansas State Department of Education.

### **Mission Statement**

#### ***Owning Today, Preparing for Tomorrow***

The mission of the Lincoln Schools is to provide excellence in teaching, promote life-long learning, and to foster a creative, caring environment by utilizing training, technology, communication, leadership, and community involvement.

The students at Lincoln USD #298 will be challenged to reach their fullest potential and to be competent and knowledgeable in our today's society.

### **USD #298 Lincoln Board of Education**

David Bell  
John Buttenhoff  
Jason Coover  
Jeana Eckhart  
Jessica Kobbeman  
Bree McReynolds-Baetz  
Dale Romesburg

Scott Crenshaw, Superintendent  
Nikki Flinn, Principal  
Greta Obermueller, Board Clerk  
Norma Kobbeman, Deputy Board Clerk  
Jill Money, District Treasurer



**Home of the Leopards**

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**LINCOLN ELEMENTARY SCHOOL**

**WELCOME TO THE 2023-2024 SCHOOL YEAR**

The staff of Lincoln Elementary School looks forward to working with you and your child this school year. As a part of USD #298 Lincoln, we hold high expectations for the success and achievement for all children. We, as a staff, will do all we can to provide a creative, caring, and challenging learning environment for your child. Parents are encouraged to work with the school to help students reach their fullest potentials.

**THE SCHOOL DAY**

8:00 A.M. ....Preschool, Kindergarten and Elementary School Begins  
3:30 P.M. ....Preschool, Kindergarten, and Elementary School Dismissed

**Students should arrive in the morning between 7:45 A.M. – 7:55 A.M. Students eating breakfast may arrive at 7:35 A.M.**

**Please report to the office before taking any child from school early!** This is for the safety of your child! If it is necessary to keep a child more than ten minutes after school, we will do our best to notify the parents.

**PERSONAL APPEARANCE**

The personal appearance of students attending LES is the responsibility of the parents. Students are expected to present themselves cleanly and neatly. The personal appearance of students shall become the responsibility of the school administration only when their mode of dress or personal grooming habits are disruptive to the function of the school and /or members of the student body.

1. Girls may wear dresses, skirts, blouses, or sweaters. They may wear slacks, athletic pants, or blue jeans in good condition.
2. Boys may wear slacks, athletic pants, or jeans in good condition. Undershirts will not be acceptable.
3. Shoes must be worn at all times. Due to playground safety, flip flops are discouraged. A second set of athletic shoes must be kept at school for use in the gym.
4. Clothing with unacceptable advertisements, profanity, or of an explicit nature will not be allowed. This includes shirts with double-meaning or subliminal messages.
5. Neatness and cleanliness are the main requirements for a good appearance.
6. Shorts of decent length (must be finger-tip length when standing with arms down) and other similar styles of clothing will be considered appropriate. Stomachs, chests, and backs need to be covered; low cut blouses are unacceptable. Spaghetti strap shirts/dresses need to be covered.
7. In order to maintain courtesy and respect to Lincoln Elementary School, students will not be allowed to wear hats, sunglasses, or do-rags during the school day in the building.
8. Wallet chains shall not be worn during school hours.

**SCHOOL LUNCH PROGRAM**

A breakfast and lunch program is provided for the benefit of all children who wish to participate. Breakfast will be served from 7:30 A.M. to 7:55 A.M. Lunch will be served from 11:00 A.M. to 12:20 P.M. Students who bring their lunch to school may eat in the lunchroom. Students who bring their lunch to school are not allowed to take pop into the lunchroom. Students who bring their lunch and need a milk may purchase one for \$.50. Students of Lincoln USD #298 are required to pay for meal fees in advance. Each student will have a meal account where advanced payments will be posted. The school food service program operates from the PowerSchool Computer Program. You may check your child’s balance on PowerSchool. When a student’s meal account balance falls below a balance sufficient to pay for five (5) meals, the student will be notified on a daily basis. Reminder notices for those student meal accounts will be printed or e-mailed weekly from Lincoln Elementary School.

