



*Lincoln*



*Elementary School*

**STUDENT  
HANDBOOK**

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<https://www.watertown.k12.sd.us/o/lincoln-elementary>

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# **Welcome To Lincoln Elementary School**

*It takes a community to raise our children. Lincoln is a warm and caring neighborhood school located in 'Northeast Watertown'. We take pride in knowing our students enjoy learning. We take pride in providing a strong foundation with high expectations in all academics while also finding time for activities that encourage special interests and talents in a caring and safe environment.*

*To accomplish our mission, Lincoln staff, students, parents, and community must be involved in the educational process. Research supports the fact that students whose parents are actively involved in their child's school activities are more successful in learning and have a positive attitude towards school. As your child's primary teacher, thank you for partnering with us to ensure the success in their educational experience.*

*You are encouraged to visit our school. I believe you will find our Lincoln community alive and well. On behalf of all the Leopards, I extend a warm and friendly 'WELCOME!'.*

*Gregg DeSpiegler  
Principal*

*Lincoln School will have an enrollment of approximately 345 students this fall. The school was opened in 1986. Our school mascot is the Leopard. The school site contains 8 acres of land with another 4 acres south of the school building, which is used for an outdoor classroom and a playground.*

# Lincoln Supports PBIS



*Positive Behavior Interventions and Supports. PBIS is an evidence-based, school wide behavior system that the Watertown School District has adopted. Lincoln staff and students began implementing this system in 2016-17.*

*PBIS is a data driven systems approach developed to assist schools in achieving socially appropriate behaviors for all students. It is comprised of a broad range of systemic school-wide, group and individualized strategies. These strategies help students achieve important social and learning outcomes while preventing problem behaviors. PBIS is not a specific “model” but a compilation of effective practices, interventions and system change strategies that have been proven effective and efficient. PBIS has relevant applications to educating all children at Lincoln Elementary.*

*Education plays a vital role in our world. It empowers children and adults alike to become active participants in the transformation of their communities. Developing positive attitudes and behaviors will enable our students to find their purpose in society.*

*When planning the implementation of this system, Lincoln assigned a teacher representative from each grade level and other staff to form a PBIS team. This team developed behavioral expectations (see Lincoln Behavior Matrix on following page) for our students that stem from three core values: Responsible, Respectful and Safe.*

**Responsible:** *We hold ourselves accountable and take ownership for our actions and words.*

**Respectful:** *We treat others the way we want to be treated.*

**Safe:** *We keep our hands and feet to ourselves and avoid any actions that may cause harm to ourselves or others.*

*We want to thank you for your support. By encouraging your children to uphold these values we will have a successful year at Lincoln Elementary.*



# Lincoln Elementary Positive Behavior Intervention & Supports (PBIS) Matrix

(Last revised September 2021)

Expectations	Hallway	Recess	Lunchroom	Bathroom	Library	Assemblies	Bus
<b>Be RESPONSIBLE</b>	<p>Hands by your sides</p> <p>All eyes forward</p> <p>Lips zipped</p> <p>Low speed</p>	<p>Respond to signals and instructions promptly</p> <p>Encourage - use kind words</p> <p>Cooperate with others</p> <p>Equipment - use properly</p> <p>Sportsmanship - be a good sport</p> <p>Safety - be safe</p>	<p>Listen to lunch staff</p> <p>Use your manners</p> <p>Noise is low</p> <p>Clean up your area</p> <p>Hands and feet to yourself</p>	<p>First stall open</p> <p>Leave it clean</p> <p>Use it quickly</p> <p>Soft voice</p> <p>Hands washed</p> <p>-1 pump only</p>	<p>Listen and follow instructions</p> <p>Inside quiet</p> <p>Be respectful of library property</p> <p>Read quietly by yourself</p> <p>Always walk</p> <p>Return books when finished</p> <p>You can do it</p>	<p>-Eyes watching the speaker or performers</p> <p>-Ears listen to the speaker or performers</p>	<p>-Take care of our bus (clean and no damage)</p> <p>-Take care of personal belongings</p> <p>-Use electronics w/ headphones &amp; no volume</p>
<b>Be SAFE</b>	Same as above	Same as above	Same as above	Same as above	Same as above	<p>- Bodies are still and keep hands and feet to self.</p>	<p>-Line up safely</p> <p>-Sit facing forward</p> <p>-Keep aisle clear</p> <p>-Remain seated till bus stops and you're excused</p> <p>-Head, hands and feet inside the bus</p>
<b>Be RESPECTFUL</b>	Same as above	Same as above	Same as above	Same as above	Same as above	<p>-Voices are silent</p> <p>-Sit crisscross</p> <p>-Use inside voice</p> <p>-Brains are thinking about the speaker or performers.</p>	<p>-Head, hands and feet to self</p> <p>-Use inside voice</p> <p>-Use kind/positive words</p> <p>-Listen and follow staff directions</p>

