

***STUDENT HANDBOOK
2017-2018***



LINCOLN ELEMENTARY SCHOOL

1005 S 11th Street
Mount Vernon, WA 98274

Phone: 360-428-6135
Fax: 360-428-6170

Website: www.mountvernonschools.org

LINCOLN ELEMENTARY STAFF

2017/2018

<u>Principal:</u>	Henk Kruihof	<u>Kindergarten:</u>	Bailey Laufenberg Nikki Macomber - Intern: Nayomi Landis Jessica Williams
<u>Secretaries:</u>	Linda Stromer Kyle Stahly		
<u>Counselor:</u>	Tracy Hancock	<u>Grade 1:</u>	Katheryn Duarte Cheri Fredlund Anthony Shanander
<u>Reading/Math Coach:</u>	Patricia Shanander		
<u>Reading Teacher:</u>	Liz Johnson	<u>Grade 2:</u>	Megan Gilday Kris Hudson Kim McGovern
<u>ELL Facilitator:</u>	Aimee Schuh		
<u>Bil. Advocate:</u>	Marisol Rosas	<u>Grade 3:</u>	Stephanie Dick Sarah Gregory Wendi Wall
<u>Librarian:</u>	Becky Ray		
<u>Library I.A.:</u>	Mark Johnson		
<u>Tech Lab Teacher:</u>	Rocio Bradley	<u>Grade 4:</u>	Megan Daley Susan Kruckenberg - Intern: Leah Bright Kayla Williams
<u>Music Teacher:</u>	Denise McCallum		
<u>P.E. Teacher:</u>	Julie Scott	<u>Grade 5:</u>	Gracie Johnston Tye Power Ali Skjei
<u>SpEd Teacher:</u>	Jordan Radke		
<u>Nurse:</u>	Angela MacPherson		
<u>Inter. Specialist/ Nurse's Asst.</u>	Veronica Glade	<u>Instructional Assistants:</u>	Karen Brady Renee Crandall Kim Griffith Pam Gromus Tegaan Klinker Sylvia Lee Kristie Lindsay Rayona Luif Christy Nelson Stephanie Tesarik Debbie Ticknor Samantha Walters
<u>O.T.:</u>	Allison Wohlust		
<u>Speech:</u>	Crystal Conway		
<u>Psychologist:</u>	Jordan Nitcy		
<u>Volunteer Coor.:</u>	Veronica Glade		

Contacting Staff:

All staff members of the Mount Vernon School District use a common email address. This address begins with the first letter of the staff member's first name, their last name, and @mvsd320.org. A parent may also reach a teacher's voice mail during the school day by calling the school office at 428-6135.

Cooks:

Kim Medina
Virginia Barrios

Custodians:

Dani Einhaus
Ivan Gis

LINCOLN ELEMENTARY BELL SCHEDULE

2017-2018

BREAKFAST 8:00-8:25 a.m.

SCHOOL BEGINS 8:25 a.m. 1st Bell Rings
8:30 a.m. Class Begins



LUNCH / RECESS

GRADES - K, 1 10:45-11:20

GRADES - 2, 3 11:25-12:00

GRADES - 4, 5 12:05-12:45

RECESS

GRADES - K, 5 1:45-2:00

GRADES - 1, 2, 3, 4 2:00-2:15

DISMISSAL 3:00 p.m.

(EARLY DISMISSAL 1:00 p.m.)

PARENT-STUDENT COMPACT

HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD

As a teacher, I will

have confidence that each student can learn,
show respect for each child and his or her family,
come to class prepared for all students to learn,
provide an environment that is conducive to learning,
help each child grow to his or her fullest potential,
provide meaningful and appropriate homework activities
enforce school and classroom rules fairly and consistently,
communicate often with students and his/her parents
seek ways to involve parents in the school program and
demonstrate professional behavior and a positive attitude.

As a student I will

always try my best in work and in my behavior,
work cooperatively with my classmates,
show respect for myself, my school and other people,
obey the school and bus rules,
take pride in my school,
come to school prepared with my homework and my supplies and,
believe that I can and will learn.

