

CHILDS ELEMENTARY SCHOOL

7300 Bemis Road

Ypsilanti, MI 48197

Phone (734) 484-7035 – Fax (734) 484-7059

<http://www.lincolnk12.org>



District Vision Statement

Lincoln Consolidated Schools will be a premier learning community whose students are consistently high achieving, compassionate, and inspired to make a difference.

Childs Mission Statement

The mission of Childs Elementary School is to provide a safe and supportive learning environment to prepare students to reach their highest potential.

2023-2024 Student Handbook

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Schedule Information

School Hours: Full Day

7:55 AM Students Arrive
8:00 AM School Begins
2:54 PM Dismissal

School Hours: Half Day

AM 8:00 – 10:54
Early Dismissal: 12:44 pm

FREQUENTLY USED TELEPHONE NUMBERS

Childs Elementary Office 484-7035

Brick Elementary Office	484-7031	High School	484-7004
Transportation	484-7044	Middle School	484-7033
Food Service	484-7072	Bishop Elementary	484-7074
Community Education	484-7007	Model Elementary	484-7045
Superintendent	484-7001	Curriculum Dept	484-7000 ext.7658
Asst. Superintendent	484-7002	Early Childhood	484-7070

CHILDS ATTENDANCE LINE 484-7000 EXT. 8223

Please call by 9:30 am to report your child's absence, please leave your student's name, date(s) they will be absent and reason for the absence (if ill please leave the nature of the illness)

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Lincoln Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the Lincoln Schools' compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Superintendent of Schools
Lincoln Consolidated Schools
8970 Whittaker Road
Ypsilanti, MI. 48197

The superintendent has been designated by the Lincoln Schools to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

Each year the Lincoln Schools is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to inspect and review all of your educational records maintained by or at the Lincoln Schools. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an educational record that you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated official of the Lincoln Schools decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

RIGHT TO COMPLAIN: You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Lincoln Schools to comply with FERPA. Your complaint should be directed to:

Family Policy and Regulations Office
Office of Management
U.S. Department of Education
400 Maryland Avenue, S.W. Washington, D.C.
20202 (202) 732-2057

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Superintendent of Schools
Lincoln Consolidated School District
8970 Whittaker Road
Ypsilanti, MI. 48197

RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The board of Education of the Lincoln Schools has designated the following personally identifiable information contained in a student's education record as "directory information":

- Name, address, and telephone number
- Student's picture
- Student's parent/guardian
- Date and place of birth
- Height and weight
- Major field of study
- Dates of attendance or grade placement
- Honors and awards received
- Participation in and eligibility for officially recognized activities and sports
- Most recent educational agency or school attended by the student

Unless you advised the school district that you do not want any or all of this information released, school officials may release personally identifiable information that it has designated as directory information. Upon such objection, this information will not be released without the consent of the parent of eligible student.

Requests from Military or Institutions of Higher Learning: Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom the students have close family relationships;
 - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - 8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of* –
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 - 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Internet Acceptable Use

The Internet is an extremely valuable resource for learning, but it also has the potential to be misused. This policy exists to ensure that your child has the opportunity to learn to use the Internet in a responsible way.

- Follow all directions.
- Never change hardware or software configurations.
- Plagiarism is unacceptable. Plagiarism consists of copying other people's words or ideas and presenting them as your own.
- Visit Internet sites only with teacher approval. Use only approved search engines.
- No email or chat room use. Students are not to use their names or reveal any personal information on the Internet.
- No viewing of any inappropriate material. Report to the teacher immediately any inappropriate website or link.
- Each time the internet is used in class, each student completes an internet use log, including: -Student Name
-Date and Time -Subject of Search -Name of site(s) visited.

Notice: All reasonable precautions are taken to limit access to inappropriate material on the Internet. Even while following all directions, it may still be possible to encounter inappropriate material when using the Internet. It will be the student's responsibility to close any such material immediately and report it to the supervising teacher.

Registration

New students shall register at the Enrollment office. Proof of residency, record of immunizations, and original Birth Certificate is required at the time of registration. A variety of forms will need to be completed for appropriate placement. If the parent has any questions, the Enrollment office personnel will offer assistance at the time of registration. Students are placed within 48 hours after all registration forms are complete.

Emergency Information

Each school year families will receive a preprinted card that must be updated and on file in the office noting phone numbers and contacts in the event of an emergency. The card also contains a place to note special medical needs and/or restrictions.

A place to list individuals who are not allowed to sign out students is provided. Should custodial parent issues arise, court papers are also to be filed in the school office.

The school should be notified immediately if home address, telephone number, parent place of employment, marital status, or student health concerns change.