Refunds for food service monies collected for student meal accounts shall be made at the time of student transfer, withdrawal, or at the close of the school year.

Parents who plan to apply for free or reduced-price meals may pick up an application from the school office during enrollment or any day until school starts, so that their applications may be processed before the first day of school. Children from families with approved applications on file from last year may receive free or reduced-price meals the opening week of school until they have had an opportunity to submit a new application. Eligibility for free or reduced price meals does not cover extra milk fees.

Verification of income of a percentage of approved free and reduced-priced applications is now a requirement of the program. Those applications selected for verification of income will be notified in writing and informed of the information required for verification. Failure to provide the required verification information will result in loss of eligibility for free and reduced-price lunches.

### **WEATHER – SCHOOL ANNOUNCEMENTS AND CLOSINGS**

When USD #298 Lincoln cancels school due to inclement weather, or other circumstances, it uses the Apptegy notification system to provide timely communication to parents and staff members. This system is used not only for school closings, but also other announcements and messages.

You may also listen to the following radio and TV stations during inclement weather for school closings: KSAL 1150 AM, KINA 910 AM, KSKG 99.9 FM, 93.7 FM, 104.9 FM, Beloit KSVS 1190 AM, 105.5 FM, KSN TV-Channel 3, KAKE TV-Channel 10, and KWCH TV-Channel 12 in Wichita.

### **TELEPHONE CALLS**

Please call the school office (785-524-4487) if you need to visit your child's teacher. If the teacher is not able to take your call, you can leave a message with the office or leave a message on the teacher's phone. In the case of an emergency, the office will notify the teacher of your call.

It will be appreciated if **parents notify their students of any changes of after school activities, prior to the beginning of the school day and send a note to school with your child** or call the office about the changes. In the event of unforeseen changes in after school activities, **please call the office prior to 2:45 P.M.** Any calls received after 2:45 may not be delivered to your child in time to make the requested changes! **The school will not be responsible for any changes made after 2:45 P.M.**

**Students are not to use the telephone for calls without permission.**

### **SCHOOL AGE REQUIREMENTS**

Children who are five years of age on or before August 31, of the year they enroll, are eligible to enter Kindergarten. The children who transfer into the district from out-of-state will be accepted in the grade they transfer from. The school office requires birth certificates to establish eligibility for grade level placement.

### **SCHOOL IMMUNIZATIONS AND PHYSICALS**

State law (K.A.R. 28-1-20) requires that any child entering school for the first time in Kansas shall **provide proof of immunization** of certain diseases as recognized by KAR 28-1-20. They should also produce a **current physical and birth certificate** for school records. Failure to timely complete all required information shall be deemed noncompliance.

### **ACADEMIC PROFICIENCY LEVEL REQUIREMENTS**

USD #298 Lincoln has high expectations for all students. Mastery of grade level standards and indicators in Reading and Math are necessary for a student to reach the level of proficiency that USD #298 Lincoln and the State of Kansas require.

Attendance at school is a very important factor in achieving success at school. It is necessary that we acknowledge as students, parents, and teachers the importance of regular school attendance. When school is missed, the student has missed out on a learning opportunity and experience that cannot be recreated in its entirety. Excessive absences, excused or not, will be taken into account when determining academic success.

**If the student does not meet the minimum attendance criteria and curriculum standards in Reading and Math as defined by the State of Kansas, retention may be required, if deemed necessary by the educational team, used in conjunction with a proven retention scale.**

The educational team will include the parent(s)/guardian(s), child's classroom teacher(s) (including professional itinerant staff), and principal.