As a parent/guardian, I will

assure that my child attends school regularly and on time,
provide a home environment that encourages my child to learn,
insist that all homework assignments be completed,
communicate regularly with my child's teacher,
support the school in developing positive behaviors,
talk with my child about his/her school activities each day,
encourage my child to read at home and to monitor his/her TV viewing,
make an effort to put in time as a volunteer at my child's school and,
show respect and support for my child, the teacher and the school.

ATTENDANCE (MVSD Policy 3122)

Attendance is such an important part of your child's learning and growth through participation. Lincoln school is required to comply with the State of Washington's Truancy Law. We need your support and help in training your child to form good habits in attendance.

Here are the guidelines when your child is absent from school:

- Please call the office at 428-6135 by 9:00 a.m. each day your child must be absent. You may also email the Attendance Secretary, Kyle Stahly, at kstahly@mvsd320.org. This helps us know your child is home and SAFE. If we do not hear from you, the attendance secretary will attempt to call you to make sure your child is home and safe.
- Please send a written note of excuse upon your child's return to school. We need your note within two working days after an absence.
- 5 excused absences in a month and 10 excused in a year result in a scheduled conference.
- Two unexcused absences in a month will result in a scheduled conference. 7 unexcused absences in a month or 10 in a school year will result in a Truancy Petition to the Skagit County Superior Court.
- If your child will be absent from school for an extended period of time, please arrange in advance with your child's teacher for makeup work to go home. *(See MV School Board Policy No. 3121 for Compulsory Attendance guidelines and No. 3122 for Excused and Unexcused Absences policies regarding making up missed work.)*



TARDINESS

First Bell: 8:25 (Free Breakfast for all students starting at 8:00)
Class Begins: 8:30

Students are expected to be to class on time. If your child arrives after 8:30 a.m. please send a note and have them check in at the office upon arrival. We ask that you prioritize school attendance for the educational benefits to your family. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Counselor or Principal.

DISMISSAL PLANS

If your child needs to be dismissed early, please write a note to the classroom teacher and come by the office to sign your student out. If someone else will be picking up your child, please make sure that his or her name is listed on your child's emergency form, or include the name in the note.

Children are expected to go directly home after they are dismissed. Written permission from their parent/guardian is needed if a student needs to ride a bus other than his/her normal route or to walk home with a friend. Students without written permission will be sent to their regular after-school destination.

Students attending after school programs must have prior permission.

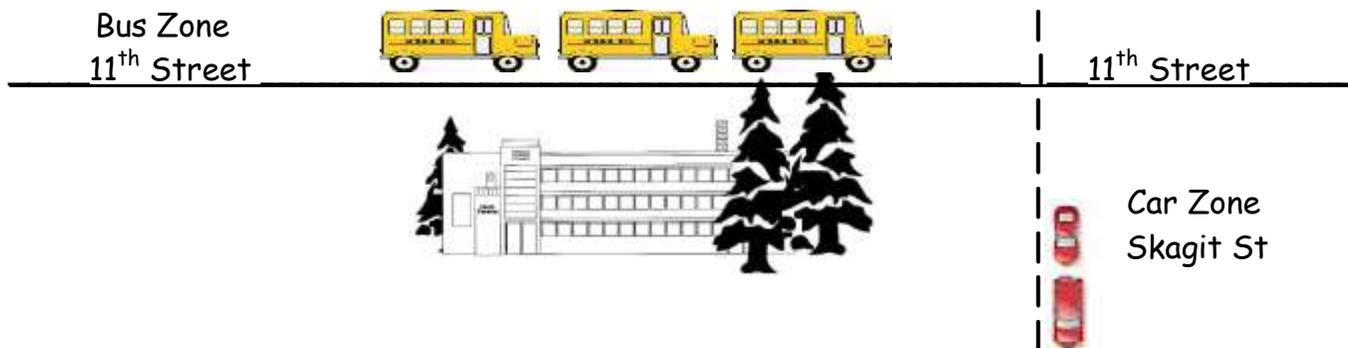
Students should not return to our building unsupervised. Please have them check in at the office with an adult if they have left something in the classroom.

PARENT DROP-OFF AND PICK UP PROCEDURES

Please do not drop off or pick up students on 11th Street (bus zone)
between 7:45 and 8:45 in the morning or
between 2:45-3:15 in the afternoon.