Record of Immunization for Communicable Diseases

All children enrolling in school in Michigan must have current and complete immunizations. These would include: 4-DTP, 3-Polio, 2-MMR,3-HBV (HepB) and the Varicella (chickenpox) vaccine. A child will not be able to attend school without these basic requirements.

Enrollment for Special Programs

On the registration form please note the area that asks if your child was recently tested or participated in a special education program. In some cases testing is not necessary and your child will receive services immediately. A copy of a recent IEP must be presented if your child has been part of a special education program.

Safety

Fire Drills/Tornado Drills - Drills are held regularly throughout the year to instruct the children in the most effective and safest ways to leave the building.

Other Emergency Drills - Specific plans are in place for potential emergencies (i.e.: bomb or intruder).

Emergency Closing of School/Delayed Start - Weather conditions sometimes cause a delayed start, an early school dismissal or a closing of the school entirely. In the event of unscheduled school closing, it is the responsibility of the parent to make arrangements for their child. Your child should always know where to go in the event that you are not home when he/she arrives. Listen to radio stations (WAAM-1600 AM or WJR 760 AM) or your local TV stations for more information.

Early Release - In order to protect students, children will be released ONLY to those persons listed on the emergency cards. Identification must be presented to the office staff. *All students who depart school early must be signed out.*

Student Drop Off

- Parents may drop their children off in the parent drop off loop located at the front (north side) of the building starting at 7:55 a.m. until 8:05 a.m. Children should exit vehicles on the passenger side onto the side walk at the designated drop off area. Students arriving after 8:06 a.m. will have to be signed in at the office by a parent or guardian. The students will need a pass to go to their classrooms. **FOR THE SAFETY OF THE CHILDREN we ask that parents remain in the lobby area at arrival and dismissal times. DO NOT PROCEED TO THE CLASSROOMS.**
- Students need to be picked up at the end of the day by 2:54 pm – after the 2nd offense a warning will be given, 3rd offense you will be required to meet with administration.
- **Parents may not park in the drop off loop at any time. This is a fire lane.**

School-Home Communications

Good teacher/student and teacher/parent relationships are a very important factor for a productive school environment.

Classroom instruction is not interrupted for telephone calls. Email communication is preferred and email addresses are located on our building webpage. Emergency calls are referred to a principal for responses/class interruptions. Calls to teachers can be made directly to teachers' classrooms prior to 8:00 a.m. or after 2:54 p.m.

Regular newsletters are provided via email and are posted on our school's webpage.. News about upcoming events are included.. Calendar information can also be found on our district website <http://lincoln.k12.org>

Report Cards

The classroom teacher distributes report cards three times a year. Parents are asked to sign the envelope that contains the report card and return only the envelope to the classroom teacher.

School Visitations

We encourage school visits and participation in school programs and activities. **Please make arrangements ahead of time with the teacher to schedule a visit. All visitors must first check in at the office to obtain a visitor's pass.**

Volunteer Programs

Childs Elementary School provides the opportunity for family members to become involved in a variety of ways. Volunteers can become tutors, share a hobby, supervise a field trip, or help in any number of classrooms. **Board Policy 9150- School Visitors:** requires all community members that desire to volunteer in the school, to complete the Volunteer Consent Form. This form authorizes the HR department to conduct a criminal history check and/or fingerprinting, if deemed necessary. So, in order for any persons to volunteer or spend time within the school building or school functions an approved form has to be on file.

Parent Teacher Organization (PTO)

This group sponsors numerous special events, educational events, and fundraisers for all elementary students. Regular newsletters keep the community aware of current happenings.

Student Programs and Activities

Following is a sample of the many programs at Childs School:

Spirit Days
Dramatic Performances
Field Day
NAAPID Day
Science Fair
Maturation Program (4th and 5th grades)
Overnight Howell Nature Center (5th grade)

PTO
Safety Patrol
Student Council
Big Brothers/Big Sisters
Washtenaw County Farm Council (3rd grade)
Lansing Trip (3rd Grade)

Specials

Art

All students receive art instruction. The program is designed to give children the opportunity to explore a wide range of art materials, to increase their understanding of art, and to enhance their aesthetic awareness.

Spanish

All students will receive Spanish instruction. This program is designed to give children the opportunity to explore a new language and Spanish culture.

Music

Music is taught to all students every week. The major goal of the program is to increase the sensitivity of all children to the power of music as an art through various musical experiences.

Physical Education

All students attend gym class weekly. The program provides a variety of activities in movement education, gymnastics, games, physical fitness training and testing. Sportsmanship is stressed in all activities. Tennis/athletic shoes are required for safety.

