

**Lincoln Elementary School**

**2019-2020 Handbook**



Lincoln Elementary School  
304 S. Fourth  
Lincoln, KS 67455  
(785) 524-4487 (phone)  
(785) 524-5454 (fax)  
<http://www.usd298.com>

**Accreditation**

Lincoln Elementary School is fully accredited in compliance with the requirements of the Kansas State Department of Education.

**District Telephone Numbers**

Board of Education.....(785) 524-4436  
Lincoln High School Office.....(785) 524-4193  
Preschool.....(785) 524-5095

**Mission Statement**

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.

**District Motto**

Success  
Today  
Achieves  
Rewards  
Tomorrow

**USD #298 Lincoln Board of Education**

David Bell  
Monty Breneman  
Jeana Eckhart  
TJ Jonsson  
Patricia Winters  
Rhonda Wright  
Debora Zachgo

Dr. Betty Summers, Superintendent of Schools  
Greta Obermueller, Board Clerk  
Norma Kobbeman, Deputy Board Clerk  
Mandi Crist, Treasurer

**Lincoln Elementary School  
Staff**

**Office:**

Principal	Denise Schmidt
Secretary	Meita Lyne
Nurse	Elizabeth Sheldon
Guidance/Counselor	Sawyer Ptacek

**Teachers:**

Preschool	Angela Ringler
Kindergarten	Tom Cavalli
First Grade	Kylie Heller and Jill Naasz
Second Grade	Ashley Farney and Megan Habiger
Third Grade	Gelane Cavalli and Mikayla Zamecnik
Fourth Grade	Melodee Larsen and Kellie Obermueller
Fifth Grade	Sharon Luck
Sixth Grade	Erin Suelter and Miranda Watson
Art	Kae Hayworth
Band	Quenana Liggett
Library	Debbie Breneman
Music	Heath Brandyberry
Physical Education	Shari Pittenger
Title/At-Risk	Debbie Babcock

**Teacher Aides:**

Preschool	Tammy Wallace
Kindergarten	Wyvonne Lyne and Amy Hauck
First Grade	Peg Falcon
Title/At-Risk	Mindy Wiebke

**Breakfast/Lunch Room:**

Head Cook	Janice Philbrick
Cook	Rachelle Kobbeman

**Custodians:**

Head Maintenance	Dennis Pittenger
Custodian	Alan Finch, Jacque Greenwood, Vicky Jewell

**Support:**

Tech Support	Rich Keller
Parents as Teachers	Krista Biggs

**Special Education Services: (Beloit Special Education Cooperative)**

Teacher	Audrey Pingel
Speech	Susan Grabon and Sally Ulrich

**Paras:**

Kim Ellis	Anita Wirth	Mary Walker
Tynisha Merrell	Jo Wallace	Tasha Bland

**Special Services:**

Psychologist	Ron Elniff
Occupational Therapist	Linda Cox
Physical Therapist	Renee Mason
Gifted Teacher	Debbie Beckmeyer

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**LINCOLN ELEMENTARY SCHOOL**

**WELCOME TO THE 2019 – 2020 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.

This information section of your child’s planner has been prepared in order for students and parents to become more familiar with the school’s operation. If there is something you want to know about our school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need additional information, communicate first with your child’s teacher and then with the principal. Ongoing communication between school and home is very important to us.

**THE SCHOOL DAY**

- 8:03 A.M. ....AM Preschool, Kindergarten and Elementary School Begins
- 11:06 A.M. ....AM Preschool Dismissal
- 12:25 P.M. ....PM Preschool Begins
- 3:28 P.M. ....PM Preschool, Kindergarten, and Elementary School Dismissed

**Students should arrive in the morning between 7:50 A.M. – 8:00 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 7:35 A.M. to 8:00 A.M. Lunch will be served from 10:50 A.M. to 12:30 P.M.

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.