AM - Drop Off

We ask that all students being dropped off at school in the morning from a private vehicle are dropped off along the south side of the building on Skagit Street by the driveway gate. This prevents congestion with buses in front of the school. After the bell rings and students go to class at 8:30 a.m., the gates on the playground will be locked. If your student is late to school, they will need to enter through the front door.



PM - Pick Up

Vehicle pick-up at the end of the day also occurs along the south side of the school on Skagit Street. Parents are encouraged to park along the road below the driveway or park in the church parking lot. Please exit your vehicle and meet your student at the playground gate. As staff begins to recognize you, they will call for your child and allow them to exit the grounds.

PARENT PICK-UP for WALKERS

You may choose to pick your child up in front of the school or at Parent Pick-up, which is on the playground near the south side gate. Please arrange with the teacher your preference.

BUS TRANSPORTATION

Bus numbers and routes are scheduled by our Transportation Department. Parents are notified before school starts with information about where their students can catch the bus. If your child needs transportation to a daycare address, please let our office know before school starts.

SAFE WALKING ROUTES

Crossing guards are posted at 11th St & Broad and 11th & Skagit St from 8:00-8:25 every morning, and during dismissal. Breakfast and playground supervision also do not begin until 8:00 a.m., so we ask that you make sure your child does not try to cross these busy streets by themselves before 8:00 a.m. While walking to and from school, we encourage your child to:

- Walk along the main streets - avoid alleys, trails, etc.
- Walk on the sidewalks
- Use the buddy system and walk with a friend
- Do not stop to talk to anyone that they do not know
- Look both ways when crossing the street

DRESS CODE (MVSD Policy 3224)

Students are expected to dress comfortably, in a manner that does not create a material or substantial disruption to the educational process. No clothing of a violent nature or with alcohol, drug, tobacco, sexual symbolisms, and gang affiliation, or glorification of these things will be allowed. Clothing with obscene language, racial comments, questionable printing, or which could be considered harassing or intimidating will not be allowed. **Students who wear clothing that is deemed inappropriate will be asked to call home for a change of clothes.**

The following may provide some useful guidelines when selecting school attire.

- Students should be clean and well groomed.
- Short skirts and shorts must be equal to or longer than fingertip length.
- Modest blouses/shirts - no halters, spaghetti strap shirts, or those that expose the midriff/stomach area or are low cut.
- Hats, caps, scarves and bandanas are not to be worn. Hats and caps may be worn in the building only on designated "hat days."
- For safety reasons, flip flop sandals are not to be worn in place of shoes.

The school has the right to decide what is inappropriate school attire.

LOST AND FOUND

Our lost and found is located in the bottom floor hallway outside the cafeteria.

Please remember to mark your child's name in all of their belongings.

Personal Property Disclaimer: "Please do not leave any items of personal property (clothing, jewelry, musical instruments, etc.) at school, unless you are specifically authorized to do so by your teacher. The school district will not be responsible for any personal items reported lost or missing after five school days (one week), and then only if the loss was due to negligence on the part of a school employee."

STORE

Students are not allowed to go to Lincoln Grocery once they are dropped off by the school bus, or once they arrive on Lincoln School grounds. After school, students are not allowed to cross over to the store, and then cross back to catch their bus or go home. This helps us keep the crossing of Broad Street as safe as possible.

INVITATIONS AND GIFTS

In the interest of being sensitive to the feelings and needs of children, you are asked not to bring to school gifts or invitations to parties, etc., in which all students in a class are not invited. No birthday celebrations involving gifts at school, please.

STUDENT HEALTH

Health Room First Aid Procedures

Our school nurse, Mrs. MacPherson, is at Lincoln on Tuesdays. The health room is also overseen by our secretaries and by our health room assistant, Mrs. Glade. Each injury is seriously considered. If a bump or injury is severe, we call a parent, guardian, or emergency phone number, which you have provided on the Emergency Form.