Technology Education

The activities for building technologically literate students are those that involve hand-on experiments to solve problems through design and discovery. Participation in these activities will allow the students to come up with solutions for real and imaginary problems. At the elementary level emphasis is on problem solving. Students participate in technology classes weekly.

Special Services

Resource Room Teacher

The resource room teacher often works as part of the diagnostic and child study teams. The resource teacher may do testing, observations and provide instruction. Working with small groups of children who have specifically identified behavior or learning problems and consulting with parents or teachers on a regular basis are also part of a resource room teacher's responsibilities.

School Psychologist

The school psychologist is part of the child study team. The school psychologist administers initial psychological testing and conducts observations. The information is shared with parents, teachers, and administrators.

Social Worker (SSW)

Children may be referred to the social worker for issues of divorce, death, behavior, and family concerns. The social worker meets with children in groups and/or individually.

Speech and Language Therapist

The therapist works with students that have difficulties in receptive or expressive language, articulation, or voice disorders.

Teacher Consultant

A teacher consultant (TC) can perform a variety of functions within the school. Primarily, a TC works with parents, teachers and administrators to help devise educational plans to meet the wide range of student learning styles. A TC is part of the child study and school diagnostic teams. A TC can deliver direct service to students in team-teaching situations and/or in small groups.

Student Attendance

Good attendance is one of the most important single factors that contribute to greater levels of achievement by students. All children are expected to attend school on a regular basis. Good attendance also means being present for the ENTIRE school day. Late arrival or early departure results in loss of learning instruction time. Furthermore, the State of Michigan also recognizes the value of regular attendance, in that the General School Law reads, "Every parent...shall send their child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year..."

Absences

It is necessary to call the school if our child is going to be absent, **please call 484-7000 ext. 8223. A note of explanation IS REQUIRED**, when the student returns to school. Teachers are required to keep accurate attendance records and absence notes must be on file. Teachers check and sign attendance reports from Power School on a weekly basis. You will be contacted each day your child has an unreported absence by School Messenger. Additional, attendance letters will be sent home once a student accumulates a total of 5, 10 and 15 days of missed instruction. These letters are sent to parents/guardians in an effort to communicate potential ways to support more regular attendance and avoid truancy. **Regular attendance is mandatory and required by law.**

Absences: More Than Three Days

If the absence is due to illness and is for duration of three days or longer, the make-up work can be picked up at school on the third day and on every two days thereafter. The teacher must be given at least 24 hours notice.

If the illness is of a severe nature or one requiring hospitalization, other arrangements are to be made with the classroom teacher. Assignments should be completed in a timely manner.

Absences: Unexcused

Students with unexcused absences will receive no credit for class activities missed and no provisions for make-up. However, the student is responsible for all materials covered during the unexcused absences.

Absences: Suspension

Students on suspension will be allowed to make-up upon their return. This work must be made up within five days.

Absences: Vacation

If the absence is due to vacation, make-up work may not be given out in advance. Student journals or logs describing the vacation are suggested. When the student returns to school the missed assignments will be given to the students.

Early and Late Arrival

There is no adult supervision of students prior to arrival time of 7:55 a.m. Students should not be brought to school prior to the arrival of the buses at 7:55 a.m. Students arriving after the start of the instructional day, 8:05 a.m., must report to the office to receive a late pass. Before and after-school childcare is available at Childs School provided by Bemis Farms Childcare.

Early Release from School

Parents wishing to excuse a child from school during regular school hours must do so by signing their child out in the office. Please come into the school when it is necessary to take your child from school early. **A student will be released only to adults listed on the emergency card and identification must be presented to the office staff.** If it is ever necessary for someone else to pick up your child, there must be a signed written request.

School Health

Vision and Hearing Screening

Technicians from Washtenaw County Division of Public Health screen the vision and hearing acuity of our students. Hearing is screened in the fourth grade and vision is screened in the third and fifth grades. All new students and teacher referrals from any grade will be included in the screenings.

Notification of Classroom Illness

Parents must notify the school when their child has a communicable disease (measles, chickenpox, strep throat, lice, etc.). In turn parents will be notified when exposure occurs in the classroom. Notification is also posted on our school website.

Student Illness or Injury

The school will attempt to contact parents depending on the severity of the injury or illness. Emergency Medical Service (EMS) will be called in case of a life-threatening situation.

Dispensing of Medication

All prescription medication must be brought into the school office by a parent/guardian. Parents are required to have a complete 'Permission to Administer Medication Form' before any medication can be dispensed. Medication must be in its original container with the proper label attached, and must be prescribed by a physician. Please note that both prescriptions and over-the-counter medications must also be accompanied by a physician's prescription or note. Students are not allowed to self-administer prescriptions or over the counter medications. Students MAY NOT have medication in their possession unless medically necessary as ordered by a physician and approved by the principal.