### LES GRADING SCALE

A.....	90 – 100
B.....	80 – 90
C.....	70 – 80
D.....	60 – 70
F.....	Below 60

### MISSING OR INCOMPLETE STUDENT WORK

Lincoln Elementary School believes all students can learn and be successful. In order to achieve their potential, it is important that students complete their assignments. If incomplete work becomes a problem for a student, a teacher will contact the student's parent regarding the concern. Work may need to be completed after school, during a special activity, or during recess. Late papers will result in a substantial lowering of the student's grade on the late assignment. This does not include work that is missed when a student is ill or has an excused absence. Extra time is allotted under these circumstances.

### HEALTH AT SCHOOL

The following are a few of the general school health policies that will be of interest to student and parents:

1. School personnel are authorized to administer only first aid for minor injuries occurring at school. In case of illness or serious injury, the parents will be notified.
2. Children who exhibit symptoms of illness should not be sent to school. When a child has a viral infection such as cold or flu, it is suggested by the State Department of Health that the child not return to school until he/she has been fever free for at least 24 hours. **Fever free is having a normal temperature (98.6 degrees) for at least 24 hours without the use of fever reducing medications.**
3. No child will be taken or sent home until parents or another designated responsible person is contacted at home or work. **Parents must leave a telephone number of a neighbor or relative to be contacted when the parent cannot be reached;** however, please be sure the person whose number is given is aware of the responsibility!
4. 911 will be called if a student has an emergency medical problem, and parents will be notified. It is the parent's responsibility to take their child for medical care in all other situations.
5. All communicable/infectious diseases will be handled in compliance with the Kansas Classroom Handbook of Communicable Diseases from the Kansas Department of Health and Environment Bureau of Disease Control.
6. Head lice in the school setting will be handled in the following manner adopted by the USD 298 Board of Education:
  - If a student exhibits possible symptoms of head lice, as determined by school officials, he/she may be examined.
  - If a student is found to have head lice or nits (the eggs for head lice), the parent will be notified, and the student will be released from school. The Kansas Department of Health and Environment (K.A.R. 28-1-6) states, "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an

antiparasitic drug is initiated.” Therefore, L.E.S. students will be sent home for treatment. Over-the-counter treatment is available at pharmacies and variety stores. Directions included with the product should be followed, which includes re-treatment a week after initial treatment. Students will be allowed to return to school after the treatment is initiated.

- The school will check those students who have any indication of this problem, including a re-check after treatment, if merited.
  - Measures will be taken to diminish the spread of head lice, as recommended by the Kansas State Department of Health and Environment. There will not be classroom checks or mass screenings on a regular basis.
7. If medication is to be taken under the direction of the school nurse or other school personnel during the school day, proper paper documentation must be submitted to the school nurse in advance. All medication administered by school personnel must be in its original container. “Medication Use” forms are available upon request in the school office.
- a) Over-the-counter medications may be given by school staff, under the direction of the school nurse, if the proper form has been signed by the parent/guardian.
  - b) Prescription medications may be given at school, under the direction of the school nurse, if the proper form has been signed by the parent/guardian, and the physician has given an order by signing the school form, or sending a prescription.
  - c) Self-administrated medication (such as inhalers for asthma) may be sent if the proper form has been signed by the parent/guardian and the physician, and the student continuously shows responsible care for their own medication.

### **SAFETY**

Instruction in the various aspects of safety is emphasized in all of the grades. Parents can be helpful in observing safety practices when picking up children after school. Double parking and calling children across the street in the middle of the block are safety hazards that are frequently observed around schools. Students should use crosswalks.

Parents should teach their children the safest route to walk to and from school. Children should be instructed to never ride with strangers because of the danger involved. Parents wishing to pick up their children during the school day **MUST** come to the office of the school to do so.

At the end of the school day, students walking home and students being picked up by their parent(s)/guardian(s) exit out the north and east (Primary Hall) doorways. Please create a routine with your child, so they know where they will be met. Students riding a bus exit out the south doorway.