Students who have a temperature of 100 degrees or more will be sent home. Students who are vomiting or show evidence of being seriously ill will also be sent home. Some days, our health room is extremely busy. We try our best to be considerate and thoughtful in our treatment of each child who comes to the health room. *You can help by making sure that we have up-to-date emergency information on your child. Please send us changes of phone numbers (work and home), day care, and emergency numbers. Please call us if you have any questions.*

Medications

Since many medications can be harmful if taken by the wrong person or in other than the prescribed dosage, all medicines must be kept in the office and will be administered by the office personnel or nurse. *If your child should require medicine during school, we are required by State Law to have appropriate forms signed by parents and physician for ALL medication- including over the counter medicines.* Please contact the office for the appropriate form. Medications must be in their childproof original containers and labeled with the student's name.

Immunizations

Lincoln Elementary, along with the all of the Mount Vernon School District schools, follows state required guidelines for vaccines.

Health Services/Screenings

Vision and hearing are checked annually in Kindergarten through third grades and in fifth grade, or when vision or hearing problems are suspected.

Student Insurance

Student accident insurance is available to students. A dental accident policy is also available at a minimal cost. If you wish to purchase this coverage for your child, complete the enrollment form and return it to school with the premium for the plan of your choice. Enrollment forms are available in the school office.

Lice Policy

If your child is sent home with head lice, you will have two days to eradicate the head lice problem and we will count the absences as excused. When you bring your child to school following treatment, a head check will be conducted before your child is allowed back into class. If your child doesn't return after three days or still has head lice, then each additional day will be counted as an unexcused absence, which will apply towards the BECCA Truancy Law. This may create a referral to the juvenile court as an attendance issue.

Parents of Fourth & Fifth Graders

Each year prior to the presentation of the HIV/AIDS and Human Growth Development Unit of the Health Education Curriculum, Mount Vernon School District provides parents an opportunity to review both the curriculum and the instructional materials. State law requires AIDS education for all students in grades 5-12. This requirement may be waived if parents can verify they have previewed the HIV/AIDS curriculum and prefer to provide this education at home. (Parents of fourth grade girls are also provided the opportunity to review the curriculum and instructional materials for the Human Growth and Development Unit of the 4th grade level Health Education Curriculum.) Parents can preview the materials by making an appointment with the curriculum office, 360-428-6110.

TECHNOLOGY AGREEMENT STUDENT/PARENT/TEACHER

At Lincoln Elementary we are committed to providing access to information using a variety of technological tools. Students are being taught about the Internet, iPods, iPads and other hand held devices.

The Mount Vernon School District has adopted *Guidelines* and a *Student Acceptable Use Policy*. (2022. Form F.1) Each student and teacher will be asked to sign this form to acknowledge that they have read, understand and agree to the policy. The form will be sent home and is also available on our district website. At the bottom of this form, you have the option to "Opt Out" if you choose not to have your child access the internet, do not want their work published on the school/district website, or both.

Please review these guidelines so all children will be safe! Failure to abide by these student expectations may result in their privileges being revoked, disciplinary and/or legal action.

WEBSITE

Visit Lincoln's website through the Mount Vernon School District website at: www.mountvernon.schools.org

CURRICULUM

If you select the Departments tab on the Mount Vernon School District website home page, and then Teaching and Learning, you can access information about curriculum and instruction.

FAMILY ACCESS

Family Access allows you to check on the following items at the click of a mouse button: Report Cards, Calendars, Student Information, Messages, Attendance, Schedules, Discipline Records, Food Service Accounts, Fees and Fines, Academic History and Health Information.

You can get onto the Skyward system easily by going to the Mount Vernon School District website (mountvernon.schools.org) and clicking on the Parents & Teachers Link at the top of Lincoln's home page.

If you need your Family Access Login ID and Password, stop by the school office or call 360-428-6135.



WITHDRAWALS

If you need to withdraw your student from school due to a move or for other reasons, please give us at least one day's notice. There are forms we would like to send along to your child's next school.

EMERGENCIES

Each year, parents are asked to fill out an Emergency Information Sheet. This data is **vitaly important** to the school, as it provides pertinent phone numbers and contact persons that we can call in the event of an emergency. This form is also used to verify custody of a child if there is a need to do so.

If the information changes during the year, please contact the office immediately.

EMERGENCY PROCEDURE DRILLS

Fire Drills: Lincoln Elementary has regular drills for all classes. During Fire Drills, students are trained to leave their current setting in a prompt and orderly manner. In addition, staff is trained in proper school evacuation procedures to ensure the safety of all students.