Lice

Lincoln Board of Education policy number 8515 states that a student found to have an active infestation of head lice may be allowed to return to class at the discretion of the building administrator until the end of the school day. That student may also ride the bus home. The student's family will be notified as soon as possible, after live infestation findings, and advised to treat immediately upon the student's arrival home. The student may be readmitted to school after treatment has occurred, and the parent/guardian has transported the student back to school for examination by school personnel. If upon examination, school personnel find no live lice on the child, the child may return to school.

Pesticides

When necessary, pesticides are utilized at Childs School. However, they are used only when students are not present, and prior to weekends.

Student Policies

Dress and Grooming

Studies have shown that the student who comes to school appropriately dressed and well groomed is more motivated to learn. Student behavior is also influenced by dress and grooming. Childs Elementary students are expected to come to school in clean and comfortable clothing appropriate for the classroom. Good health habits and neat appearance dictate a healthy classroom environment. If students are inappropriately dressed, parents will be called to bring other clothing to school. Spaghetti straps or revealing tops, short shorts, cut-offs are examples of inappropriate dress. Hats (indoors) are not allowed. Makeup and perfume sprays belong at home and they are not to be worn at school. Any clothing, signals or behavior related to gangs will not be tolerated at Childs Elementary School. Altered hats, hair nets and bandanas of any color, oversized apparel, baggy pants worn low on the waist, overalls with unfastened straps, or pants worn cut off at the knee, and worn with knee socks are not acceptable dress. Open-toe shoes (flip-flops, sandals) are not permitted. If a student wears this type of footwear, parents will be called and asked to bring appropriate footwear.

Recess/Cold Weather

On winter days when the temperature becomes a factor in deciding whether we stay inside or go outside for a recess, we will use the following guideline; if the temperature is below 10 degrees (including the wind chill factor), we will have the children stay inside for recess. The children will go outside for recess, if the temperature is 10 degrees or higher. Please have your child dress appropriately for cold weather. This includes coats, hats, outdoor boots, and gloves or mittens. **A doctor's note is required for students to stay in from recess for health reasons.**

Gum

Gum is not allowed in school or on the playground at any time.

Student Solicitation

Students participating in a fund raising sale may not solicit in the school. School related sales might be conducted with specific rules given at the time of the sale.

Toys at School

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so. Student will assume responsibility for any items brought to school. Items specifically not to be brought to school include hard balls, baseball bats, electronic games, radios, cameras, yoyos, tape recorders, laser pointers, collectible cards, cell phones, pagers/beepers or other distracting equipment.

Abbreviated Board of Education Student Policies:

<p>5600 Student Discipline Disciplinary procedures will vary in the district depending on the age of the student and his/her special needs. The board recognizes, however that learning occurs best in a disciplined environment.</p>
<p>Positive Behavioral Intervention and Supports: The Board recognizes that research and data-based Positive Behavioral Intervention Supports (PBIS) systems support student efforts to self manage behavior, ensure academic success, and promote respectful learning environments. PBIS shall be implemented by all staff and coordinated by collaborative school-based teams that clearly state, widely promote and frequently reference district-wide expectations for behavior.</p>
<p>5605 Discipline for students with disabilities and 504 plans: Discipline policies shall be applied in a manner consistent with the rights secured under federal and state law to students with disabilities and Section 504 of the Rehabilitation Act. The School District will not discriminate against students with disabilities and will provide the appropriate procedural protections under federal and state law.</p>
<p>5517.01 Bullying: The <i>repeated</i> intimidation or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened as transmitted verbally, in writing, or electronically. It is not acceptable behavior in this District, and is prohibited.</p>
<p>5136 Wireless Communication: Students may be in possession of electronic communication devices Students may use wireless communication devices (WCDs) before and after school. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.</p>
<p>5511 Student Appearance: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the student handbooks.</p>

Positive Behavioral Interventions and Supports (PBIS)

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies.

School-wide Positive Behavioral Interventions and Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to education all students utilizing research-based school-wide and individualized interventions.