**Kansas School Safety Hotline – (877)626-8203**

### **SCHOOL BUSES**

The loading and unloading of bus students will be on the south side of the elementary school. The principal, designated representative, or school staff will supervise the loading of buses at the dismissal of school.

The bus service is a privilege and rules of behavior are as follows:

- I. Prior to loading (on the road and at school):
  - 1. Be on time at the designated school bus stops.
  - 2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
  - 3. Wait until the bus comes to a complete stop before boarding.
  - 4. Be careful in approaching bus stops.
  - 5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop!

- II. While on the bus: Except for water, no food or beverage may be consumed on the bus.
1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  2. Assist in keeping the bus safe and sanitary at all times.
  3. Remember that loud talking and laughing divert the driver's attention and may result in a serious accident.
  4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
  5. Bus riders should never tamper with any bus equipment.
  6. Leave no books, lunches, or other articles on the bus.
  7. Keep books, packages, coats, etc., out of the aisles.
  8. Help look after the safety and comfort of small children.
  9. Do not throw anything out of the bus window.
  10. Bus riders may not leave their seats while the bus is in motion.
  11. Horseplay is not permitted around or on the school bus.
  12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
  13. Maintain quiet when approaching a railroad crossing stop.
  14. In case of a road emergency, children are to remain in the bus.
- III. After leaving the bus:
1. Cross the road, at least ten feet in front of the bus, after looking to be sure that no traffic is coming from either direction.
  2. Help look after the safety and comfort of small children.
  3. Be alert to the danger signal from the driver.
  4. The driver will not discharge riders at places other than the regular bus stop at the home or school unless proper authorization from the parent or school official, school personnel.
- IV. Extracurricular Trips:
1. The above rules and regulations will apply to any trip under school sponsorship.
  2. Pupils shall respect the wishes of a competent chaperone appointed by the school.

#### **MARKING BELONGINGS**

Each child's belongings, including school supplies, his/her coats, sweater, boots, gloves, and the like, should be plainly marked to avoid loss or exchange.

All articles found on the school premises should be promptly taken to the office where students may obtain their lost property upon proper identification. The school will not assume any liability for lost articles.

#### **CARRYING MONEY**

Elementary school children should not be encouraged to carry money to school unless there is a definite need for it. All money should be turned in to the teacher or office when a child arrives at school. The school is not responsible for the loss of money.

#### **BIRTHDAY PARTIES**

1. Pre-packaged treats are preferred.
2. Homemade treats shall be acceptable.
3. All drinks shall be pre-packaged or prepared at school.

All celebrations should be planned with your child's teacher in advance if you want to send a special treat the day of your child's birthday. If your child has a summer birthday, he/she may celebrate during the school year. Some teachers prefer to celebrate all birthdays of a month on one day, usually the first Friday of the month. The District Wellness Policy encourages parents to send healthy birthday treats.

The school will not be responsible for private parties planned by the students to be held after school hours. Party invitations may not be given out at school unless all students in the child's classroom are invited.



### **FIELD TRIPS**

The instructional programs are sometimes enriched by providing first hand experiences for children. Some classes will visit farms, businesses, and industries in the area. Such visits are considered to be an integral part of the instructional program. A form will be sent home to parents explaining the nature of the field trip. **The student's parent's signature on the "USD #298 Lincoln Enrollment Form" grants the student parent permission to attend the field trip.**

### **PARENTAL INVOLVEMENT**

Lincoln Elementary School welcomes parental involvement in the education of their children. We recognize the necessity and the value of parental involvement in increasing student success.

### **VISITORS**

Parents and friends of the school are welcome to visit classes. All visitors must check in at the office before visiting classes. We suggest that just before a vacation, a school program, or the last week of school are not the best times to get the most out of a visit. Also, we ask that children do not visit unless accompanied by an adult.