**Notification of Rights for Elementary and Secondary Schools**

The family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. These rights are:

1. *The right to inspect and review the student’s education records within 45 days of the day School receives a request for access. Parents or eligible students should submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The Watertown School District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*
2. *The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal {or appropriate official}, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Watertown School District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the Watertown School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, as assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Watertown School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. {Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.}*

## **NONDISCRIMINATION/ACCESSIBILITY**

*Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs. It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, and marital status in regard to public assistance, age or disability.*

*Persons with inquiries regarding implementation and compliance of Americans with Disabilities Act may contact Dr. Jennifer Heath, and persons with inquiries regarding implementation and compliance regarding Title IX or Section 504, may contact Dr. Jeff Danielsen, 200 9th Street NE, Watertown, South Dakota, 605-882-6312. Additional inquiries may be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294*



## ***Daily Schedule***

7:30.....	Staff Supervision @ main doors in the Lincoln Loop
7:45.....	Students enter the school
7:45 - 8:30.....	Breakfast Served
8:00.....	Staff Reports to Classrooms
8:05/8:10.....	Playground Supervised
8:25.....	First Bell (Students Enter)
8:30.....	Tardy Bell (Classes Begin)
10:50-12:45.....	Lunch/Recess Schedule
3:20.....	School Dismissal Bell Sounds
3:40.....	Bus Departs Lincoln for Intermediate School bus exchange

**Please Note: Students need to arrive as close to 8:30 as possible. The playground supervisors will be on duty at 8:05/8:10 to monitor needs of students. At the end of the day, we will help you by encouraging your child to go right home after school. Thank you for cooperating with us as we work to ensure the safety of children before and after school.**

**We do invite those children whose parental schedule necessitates a drop off prior to 8:05/8:10 to come in at 7:45 and either have breakfast in the cafeteria or go to their locker for supervised silent reading time (kindergarten students report to the Leopards Den.) This is for those students who NEED to arrive prior to 8:05/8:10 due to transportation issues. Those children can then go outside to the playground at 8:05/8:10 with the supervising staff. We appreciate parental cooperation with this - and hope to be able to continue with this arrangement for families.**

**Our goal is to provide a safe and supervised environment for all children at Lincoln throughout their school day.**

***Visitors To The Building* - Parents are welcome and encouraged to visit the school at any time.** We believe that instructional time is extremely important and ask that parents contact teachers, when possible, before visiting classrooms. Please use the main entrance to enter the school as remaining doors are locked at all times. Please follow instructions to contact the office to gain entrance. Thank you for reporting directly to the office for additional information. Students from other schools or friends of Lincoln students may not come to school for any part of the school day. They are welcome for special programs or events.

## ***Attendance***

Class attendance is necessary for students to gain optimum benefits from their school experience. Much of what students miss during an absence cannot be repeated or made up in an appropriate manner. Therefore, we appreciate your serious consideration and effort in scheduling appointments, vacations, etc. outside of school time.

***Absence*** - If your child is going to be absent from school, or late to school, parents are requested to call the school (605-882-6340) between 8:00 and 9:00 a.m. If a child does not arrive at school, we want to be sure they are safe. A call from the school will be made if we do not hear from you. NOTE: Whenever your child reports to school after 8:30, please buzz them in to report to the main office before going to the classroom. Please make appointments for your child during non-school hours whenever possible.

***Tardiness*** - Pupils are tardy if not in their classroom by 8:30. Bus children are not counted tardy if the bus is late. Being on time is important for everyone and in the event of frequent tardiness, the parents will be contacted to help resolve this problem. Tardiness causes an interruption to the learning environment for the child as well as their peers.