Consequence Continuum

- Count 1-Active Teaching/Prompting to expectation
- Count 2-Problem Solving/Classroom Management
- Count 3-Problem Solving with Student/Staff & Parent contact (phone call, email etc.)
- Count 4-Office discipline referral

Consequence Definitions

When other procedures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the incident, a student may be excluded from school/classroom. Such exclusions may include any of the following:

- ☐ **Detention:** May be assigned by a teacher and/or administrator for minor disciplinary infractions. Lunch/recess detentions occur during the student's scheduled lunch and/or recess period.
- ☐
- ☐ **In School Suspension (ISS):** An in school suspension room/or location will be used as a consequence for students who violate some sections of the Student Expectations.
- ☐ **Out of School Suspension (OSS):** An out of school suspension will be utilized as a consequence for more severe or repeated violations of the student code of conduct, and will be no more than 10 days per offense.
- ☐ **Progressive Discipline:** Consequences will escalate if a student continues to violate the code of conduct. Students and parents are hereby notified that the consequence set down for an individual event may seem out of proportion to the event. The intent of the Progressive Discipline Policy is to clarify for all that the school will implement disciplinary measures as necessary and appropriate to maintain a safe and orderly environment. Students will be subject to suspension for up to ten school days by the authority of the principal.

LCS BEHAVIOR INCIDENT, DEFINITION, AND CONSEQUENCE CHART

Incident	Definition	Consequence Continuum
Arson (MDE #55)	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device as defined in sections 750.71 to 750.80 of the Michigan Compiled Laws.	5-10 days OSS, contact police authorities, possible disciplinary hearing
Assault	Intentionally causing or attempting to cause physical harm to another through force or violence. With Injury: Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds that require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible disciplinary hearing
Bullying	Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. *See Board Policy 5517.01	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible disciplinary hearing
Cheating/Lying	Cheating is (but not limited to): possession of another student's work; the use of any unauthorized assistance in taking quizzes, tests, and/or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments. Lying is when a student delivers a message that is untrue, and/or deliberately violates rules.	Administrative warning, 0-10 ISS/OSS, possible counselor referral, possible loss of credit for assignment, possible loss of credit for the course, possible disciplinary hearing
Criminal Act	Any criminal behavior not otherwise outlined in the Student Code of Conduct.	1-10 days ISS/OSS, contact police authorities, possible disciplinary hearing
Dress Code Violation	Per Board Policy (5511-see appendix): Students' dress/ grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Administration reserves the right to ban clothing or attire they deem disruptive or threatening to the orderly function of the school.	Administrative warning, remove/correct attire, possible parent conference, possible counselor referral, 0-3 days ISS/OSS *Repeated violations may be deemed as insubordination
Drive/Park Violation	Driving to school and parking on campus is a privilege, not a right. Park in student designated areas, and follow the expectations outlined in the STOPPED guidelines.	Administrative warning, 0-10 days ISS/OSS, loss of driving privileges, police contact
Explosives Use/Possession	Substance or prepared chemicals that can explode or cause an explosion and is capable of inflicting bodily injury or damage to school facilities/property.	3-10 day ISS/OSS; contact police authorities, possible disciplinary hearing

Failure to Serve ISS/Detention	Not reporting to ISS or detention at the request of a staff member.	vs ISS/OSS *Repeated violations may be deemed as insubordination
Fighting	The act of involving hostile, bodily contact in or on school property, or going to or from school, including an activity under school sponsorship (i.e. dances, athletic events or other extra-curricular activities).	3-10 days OSS, possible contact to police authorities/ counselor referral, possible parent conference, possible disciplinary hearing
False Alarm	Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that an emergency will/ or is occurring building or on school property, or at a school related event, these acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school system in a school building.	5-10 days OSS, contact police authorities; possible disciplinary hearing Tampering: Administrative discretion
Forgery	The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or records.	Administrative warning, 0-10 days ISS/OSS, restitution, possible contact to authorities, possible disciplinary hearing
Gambling	The act of engaging in any game of chance for money or valuables.	0-10 days ISS/OSS, contact police authorities, possible disciplinary hearing
Harassment	Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.). Sexual harassment (per Board Policy 5517) is an unwelcomed advance, request of sexual favor, or other physical or verbal conduct or communication (verbal or electronic) of an intimidating, hostile, or offensive nature.	Administrative warning, 0-10 days ISS/OSS, possible counselor referral, contact police authorities, possible disciplinary hearing
Inappropriate Affection	Non-violent, inappropriate physical interaction such as kissing, inappropriate touching, any contact of a sexual nature.	Administrative warning, 0-10 days ISS/OSS, possible counselor referral
Inciting	Behavior that is disruptive or has the potential to create violence. This includes: filming, taunting, or otherwise calling attention to the inappropriate behavior of others.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible disciplinary hearing
Insubordination	Having or demonstrating a lack of respect for staff, students, or PBIS expectations. Disregard or failure to comply with any reasonable or corrective effort of a staff member.	Administrative warning, 0-10 days ISS/OSS, possible disciplinary hearing