Earthquake Drills: Students are taught how to respond during and after an earthquake.

Intruder Drills: Students and staff are trained on specific procedures should an intruder access our campus. We try to make these drills as non-frightening as possible, while providing everyone with the skills they need to deal with this kind of emergency.

Bus Drills: Students learn and practice bus emergency exit procedures twice annually.

EMERGENCY PREPAREDNESS

Mount Vernon School District and the staff at Lincoln have taken an aggressive posture in disaster preparedness. In light of the diverse types of disasters that may occur during the school day, we have strategically implemented a Disaster Preparedness Plan. The safety and welfare of students and staff has been the primary consideration in all planning. Therefore, the following rules will be in effect, should a disaster occur at Lincoln Elementary:

- ◆ **STUDENTS WILL REMAIN AT SCHOOL-** They will be kept until released to parents or other authorized persons
- ◆ **CONTROLLED STUDENT RELEASE** - The school campus will be secured; all students will be accounted for and then released through an established procedure at release areas.
- ◆ **STAFF REMAINS ON CAMPUS** - Staff members are expected to have personal/family/home disaster plans, so that they may carry out their school disaster responsibilities with knowledge that their families know how to proceed without them.
- ◆ **PERSONNEL ARE TRAINED** - Staff members have received training in response procedures and are provided opportunities for development of needed skills (I.e., first aid courses, rescue, etc.)

SNOW/HAZARDOUS CONDITIONS

Hazardous weather, floods or other unexpected emergencies may force changes in bus transportation schedules and pick-up/drop-off locations. Our automated School Messenger Notification System will notify parents district-wide if there are changes or if school is canceled. Please listen to or watch the following radio and TV channels for more information:

RADIO

KAPS am 660
KBRC am 1430
KOMO am 1000
KIRO am 710
KAFE fm 104.3

TV

KOMO 4
KING 5
KIRO 7
428-6110 (recorded message)

WEBSITE:

<http://www.schoolreport.org/>

VOLUNTEERS

The Mount Vernon School District policy requires all volunteers to complete a **Volunteer Application Packet** prior to volunteering in the schools. Application packets are available in the school office. We encourage parents to volunteer by working in classrooms, through assistance with activities and by chaperoning on field trips. Field trip chaperones should complete their application at least 2 weeks prior to the trip.

VISITORS (MVSD Procedure 4200)

All parents and visitors to Lincoln Elementary must check in and sign in at our school office prior to visiting classrooms or other school areas. We will ask you to wear a volunteer or visitor tag. This helps us keep our school environment safe for children and staff members.

LINCOLN LYNX SUPPORTERS PARENT GROUP

Lincoln Parent Meetings are usually held on the second Wednesday of the month from 6:30-7:30 p.m. in the library. Everyone is welcome! This year's meeting dates are:

September 13, 2017	February 7, 2018
October 11, 2017	March 7, 2018
November 8, 2017	April 11, 2018
December 13, 2017	May 9, 2018
January 10, 2018	June 13, 2018

Visit our Lincoln Lynx Supporters facebook page at: <https://www.facebook.com/LincolnLynxParents>

SCHOOL MEALS

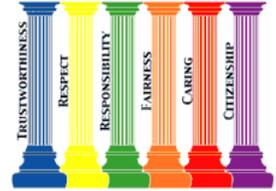
Breakfast:	Free to all students from 8:00-8:30 a.m.
Lunch Prices:	Regular: \$2.75 - Reduced: \$.40
Milk only:	\$.50

Free/reduced forms are available anytime in our school office and online.
Parents are responsible for any lunch charges until the free/reduced lunch form is approved.

BEHAVIOR EXPECTATIONS

We follow the Character Counts program at Lincoln. We recognize students for their positive behaviors in six categories; **Trustworthiness, Respect, Responsibility, Fairness, Citizenship and Caring**. The teachers fill out a pillar for students that they recognize as showing positive characteristics and those pillars are read as part of the morning announcements. If a student is recognized three times in the same category, they are honored at a monthly assembly.

CHARACTER COUNTS!