***Sending Children Home*** - Students will not be allowed to return home for forgotten items- homework, projects, instruments, music, etc. They may call from the school phone, if the teacher concurs that the item is needed that day.

***Recess*** - It is assumed that if students are well enough to be in school, they are usually well enough to participate in recess. School personnel will use their judgment with regard to taking students outside for recess during the winter months. Parents are requested to be aware of weather conditions and to dress their children accordingly.

# ***School Expectations for Students***

## **BE SAFE - BE RESPONSIBLE - BE RESPECTFUL**

Everyone is encouraged to practice the GOLDEN RULE:

**“Treat everyone with Dignity and Respect”**

(Treat others the way you want to be treated)

### ***Rules for Inside the School Building:***

1. Observe PBIS procedures of appropriate school conduct at all times.
2. Gum is not to be chewed in school.
3. Cell phone use is prohibited during school hours. Cell phones may be stored in book bags during the day with the power OFF.

### ***Care of School Property:***

1. Students are not allowed in the parking lot or near parked cars.
2. Playing ball near windows is prohibited.
3. Any school property marked or damaged (books, equipment, furniture, walls and windows) will cause loss of privileges. Students and/or parents will be held responsible for payment of such damage.

### ***Playground:***

1. Observe PBIS procedures of appropriate school conduct at all times.
2. Students are to follow the rules of the game being played. Games involving tackling, pushing, wrestling, kicking, “piggyback” riding, etc. are not allowed.
3. No snowballs will be held or thrown for any reason.
4. Students are not allowed to play with dangerous objects or toy weapons. Any imaginary/pretend play assimilating weapons is also not allowed.

5. Students should not bring objects to play with on the playground other than those designated by their classroom or P.E. teacher. Bats, baseballs, super balls, golf balls or other items that may cause serious injury are not allowed.
6. Students will use sportsmanship, courtesy and fellowship in all activities.

**Note:** Profane or obscene language is unacceptable and will not be permitted at school. Students using continued profanity will be sent to the principal's office and asked to call parents.

***Cafeteria:***

1. Observe PBIS procedures of appropriate school conduct at all times.
2. Enter quietly and stand in line as designated by the teacher.
3. Use good table and cafeteria manners.
4. Clean your eating area when finished.
5. Do not give or accept food from other students.
6. Wait quietly for dismissal by the supervisor and go directly outside when dismissed.

The school provides a very nutritious meal for a nominal charge. You may put any amount of money towards children's meals. The account is very similar to a checking account: breakfast and lunch are deducted from their account each time they eat, and when money is brought in, a deposit is made into the child's account. **THE SCHOOL DISTRICT DOES NOT ALLOW CHARGING ON THE STUDENT'S ACCOUNT.** Students are encouraged to eat their meals at school. Students will not be dismissed at noon to go home and eat unless the parent has contacted the teacher or principal.

Parents packing sack lunches for their children are encouraged to pack fruit juices or purchase milk from the school for \$.30. Pop, cappuccino, and candy bars are discouraged items for sack lunches. A nutritious meal is very beneficial to the well-being of each child.

# ***Student Information***

**Homework** - Work done outside of the classroom and consists of:

- A. Daily assignments not finished during class time.
- B. Assignment given in relation to a unit of study and completed over a period of time.

Example: Book report on South Dakota during a unit of study on South Dakota and completed over a five-week period.

Homework should:

1. Generally not exceed 30 to 60 minutes per day.
2. Follow only after direct teacher instruction and opportunities for practice in the classroom.
3. Be something the student and parent understand.
4. Be a planned experience.
5. Never be a negative consequence.
6. Be important to the academic progress of the student.
7. Have clearly printed instructions.
8. Be of print quality that leaves no doubt as to the content of the material.

**NOTE:** *Students are expected to complete work missed during an absence. Work may be completed ahead of time if arranged in advance with the teacher. Google Classroom will provide information re: Missing work assignments for the current week.*

**Student Dress Code** - Although a district wide student dress code does not exist, common sense should prevail regarding student dress. Students should be encouraged to dress appropriately at all times. Appearance or attire that distracts other students from learning is prohibited. Boots are expected on the playground during winter weather. *It is recommended that coats, mittens and boots be marked with the student's name.*

**NOTE:** **Tennis shoes are required for physical education class.**

**Staying After School** - Students who are asked to stay after school by teachers must call home to notify parents that they are staying. If the parent is not home, arrangements will be made to stay the next day.