Intimidation/ Threat	Any method (verbal, written, or electronic) used in word and/or deed to frighten or threaten someone.	1-10 days ISS/OSS, contact police authorities, contact police authorities,
Leaving Class Without Permission	Leaving class without a pass and/or teacher permission during scheduled class meeting times.	Administrative warning, 0-10 days ISS/OSS, counselor referral *Possibility of being defined as truant
Misconduct	The act of being involved in behavior that disrupts, interferes with the educational process, or jeopardizes the safety of others.	Administrative warning, 0-10 days ISS/OSS
Off Limits/Out of Bounds	Entering the school building or grounds when forbidden to do so by rule or administration. Any presence on school grounds without permission.	Administrative warning, 0-10 days ISS/OSS, contact police authorities, possible disciplinary hearing *Could be considered trespassing
Property Damage/ Vandalism	The willful or malicious destruction or defacing of school property or the property of others	Administrative warning, restitution, 0- 10 days ISS/ OSS, contact authorities, possible disciplinary hearing
Skipping Class <small>LCS is a closed campus</small>	Any student that is not in their scheduled class without a written pass by a staff member and/or off campus during the school day without parental consent and/or attending an off-campus class.	Administrative warning, 0-10 days ISS/OSS, counselor referral *Possibility of being defined as truant
Substance Possession/ Use/ Under the Influence/Sell	Substance related incidents are incidents where students: possess, distribute, use any form of drugs/alcohol on school grounds and/or are under the influence of drugs/alcohol on school grounds. *See Board Policy 5530	5–10 days OSS, parent conference, counseling referral for substance abuse, contact police authorities, possible disciplinary hearing
Tardy	Student arrives at class after the bell (or signal that class has started).	Administrative warning, 0-3 days ISS/OSS, counselor referral and/or parent contact *See truancy definition
Technology/ Social Media Violation Board Policy 7540.03 - Student Education Technology Acceptable Use and Safety	Per Board Policy (5136), students found to be using any wireless communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted. Any use of technology – on or off campus - that causes a disruption to students or the school functioning process is subject to discipline. *Any violation of the Acceptable Use policy	Confiscation of device, possible parent/guardian pick-up and/or administrative warning, 1-10 days of ISS/OSS, possible counselor referral, contact authorities, possible disciplinary hearing LINCOLN CONSOLIDATED SCHOOLS ARE NOT RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN BEFORE OR AFTER CONFISCATION

Theft	The act of taking, possessing, or acquiring the property of others without their consent.	Administrative warning, 1-10 days ISS/OSS, parent conference, restitution, contact police authorities, possible disciplinary hearing
Tobacco & Paraphernalia Possession/Use Under the Influence	<p>The act of violating the Michigan Anti-Cigarette law as much as amended by the age of majority ruling "...no minor (under age 18) may purchase, possess or use cigarettes..." (Public Act 1948, 772, Sec. 2) and is a health risk. MDE #62, see Board Policy 5512</p> <p>Use or possession of any tobacco product (cigars, cigarettes, e-cigarettes, any vaping accessories, any lighted smoking device, chewing tobacco, carrying a lighter etc.) on school property or at any activity under school sponsorship.</p>	Administrative warning, 1-10 days ISS/OSS, contact police authorities (may be ticketed and fined)
Truancy	<p>The act of unauthorized absence or being late to school or classes for a period of time. See Student Handbook: Attendance Policy, Attendance Responsibilities</p>	0-10 days OSS, parent conference, may assign alternative program, may contact authorities, notification to legal authorities
Weapons Possession	<p>Weapon-Free Schools: In order to provide a safe learning environment for all children, our school must be weapon free.</p> <p>Please see: MDE # 20-23 and section 380.1313 of the MCL</p>	Administrative warning, 1- 10 days ISS/OSS, contact police authorities, disciplinary hearing

DISCIPLINE APPEAL PROCESS

Disciplinary Action may be appealed for an Out of School Suspension (OSS) that exceeds five days.

- The appeal must be submitted in written format and submitted to the building principal within 2 school days of the initial suspension.
- Appeal should include summary of offense, rationale for consideration, request for alternative disciplinary action, and any supporting documentation.
- Based on review of the appeal, the building principal will adjust, revoke, or sustain the action within 3 school days.

In cases where dissatisfaction exists with the results of the review hearing, an appeal may be made within three days in writing to the Superintendent or designee. The student or parents/guardians will be notified of the results of the appeal **within 24 hours**. The ruling of the second hearing officer is final. Short term suspensions may not be appealed to the Board of Education. *Disciplinary action will be upheld during the appeal process, per Board Policy 8350.*

AGGRESSION PREVENTION POLICY

Respect, Responsibility, and Safety

Every student and staff member has the right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected. We believe that a friendly and secure school atmosphere is necessary to promote academic, social, and personal growth. For this reason, our school district will not tolerate any form of aggression, within the school building, on school grounds, on school sponsored transportation, or at any school sponsored activity away from the schools. We will intervene when aggressive behavior comes to our attention, and will enforce rules and consequences when aggression occurs. Consequences will be based on the severity and frequency of the mean behavior. We will also empower students to report aggressive behavior (particularly threats), bullying and harassment, and to treat others with respect.