SUSPENSIONS / EXPULSIONS

As stated in the Mount Vernon School District Policy (#3300P), *"Any student who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process of the school district shall be subject to discipline, suspension or expulsion by authorized school district authorities. These acts include but are not limited to: disruptive conduct, disobedience, fighting, substance abuse, harassment/intimidation, criminal acts as defined by law, cheating, possession of a dangerous weapon or object, property damage/vandalism, or others."*

WE HAVE A ZERO TOLERANCE POLICY FOR THE FOLLOWING BEHAVIORS:

- ◆ Fighting
- ◆ Assault
- ◆ Flagrant disrespect
- ◆ Intentional destruction of property
- ◆ Gang activity/recruitment
- ◆ Harassment/Intimidation
- ◆ Acute violations of any playground/building rules
- ◆ Weapons at school
- ◆ Drugs, alcohol, non-prescription inhalants, tobacco products

Police will be notified in instances where there is a violation involving drugs, alcohol, weapons, severe assault, or assaultive actions occurring off the grounds while students are traveling back and forth to school

SUBSTANCE ABUSE

Lincoln Elementary is concerned with the health and safety of all students. Possession or use of controlled substances will result in suspension/expulsion from school and school activities. Students in possession of an illegal substance will be referred to law enforcement authorities. Parents will be required to have a conference with school administrator before the student may re-enter.

WEAPONS

(RCW 28A.320.130)

A student shall not possess any object that can reasonably be considered a firearm, air gun, or dangerous weapon. It is unlawful for a person to carry onto, or to possess any firearm or dangerous weapon at school or on school transportation. Violation of this law constitutes grounds for expulsion from school and may also result in referral to law enforcement. **Please remind your children to leave toy weapons at home; toy guns, squirt guns, pocketknives, etc.** Using any type of object to represent a weapon is considered against school rules. This includes, but is not limited to, drawings or illustrations using weapons and/or violent acts. We respond to these infractions seriously, even with younger students and toy weapons.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

(MVSD Policy 3207)

"Harassment, intimidation or bullying means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

NON-DISCRIMINATION NOTICE

The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. We will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities, including those specific to career and technical education programming.

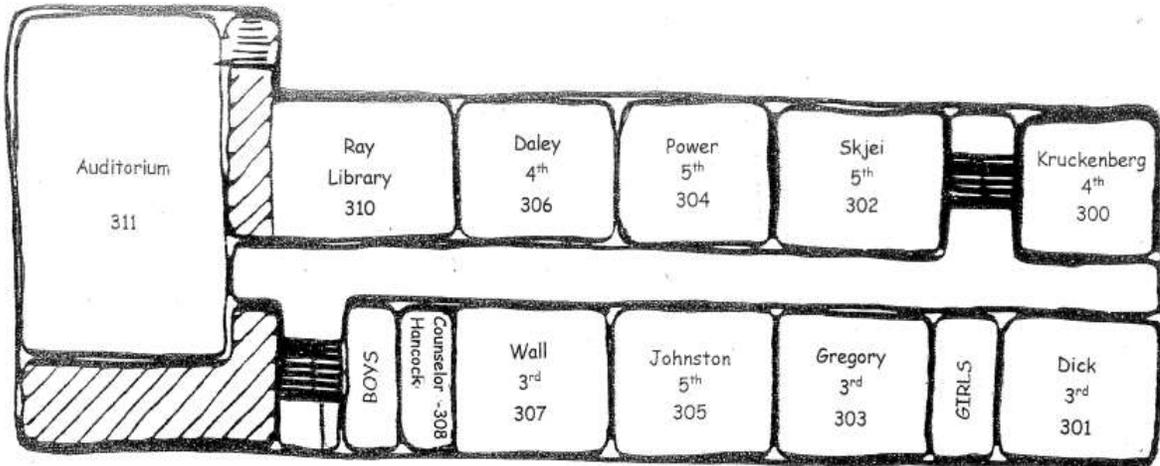
Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Assistant Superintendent William Nutting, bnutting@mvsd320.org or the Section 504/Americans with Disabilities Act Coordinator, Clint Carlton, Director of Special and Support Services, ccarlton@mvsd320.org, 124 E. Lawrence St., Mount Vernon, WA, (360) 428-6110.