## ***Reporting To Parents***

**Report Cards** - Report cards are sent home with children at the end of quarters two, three and four. Report cards for the first quarter will be given to parents at the November Parent-Teacher Conference.

**NOTE:** Students in grades K-4 will utilize a standards-based report card system that displays student achievement in standards work as proficiency, approaching proficiency, below proficiency or not assessed. Parents may view student learning progress using the parent portal option in Campus.

**Conferences** - Parent/Teacher conferences are held twice a year. We are willing to schedule a conference at other times during the year. Please feel free to call to make these arrangements.

**Assessments and Achievement Tests** - Throughout the year, students are assessed in a variety of ways to determine their level of progress. When applicable, achievement test reports are sent to the parents at the end of the year.

**Leopard Spotlight Monthly Newsletter** – Each month, “The Leopard Spotlight” is available to view on the Lincoln Homepage at the beginning of the month. This newsletter includes school news, upcoming events, student achievements and short educational articles of interest to parents. If you require a paper copy, please notify the office.

## ***Parent Involvement***

**Parent-Teacher Organization** - The Lincoln PTO exists to promote the welfare of all children. They sponsor worthwhile experiences for our youngsters, family activities and gifts to the school. Parents are encouraged to join and participate in all activities. Yearly events are outlined and explained at the first PTO meeting. Visit and ‘LIKE’ our Lincoln PTO Facebook Page...

**Volunteers** - We encourage parents and grandparents to volunteer at the school. We value the involvement of those adults who are interested in supporting the learning process and willing to share their time and talents when possible. We genuinely appreciate the large number of moms, dads and grandparents who help the staff and students each year and volunteer hundreds of hours to the school.

**Please contact your child’s teacher or the office if you would like to provide this service to the Lincoln School community.**

# ***Grading, School Curriculum, Services & Activities***

## ***Grading & Grading Scale***

Students in grades K-4 utilize a standards-based report card system that displays student achievement using a 3, 2, 1 scale. Standards work using this scale shows proficiency (scale score 3), approaching proficiency (scale score 2), below proficiency (scale score 1) or not assessed (no scale score assigned). Parents may view student learning progress using the parent portal option in Campus.

Grades earned in Art, Physical Education and Music classes will also display student achievement using a 3, 2, 1 scale.

## ***School Curriculum***

-All elementary schools in Watertown use the same curriculum and textbooks.

-Students at Lincoln average 125 minutes per week in the Computer Lab. Several items of curriculum supports are provided in the lab including eSpark. This program (eSpark) is an individualized, self-paced instruction for each student in Math and Reading skills. It automatically tracks each student's progress and places them in the appropriate level of instruction, to provide additional practice for lower areas and enrichment opportunities for advanced areas in Math and Reading.

## ***Services***

***Learning Center*** - If a child is experiencing unusual learning or behavior problems, a parent or teacher may request a conference with the principal. Interventions will be offered by regular staff to assist children. If a child continues to demonstrate need, assessments and special programming may be provided through the Learning Center with a certified Special Education teacher via an Individualized Education Plan.

***Speech Therapy*** - The Watertown School District 14-4 does provide a speech therapist for students who are in need of additional speech and/or language development.

**SECOND STEP** - Second Step is a social-emotional learning program. Students develop and practice Skills for Learning, Empathy, Emotion Management and Problem-Solving. The school counselor provides this classroom instruction as well as individual and group counseling services.

**Social Worker** - There is one social worker shared among the district schools. If you would like to set an appointment with the social worker, call the office at 605-882-6340 and we will make those arrangements.

### **Activities**

**GATE** - The GATE (Gifted and Talented Education) Program is for students with high academic abilities. A student may be referred for testing following evaluation of Fall, Winter, or Spring Benchmarks. To be eligible for the GATE program, a student must score 2 or more years above grade level on an educational achievement test in reading or math, and above the 7th stanine on the CoGAT assessment. Classroom enrichment and challenges or individualized programs are available for students who qualify.

**Kidscope (After School Program)** - Kidscope provides care to children in grades kindergarten through fourth. The After School Program is held at Lincoln & Jefferson schools from dismissal time to 6:00 p.m. An after-school snack is served from 3:30 p.m. to 4:00 p.m. This program is provided by the Boys and Girls Club of Watertown. For more information and cost call the Club at 605-886-6666.