1. Definitions of Aggressive Behaviors

- a.** Aggression is defined as any mean look, gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property.
- b.** Bullying is a form of aggression when one person or a group of persons intentionally and ***repeatedly*** uses their greater power to hurt another person's body, feelings, friendships, reputation, or property.
- c.** Harassment is a form of aggression that results in the creation of a hostile, intimidating, discriminatory, or offensive school environment. It can be based on gender, race, culture, ethnicity, religious belief, or disability.
- d.** Sexual Harassment is unwanted and a repeated behavior of a sexual nature and involves an imbalance of power between the individuals involved. It includes all unwelcomed sexual advances, request for sexual favors, and verbal, visual, or physical contact of a sexual nature. It can take the form of a look, gesture, word, or action.
- e.** Aggressive behavior includes but is not limited to:
 - i. any form of physical violence such as hitting, shoving, tripping, kicking, spitting, pinching, poking, etc.
 - ii. interfering with, hiding, damaging, extorting, or stealing another person's property.
 - iii. offensive, insulting, or obscene gestures with hands, fingers, or face.
 - iv. name calling: put downs, humiliating remarks, taunting
 - v. graffiti: notes, text messages
 - vi. email: cyber bullying, electronic intimidation
 - vii. directed profanity: threatening emotional or physical harm
 - viii. demeaning sounds: animal noises, insulting a person's family, religion, or disability
- f.** Undermining a person's relationships with others:
 - i. arranging social exclusion/shunning
 - ii. spreading rumors
 - iii. setting up public humiliation
 - iv. revealing private information to embarrass others
 - v. sabotaging a friendship
 - vi. forcing others to act against their will
 - vii. any form of racial, cultural, or sexual harassment

2. Student Action

- a. When a student is a target of aggression, he or she is encouraged to tell a staff member. It is acceptable for students to inform any staff member with whom they feel comfortable sharing this information. The confidentiality of reporting student(s) will be upheld.
- b. When a student has witnessed an aggressive act, including bullying and harassment, he or she is encouraged to act as a responsible bystander by telling a staff member. Reporting aggression when this occurs helps to break the code of silence. Student bystanders are also encouraged to speak out directly against the aggression, if it is safe to do so, and offer support to the victim.

3. Parent Action

- a. If a parent has been told by his/her child that he/she has been the target of aggression, parents should encourage their child to report the incident to a staff member. If the student cannot, or will not do so, parents should inform school authorities directly. If possible, a written record should be brought to the school (include: who, what, when it started, how often, where, and names of witnesses).
- b. **Parents should never support or condone retaliation on the part of their child.** Parents should also encourage the child to inform the school of any cases of known aggression, particularly bullying or harassment, which their child was a direct witness.

4. Consequences for Aggression

- a. Pre-established consequences will be assigned for acts of aggression as well as threats or acts of retaliation against any person who reports aggression, bullying, and harassment. Consequences will increase in severity for real or threatened reprisal. **Consequences will also be given for false accusations of aggression, bullying, and harassment.** Consequences will follow progressive discipline. If aggressive behavior is intentional, repeated, and involves an imbalance of power between the people involved, it will be considered bullying/harassing behavior. Since bullying and harassment involve repeated behaviors, they will result in increased disciplinary action. Consequences for aggression will follow the rubric in the code of conduct.