### **REPORTS TO PARENTS**

Each nine weeks (quarter), Lincoln Elementary School will issue report cards for the students. During individual parent-teacher conferences, which are held twice a year, report cards will be reviewed by the student's teacher and handed out to the parent during the conference. Report cards will be mailed to parents who are not able to attend parent-teacher conferences. Report cards will also be mailed to parents the other two times a year.

### **POWER SCHOOL**

The Power School Program is available to all parents in order to check your student's grades, progress, lunch money status, and other important information. Rich Keller will be available to give a brief training session for you so that you may get your child's login name and password. Please call the school to set up a time for training. All passwords are to be kept confidential.

### **CHECK OUT PROCEDURES**

All students who have to leave the school grounds during the school day **MUST** have their parent(s)/guardian(s) permission (no student, no matter what their age, can be their own guardian) and they **MUST** report to the school office and have their parent(s) or guardian(s) sign them out before leaving the building.

1. Failure to receive permission and sign out in the office before leaving will be considered an unexcused absence. (Parent(s)/guardian(s) may not excuse students who leave during the school day after the absence has occurred.)
2. Students who become ill or have an accident during school hours should report to the office. The student's parent/guardian will be contacted by the school in case of illness. The principal, designee, or school nurse, may send a sick student home with the consent of the parent(s)/guardian(s).
3. No student who checks out during the school day for illness will be eligible to participate in any extra-curricular activity that day.

### **WITHDRAWAL FROM SCHOOL**

The parent of any student who plans to transfer to another school should notify the student's teacher and the office prior to the day of withdrawal. All textbooks and other materials belonging to the school must be checked in. Records will be mailed to the new school upon request of the principal of that school.

## ATTENDANCE

Attendance at school is a very important factor in achieving success at school. It is necessary that we acknowledge as students, parents, and teachers the importance of regular school attendance. When school is missed, the student has missed out on a learning opportunity and experience that cannot be recreated in its entirety. The benefit of regular school attendance would include class discussion, teacher presentations, and student participation. The school program cannot reach students who are not present.

### ATTENDANCE POLICY

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be one who is inexcusably absent from school for: three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first.

If a student misses 8 or more days (64 class periods), excused or unexcused, the following procedure will be followed:

1. Parents/guardians will be notified via a truancy warning letter.
2. When absences reach 10 or more days (80 class periods), excused or unexcused, the students name and attendance will be forwarded to the Lincoln County District Attorney's office as well as the Department of Child and Family Services.

Medical/Professional absences will not count toward the 8 or 10 total listed above provided they are excused with a professional's note. Exceptional circumstances may be excused by the building principal.

### TRUANCY

Truancy is defined as a student being absent from school without a valid reason as set forth in the excused absence section.

Kansas Statute states: "A child is truant if he is subject to the compulsory laws but is not enrolled in a public or nonpublic school or is subject to the compulsory attendance laws and is enrolled in school," and then, "any pupil who is inexcusably absent three consecutive days or five days in a semester or seven in a school year without an excuse is declared a truant and the county attorney will be notified." "A pupil is inexcusably absent from school if he or she is absent from all or a significant part of a day without a valid excuse acceptable to the school officer designated by the Board of Education to have responsibility for the school attendance of such pupil." (KSA 72-1113)

### ABSENCES AND TARDINESS

Students must be prompt and regular in attendance if satisfactory work is to be accomplished. These are two important characteristics of a successful life.

Any student arriving after 8:03 A.M. and 12:05 P.M. (for afternoon Preschool only) is tardy. Three tardies will be treated the same as one unexcused absence.

**In the event of student absences, on the day of the absence, the parent/guardian must notify the office by telephone or note no later than 8:30 A.M. or 12:30 P.M. (for afternoon Preschool) for the absence to be excused.** A doctor's certification may be required at the discretion of the principal in instances where excused absences exceed five (5) school days per semester or seven (7) school days per school year.