## **General Information**

**Contacting School** -The classroom teacher is the first source of information regarding your child's academic and social adjustment. Questions concerning your child should first be directed to the teacher for easy resolution.

**School Supplies** - Each grade level requires somewhat different materials. The list for each grade available from the office or on-line using our website.

**Parties** - Parents often wish to send a treat to the class for their child's birthday. Please make these arrangements with the teacher to make sure there are no students with food allergies in the classroom. The school district recognizes two times during the year for special parties: Christmas and Valentine's Day.

NOTE: Because of the potential for causing "hard feelings" between classmates, we do not allow students to pass out birthday invitations at school.

**Flowers or Balloons** - WE DISCOURAGE DELIVERIES OF FLOWERS OR GIFTS FOR STUDENTS DURING THE SCHOOL DAY. When these items are delivered to school for students, they are kept in the office and the person will be notified that the surprise may be picked up after school in the office. We recognize that birthdays are special, but we ask that parents not take flowers or balloons to their child in the classroom - please bring them to the office or give them to the child at home. We also are a latex free school - due to the danger of latex allergic reaction. PLEASE DO NOT BRING ANY LATEX BALLOONS TO SCHOOL!

**Field Trips** - Students may be involved in educational field trips during the year. Notes from the teacher of upcoming field trips will notify parents. The note will explain the purpose, date and time of the event.

***Change of Residence, Telephone Number or Transfer*** - If you change your address, home telephone number, cell number, email address or parents' work numbers, please notify the Lincoln school office as soon as possible. (Also, keep us up to date on any changes with emergency phone numbers in order that we may reach you quickly if necessary).

If you move to an address outside of the Lincoln attendance area, you have the choice of remaining at Lincoln until the end of the year or enrolling in the school located in your new attendance area. Please notify us in either case.

***School Phone*** - The school phone is for business purposes. Children with a legitimate reason may use the phone in the office. Teachers and students will not be called from class to answer the telephone except in the case of an emergency. Telephone messages will be delivered. Please call as early as possible.... BEFORE 3:00 p.m. please!

***Assessments*** - All third and fourth grade students receive the Standard Achievement tests in April. All students in Kindergarten through Grade 4 will participate in MAP Benchmark Assessments in the Fall, Winter, and Spring of each school year.

***Inclement Weather*** - During the winter months, should school be cancelled for the day, the public will be notified over the local radio stations KXLG, KWAT and KSDR. School cancellation will be also posted using the district website. Finally, the district will inform parents directly using phone contact information provided to our office to text school delays or closures. This decision would be made prior to 7:00 am.

Should school be called off in the afternoon, the announcement would be broadcast over KXLG, KWAT and KSDR. School cancellation will be also posted using the district website. Finally, the district will inform parents directly using phone contact information provided to our office to text school cancellation.

Families are requested to listen to the local weather forecast and radio announcements rather than telephoning school officials, who need to keep their lines clear for emergencies at these times.

# ***Health Services***

## ***Nurses-***

The school nurses are on call during the school day to advise and assist students and parents with health problems. Parents can help in our health services to students by alerting the school office and the nurse to any change in vital information (address, telephone number, physician, and a person with whom the child is staying if you are away).

We do vision and hearing checks on all children in K-3. If our check indicates a problem, we send home a notice of what we have found for a problem. It would be the parent's responsibility to follow up with their doctor on the problem.

## ***Medications-***

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication to students during school hours, the following regulations will be observed:

1. Medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
2. Medication to be administered by school personnel **must be provided in the prescription container with the prescription attached.** Medication improperly packaged or labeled will not be administered.
3. Parents or guardian must provide the information requested on the Parent Medication Request form and sign the form granting the school permission to administer the medication. Forms are available in the Principal's Office. The Parent Medication Request form should also be completed for administering Cough Drops.

## ***Other Health Issues***

1. Students should not be in school if they have a fever of 100.4 degrees above/greater, sore throat, upset stomach, rash or other indications of illness.
2. All communicable diseases should be reported to the school office.
3. For the 2023-2024 school year, the district will follow the COVID protocol as outlined in the 'Return to Learn Plan'.