Childs Elementary Expectation Matrix

	All Classrooms	Bathrooms	Hallway	Playground/ Recess	Cafeteria	Assemblies	Arrival/Dismissal
B e R e s p e c t f u l	Use kind words and actions Listen when others are speaking Raise your hand to participate Respect yourself, others, and property Stop what you are doing and listen to announcements	Give others privacy Use quiet voices	Use kind words and actions Keep hands at your side Use quiet feet and voices Close locker door quietly	Use kind words and actions Follow directions the first time given Be a friend Play fair and follow rules If inside, use indoor voices	Use kind words and actions Follow directions the first time given Use good manners Use indoor voices	Listen when others are speaking Pay attention Use good manners Raise your hand to participate	Follow directions of all staff Stay in your area until the bell rings Listen to Safeties Greet adults when they greet you
B e R e s p o n s i b l e	Follow directions the first time given Clean up after yourself Do your best everyday Be prepared	Return to class promptly Flush the toilet Report problems to an adult Clean up after yourself	Walk directly to your destination Keep locker clean Keep hallways clean Report problems to an adult	Line up when you hear the signal Give adults space to work Keep playground clean Report problems to an adult	Wait for your turn in line Clean up area around you	Be quiet	Wait at your assigned spot Be on time Follow hallway expectations
B e S a f e	Keep hands, feet, and objects to yourself Walk "4 on the Floor"	Wash hands with soap Keep feet on the floor	Keep hands, feet, and objects to yourself Stay to one side of the hallway Face forward Walk in a line at a safe pace	Keep hands, feet, and objects to yourself Use equipment properly Stay within boundaries set by adults Enter and exit in a line at a safe pace	Keep hands, feet, and objects to yourself Get permission to leave your table Walk Eat your own food Stay in your space	Sit on your pockets Stay in your space Hands in your lap Wait quietly for teacher's signal to leave	Keep hands, feet and objects to yourself Stay to one side of the hallway Walk Go directly to your classroom Stay on sidewalks/in crosswalks

Homework

Homework has three important purposes.

1. It improves students with reinforcement and expansion of academic skills and concepts taught in the classroom.
2. It provides an opportunity for parent/child communication while reinforcing home/school communication.
3. It helps to develop student skills for students.

Homework is a systematic part of each student's instructional program. Homework assignments are designed to meet the needs and capabilities of each individual child. Assignments will increase in scope and frequency, so that it is expected that a student complete all assignments. Parent cooperation is essential. To develop better organizational skills, students will be required to utilize a binder/folder. Student assignment sheets or planners will be placed in a binder/folder and brought home. Teachers ask for a parent signature on the student assignment sheets/planners to serve as a means of communication and acknowledgement of completed assigned work.

The teacher will evaluate homework assignments, and some form of feedback will be given to the students. Incomplete homework assignments will affect students' grades.

Student Services

Student Records

Every student has a student file. School personnel and parents may review these records as needed throughout the school year. The Family Educational Rights and Privacy Act (FERPA), passed in 1974, is the basis for record review and challenge.

School Supplies

At the beginning of the school year each student will be issued books/materials. A fee will be charged for any book/material that is damaged or lost during the year.

Lost and Found

A lost and found area is maintained at school in the cafeteria. Please have your child check the lost and found if an item has been misplaced.

Telephone Use

A student will only be permitted to use the telephone in case of an emergency. Permission and plans for after school activities are to be made at home.

Cafeteria

The lunch program provides breakfast and a hot lunch, which can be purchased. Students are issued a lunch card which allows parents to put money into their account. Students may purchase milk separately. Money may be brought to the cafeteria before school and put into the child's account. Please send money in an envelope with amount, teacher name, grade, and student name. A lunch will be provided if lunch money is lost or forgotten. Some students may qualify for free or reduced lunches. Forms are available in the office. Applications for free or reduced lunch must be submitted yearly. Contact Food Service at 484-7000 ext. 7072 with any questions.

Transportation

Bus Procedures

Students are expected to maintain proper behavior at all times waiting for and riding the bus.

Rules and Regulations

Rules and regulations are mailed to all families in the fall or a copy can be obtained from the transportation department.

Permission to Ride Another Bus

Students are not allowed to ride any bus other than the one they are assigned to.

General Bus Rules

For your convenience, we have included student expectations or general bus rules. Your child's teacher will review them. Please review them together for safe bus rides.

Obey the Bus Driver.

Keep hands, feet, and objects to yourself.

Stays seated and face the front of the bus.

Use quiet words.

Be respectful of others.

When to Keep a Child Home*

1. **Fever:** A child has a temperature of 100 F taken by mouth or 99 F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
2. **Diarrhea:** A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by *Campylobacter*, *E. coli*, *Salmonella* or *Shigella*, please refer to the chart below for exclusions and required clearance criteria.
3. **Vomiting:** A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
4. **Rash:** The child develops a rash and has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. For students with a diagnosed rash, please refer to the chart below for exclusions and required clearance criteria.
5. **Certain communicable diseases:** Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time. See the chart below for disease-specific exclusion periods.

* These are general recommendations. Please consult your local health department for additional guidance.

Extracurricular activities also need to be curtailed when a student has a communicable disease. Anyone with a diarrheal illness (e.g., Norovirus, Salmonellosis, Shigellosis, Shiga-Toxin producing *E. coli*, Giardiasis, or Cryptosporidiosis) should not use swimming pools for 2 weeks after diarrhea has ceased. Guidelines provided by the Michigan Department of Community Health (MDCH) September, 2014.