If a student's meal balance becomes negative, the student will only be allowed to charge a maximum of ten meals. A student will not be allowed to charge the purchase of an extra milk or a second lunch while their account has a negative balance. The parent and/or guardian must provide a sack lunch from home until there is a positive balance in the student meal account. If a student does not have a sack lunch and has a negative balance, the student will be provided with a cheese sandwich, or another appropriate alternate meal, and a milk.

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.

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.

Parents who plan to apply for free or reduced-price meals may wish to 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. Free Preschool milk applications are also available.

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 KVSF 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 with 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, including two Hepatitis A immunization shots, or furnish documents to satisfy statutory requirements. 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 will be required, if deemed necessary by the educational team.**

The educational team will include the parent(s)/guardian(s), child’s classroom teacher(s) (including professional itinerant staff), and principal. The educational team will try to reach consensus on student retention. When this is not possible each member of the educational team will cast a vote. **The majority vote will determine retention or promotion.**

**L.E.S. GRADING SCALE**

A.....	90 – 100
B.....	80 – 89
C.....	70 – 79
D.....	60 – 69
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.

### USD 298 LINCOLN SICKNESS POLICY

USD 298 Lincoln sickness protocol is to keep all students and staff healthy. In order to achieve this goal, USD 298 Lincoln is following local medical advice as follows:

- If student(s) stay home / goes home sick, the student needs to stay home for 24-hour symptom free / temperature free without medicine.
- If student(s) return to school within that 24-hour period, the student's parents / guardians will be called to pick up students(s).
- If parent / guardian isn't available, student(s) will be watched by a staff member in a separate classroom (student(s) will be given classroom assignments).

For further questions, please contact the school nurse.

### 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 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.

### **LINCOLN ELEMENTARY SCHOOL SITE COUNCIL**

The Lincoln Elementary School Site Council shall be responsible for providing advice and counsel in evaluating the state, school district, and school site performance goals and objectives and in determining the methods that should be employed at the site to meet these goals and objectives.

### **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. Brenda White 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.

### USD 298 LINCOLN ATTENDANCE POLICY

If a student has more than three (3) absences either consecutively, within a month and / or semester, the student will need to bring a doctor's note into the office upon returning to school. There will also be a mandatory meeting with the school counselor along with the counselor contacting parents / guardians.

If the student has more than five (5) absences, a mandatory meeting with the student, parent / guardian and principal will take place.

If a student has more than seven (7) absences, a mandatory meeting, discussion and signed attendance contract must take place with the principal, counselor, parents / guardians and student.

### 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. Thus, compulsory school attendance is necessary and the school district requires regular attendance in compliance with these state laws. (Note: these statutes are not printed in their entirety. However, a copy of the complete statute is available from the office of each school.)

### 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 12:25 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 12:45 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.

### **EXCESSIVE ABSENCES (EXCUSED OR UNEXCUSED)**

1. After the 5<sup>th</sup> day of absence in one nine weeks (quarter), the parent/guardian will be notified, by phone (or letter if parent/guardian phone contact is not made), of the student's standing and possible consequences if the absences continue.
2. After five (5) days absent in one nine week (quarter), a student may be required to present a doctor's/nurse's statement of illness or appointment, or proof of a family emergency for any additional absences, in order not to be declared unexcused.
3. After the 7<sup>th</sup> full day of absence in a semester, the parent/guardian will be notified by letter of the student's standing and possible consequences.

The Lincoln County Attorney, Junior / Senior High School Principal, and Elementary School Principal will meet on a regular basis to discuss students with excessive absences.

### **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.**

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

#### Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

#### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

Any device used by a certified law enforcement officer to carry out law enforcement duties; or  
Seatbelts and other safety equipment when used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent



incident, the parent shall be provided with a full and direct website address containing such information.

#### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

#### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

Date and time of the ESI,

Type of ESI,

Length of time the ESI was used,

School personnel who participated in or supervised the ESI,

Whether the student had an individualized education program at the time of the incident,

Whether the student had a section 504 plan at the time of the incident, and

Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent

should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: March 4, 2019