***If your child is injured***, the staff will take whatever steps necessary to provide the needed medical attention and care. These steps include but are not limited to the following:

1. Attempt to contact the parent or guardian listed on the emergency information you provide for us.
2. If we cannot reach you, we will do any or all of the following:
  - a. Administer emergency first aid.
  - b. Attempt to contact the child's physician.
  - c. Have the child taken to an emergency room of the hospital by the ambulance. The police department will be called in this case.

## ***PROBATION OF HARASSMENT, INTIMIDATION & BULLYING***

Lincoln Elementary and the Watertown School District are committed to maintaining a safe school climate that is conducive to student learning and fostering an environment in which all students will be treated with respect and dignity. The Board expects students to conduct themselves in a cooperative manner through their interactions. Persistent bullying can severely inhibit a student's ability to learn effectively and may have a lasting negative effect on a student's life.

Bullying is an ongoing, unwanted and deliberate aggression through repeated physical, verbal, non-verbal, written, electronic or other social behaviors that intends to cause physical, social and/or psychological harm to a student. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have immediate and long-term effects on those involved, including bystanders.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Single incidents, conflicts or fights between equals, whether in person or online, are not defined as bullying.

## What bullying is not

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

If bullying does occur, students must inform staff and know that the incidents will be dealt with promptly. Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

Parents and students may report bullying anonymously through Safe2Say South Dakota using the link below:

<https://safe2say.sd.gov/>

However, parents are welcome to submit a formal complaint to the Lincoln Elementary Principal directly by calling (605) 882-6340, emailing or requesting an in-person conference. The school principal and/or principal's designee is responsible for investigating all complaints and determining whether an alleged act constitutes bullying.

This policy is in effect while students are on school property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

The Board requires school administrators to implement procedures that ensure both consequences and remedial responses to students or staff members who commit one or more acts of bullying. Any student engaging in an act of bullying is subject to discipline pursuant to the District's Student Discipline Matrix located on the following page.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.



## District-Wide Discipline Matrix

*Administration and staff reserve the right to administer alternative consequences to inappropriate behavior, as it is impossible to list every inappropriate behavior and/or its possible consequence.*

	<b>1st Incident</b> Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	<b>2nd Incident</b> Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	<b>3rd Incident</b> Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	<b>4th (or more)</b> Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.
*Violation of each behavior indicator follows through its own progression of violation's. (ie. Multiple Class One violations do not add up unless they are the same behavior violation.)				
<b>Level One</b>	Academic Dishonesty, Class Disturbance, Keeping Hands and Feet to Self, Dress Code Violation, Electronic Device Violation, Inappropriate Language, Tardy	Incident Report Office Intervention Behavior Contract	Incident Report Office Intervention Detention Behavior Contract	Restriction Detention (1+) Behavior Contract ISS (1-3)
<b>Level Two</b>	Bullying, Electronic Device Violation, Inappropriate Language, Theft, Non-Compliance, Physical Aggression, Threat/Intimidation	Warning Incident Report Office Intervention Restriction Restitution	Incident Report Office Intervention Detention (1+) Behavior Contract Restriction Restitution ISS (1/2 to 1 day) Risk/Threat Assessment Counselor Referral	Detention (1+) Behavior Contract Restriction Restitution ISS (1-3) Risk/Threat Assessment
<b>Level Three</b>	Disorderly Conduct, Electronic Device Violation, Fighting, Gross Insubordination, Harrassment, Theft, Vandalism	Incident Report Office Intervention Restriction Detention Restitution	Incident Report Office Intervention Behavior Contract Restriction Detention Restitution ISS (1/2 - 1 day)	Restriction Detention Restitution ISS (3-5) Risk/Threat Assessment OSS (1-3)
<b>Level Four</b>	Alcohol, Battery/Aggravated Assault, Drugs, Tobacco, Vape, Weapons	ISS (1-3) OSS (1-3) Law Enforcement Referral	ISS (1-3) OSS (1-3) Law Enforcement Referral	OSS (3+) Law Enforcement Referral
<b>Level Five</b>	Battery/Aggravated Assault, Alcohol/Drugs (under influence, selling), Firearms, Tobacco, Vape, Weapons	Referral to D/O and/ or SRO Long Term Suspension Expulsion	Referral to D/O and/ or SRO Long Term Suspension Expulsion	Referral to D/O and/ or SRO Long Term Suspension Expulsion