**An excused absence will normally be limited to the following:**

1. Personal illness, doctor or dental appointment. A student may return to school when he or she is fever-free (normal temperature of 98.6 degrees for at least twenty-four (24) hours) without fever reducing medications or twenty-four (24) hours after the last

sign of sickness is past or with doctor's note.

2. Illness, death, or funeral of an immediate family member.\*
3. A request from the parent of guardian approved in advance.
4. Participation in a district-approved or school-sponsored activity.

\*Immediate family would include parent, guardians, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, and grandparent.

**With an excused absence, a student must meet the following expectations:**

1. It is solely the student's responsibility to secure and complete missed assignments.
2. One day is allowed to make up work missed for each day of absence or on the date specified by the teacher. Additional time will not be given to complete work, if a test is given on the day the student returns, he/she will be expected to take it, unless other arrangements have been made with the teacher. Tests that were taken during the student's absence will be scheduled at the teacher's convenience.

### UNEXCUSED ABSENCE

An unexcused absence is defined as any absence from school or class which does not come under the items listed in the excused absence section above. If an absence is unexcused, all assignments for the day of the unexcused absence **MAY** receive a zero. Makeup of missed tests will be at the discretion of the teacher.

1. 1<sup>st</sup> unexcused absence: The teacher(s) will have a conference with the student and a note will be sent home to the parent(s).
2. 2<sup>nd</sup> unexcused absence: The principal will have a conference with the parent and/or student.
3. 3<sup>rd</sup> unexcused absence: Parent/Guardians will be required to meet with the teachers and/or principal.

### DISCIPLINE PROGRAM

**Our main objective is: Teaching and Learning the Intended Curriculum.**

**DEFINITION OF DISCIPLINE** – A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

USD #298 Lincoln wants to assure the public that every student will have the best opportunity possible to learn. An effective discipline plan will:

1. provide a safe environment.
2. give us an orderly environment (outside the classroom).
3. give us a productive learning environment in the classroom, student-centered and teacher-centered.

**Behavior Expectations:**

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and positive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. High expectations in the areas of teaching and learning will be maintained at all times.
5. Students, parents, and staff will work cooperatively toward the success of all.
6. Students will be expected to respond and act appropriately to all reasonable requests from staff members.

### **LEVELS OF DISRUPTIVE BEHAVIORS**

- Level 1. Student Environment** – Behaviors that occur in the classroom that only affect the disruptive student.
- Level 2. Classroom Environment** – Behaviors that occur in the classroom and interfere with the learning of others.
- Level 3. Orderly Environment** – Behaviors outside of the classroom that are not physically or mentally threatening, are not illegal, and do not interfere with teaching and learning, but negatively affect an orderly environment. This includes bullying.
- Level 4. Safe Environment** – Behaviors that are physically and/or mentally threatening to others and/or are illegal.

### **BULLYING POLICY (2012)**

Bullying will not be tolerated on school property, in a school vehicle, or at a school-sponsored activity or event.

“(1) ‘Bullying’ means: (K.S.A. 72-8256)

(A) Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person under the circumstances, knows, or should know will have the effect of:

- (i) harming a student or staff member, whether physically or mentally;
- (ii) damaging a student’s or staff member’s property;
- (iii) placing a student or staff member in reasonable fear of harm to the student, staff member; or
- (iv) placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;

(B) ‘Cyberbullying;’ or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

- (2) ‘Cyberbullying’ means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- (3) ‘School vehicle’ means any school bus, school van, other school vehicle and private vehicle used to transport student or staff members to and from school or any school-sponsored activity or event.”

**USD 298 Lincoln’s discipline plan will be followed for student displaying bullying behavior. Any student who believes that he or she has been subject to bullying or who has witnessed a bullying act should discuss the alleged bullying with the teacher, bus driver, para, or principal. Any complaint must then be relayed immediately to the building principal.**

Emergency Safety Interventions (KASB Policy GAO, JRB, JQ, and KN GAAF) can be found on the USD 298 website.