Procedures for Resolving Equal Educational Opportunity Complaints/Grievances

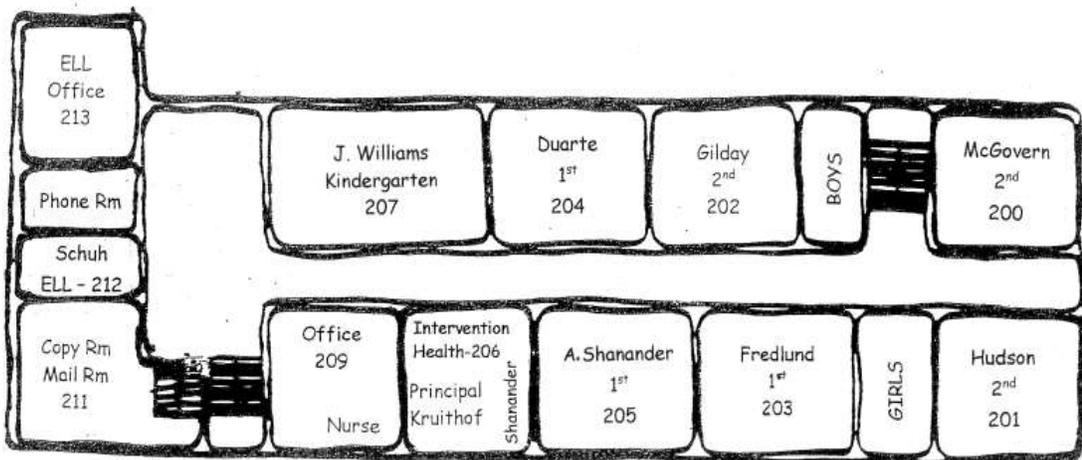
See Board Policy Procedure No. 3210P for information on Complaints and Grievance Procedures:

http://www.mountvernonschools.org/dynimg/_WKAAA_/docid/0x7C9806DE9FECC694/98/3210P_Nondiscrimination%2B10%2B21%2B15%2Bboard.pdf

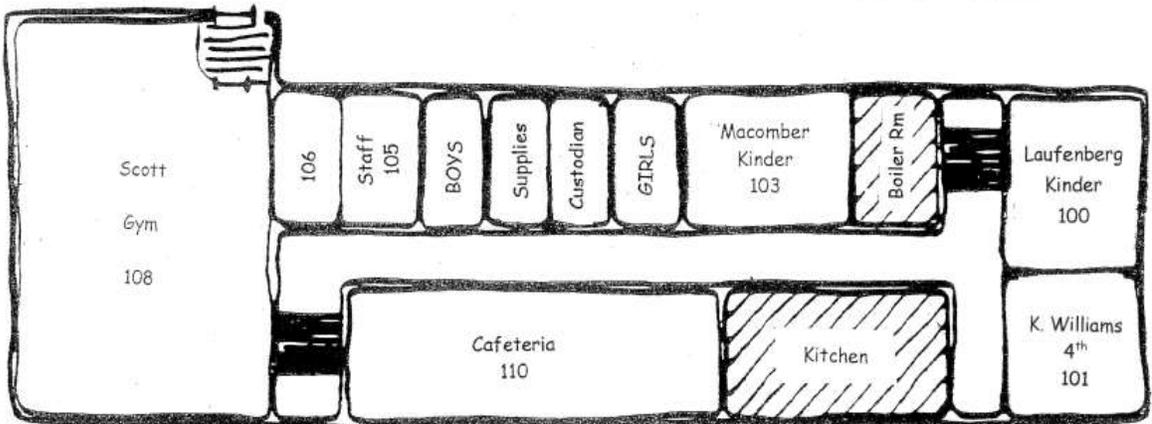
Top Floor



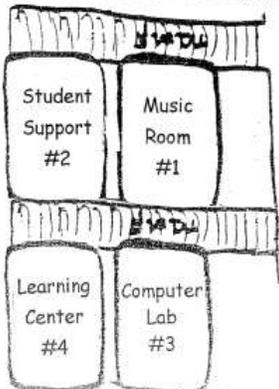
Main Floor



Bottom Floor



Portables



Lincoln Elementary School

2017-18

