

TIGERS ARE...
RESPECTFUL, RESPONSIBLE
SAFE, AND KIND!



Student/Parent Handbook
2023-2024

Lincoln Elementary School
410 157th St.
Calumet City, IL 60409

Phone: (708) 862-6620
Fax: (708) 862-1510

Title I Compact - Partners in Learning

Parent's/Guardian's Section

- Make sure that my child is on time, strives for 100% attendance, and contacts the school if my child is absent.
- Attend conferences and Title I Family Nights, review school work, check my child's grades online (PowerSchool) and call the school as needed to monitor my child's progress.
- Do everything possible to provide a home environment that will encourage and stimulate learning by:
 - Discussing what was learned at school each day. We do understand how vital talking to my child is.
 - Establishing a set time for completing homework each day which includes providing an appropriate space away from conflicting situations.
 - Providing positive reinforcement for academic achievement.
 - Fostering a healthy respect for school.
 - Reading to my child daily or seeing that my child reads each day.
- Remind my child of the importance of discipline, especially self-discipline, by:
 - Reinforcing appropriate school behavior.
 - Emphasizing the importance of being well prepared for school by having the necessary school supplies and completing homework assignments.
- Participate in school sponsored events.

Student's Section

- Manage my behavior so that I do not interfere with other people's learning.
- Take responsibility for completing all classroom work and homework assignments.
- Come to school everyday and take an active role in my education.
- Demonstrate respect for myself, other students, and adults.
- Complete assignments every day and ask for help when necessary.
- Read and practice good study habits for 20 to 30 minutes every day outside of school hours.
- Provide parents with important papers and information from school.

Teacher's Section

- Provide a healthy and welcoming learning environment.
- Maintain high expectations for all learners.
- Maintain open lines of communication with students and families.
- Enforce the rules and expectations of Lincoln Elementary School.
- Provide a collaborative environment that promotes Active Learning.
- Participate in ongoing professional development opportunities to provide students with current and relevant instruction.
- Maintain grades on a weekly basis in PowerSchool.
- Utilizes current best practices in curriculum and instruction.

Principal's Section

- Create a welcoming and positive learning environment for students and parents.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

- Provide opportunities for parents to volunteer, participate and observe classroom activities, and instruction upon request.
- Maintain an open line of communication with the community.
- Support all staff, students, and parents in their educational endeavors.
- Provide reasonable access to staff through various means of communication.

By working together, we can ensure that your child receives his/her best education

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DISTRICT ADMINISTRATION AND CONTACT INFORMATION

District Administration

Dr. Anita Rice

Mrs. Marilyn Barnes

Ms. Ivone De Jesus

Dr. Tamara Little-Young

Ms. Xochitl M. Muñoz

Mr. Andrew Joshua

Ms. Regina Y. Huston

Ms. Nodia Ross

Mrs. Antoinette Jordan

Mrs. Maria Valencia

Superintendent

Asst. Superintendent of Academics

Asst. Superintendent of Finance/Operations

Director of Student Support Services

Director of Multilingual and Early Education

Director of Technology

Director of Building and Grounds

Admin. Asst. to the Superintendent

Admin. Asst. to Student Services

Accounts Payable

Building Administration

Mrs. Natalie Bako

Mr. Daniel Lawrence

Mrs. Monica Reynolds

Ms. Leslie Alfaro-Peña

Ms. Guadalupe Piñedo

Ms. Erika Rivera

Principal

Assistant Principal

Assistant Principal

Admin. Asst. to the Principal

Attendance Clerk

Receptionist

BOARD OF EDUCATION

The Board of Education is composed of seven members elected at large

PRESIDENT

Kimsha Flex

kflex@L156.org

VICE-PRESIDENT

Regina Houston

rhouston@L156.org

SECRETARY

Penny Lundquist

plundquist@L156.org

MEMBERS

Deborah Haynes-Shegog

dhaynes-shegog@L156.org

Henry Moore

hmoore@L156.org

Crystal Gardner

Charles Pryor

cgardner@L156.org

cpryor@L156.org

School Phone Numbers

District Office	708-862-6625
School Main Office	708-862-6620
Tech Help Hotline	708-832-4252

Social Media

District Website: www.L156.org

Facebook: @LinD156

Twitter: @LTigers156

Instagram: lincoln_esd_156

YouTube: @lincoln156youtube2

CALENDARS AND SCHEDULES **SY 23/24 LINCOLN SCHOOL CALENDAR**

PLEASE CHECK THE MONTHLY CALENDAR ON OUR WEBSITE FOR ANY CHANGES.

*Denotes Subject to Change

11:50 A.M. EARLY DISMISSAL SCHOOL DAYS – FACULTY MEETINGS

Students will be dismissed at 11:50 a.m. on the above listed dates

		Sept 6	Sept 13	Sept 20	Sept 27
Oct 4	Oct 11	Oct 18	Oct 25	Nov 1	Nov 8
Nov 15	Nov 29	Dec 6	Dec 13	Dec 20	Jan 10
Jan 17	Jan 24	Jan 31	Feb 7	Feb 14	Feb 20
Feb 28	March 6	March 13	March 20	March 27	April 10
April 17	April 24	May 1	May 8	May 15	May 22
May 29					

REPORT CARD AND PROGRESS REPORT DATES

MIDTERM PROGRESS REPORT END DATES	
Half of 1 st Grading Quarter	September 20, 2023
Half of 2 nd Grading Quarter	November 29, 2023
Half of 3 rd Grading Quarter	February 14, 2024
Half of 4 th Grading Quarter	April 24, 2024
REPORT CARD END DATES	
1 st Grading Quarter	October 20, 2023
2 nd Grading Quarter	January 12, 2024
3 rd Grading Quarter	March 15, 2024
4 th Grading Quarter	May 24, 2024
REPORT CARD DISTRIBUTION DATES	
1 st Grading Period	October 27, 2023
2 nd Grading Period	January 19, 2024
3 rd Grading Period	March 22, 2024
4 th Grading Period	May 30, 2024
PARENT CONFERENCE DATES	
November 21, 2023	12:00 p.m. to 7:00 p.m.
February 16, 2024	12:00 p.m. to 7:00 p.m.

2023-2024 CALENDAR

July

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

1-5 - Christmas Recess
 8- Teacher Institute
 10 - Early Dismissal
 12 - End of Second Quarter
 15- Martin Luther King Jr's Birthday
 17- Early Dismissal
 19 - Report Card Day
 24-Early Dismissal
 31- Early Dismissal

AUGUST

17 - Teacher Institute
18 - Teacher institute
21- First Day of School

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February

7-Early Dismissal
14-Early Dismissal
14 - Progress Reports
16-Parent/Teacher Conference
19-Presidents' Day
21-Early Dismissal
28-Early Dismissal

September

4 -Labor Day
6- Early Dismissal
13-Early Dismissal
20-Early Dismissal
20 - Progress Reports
27-Early Dismissal

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

4-Casimir Pulaski Day
6-Early Dismissal
13-Early Dismissal
15- End of Third Quarter
20-Early Dismissal
22 - Report Card Day
27-Early Dismissal
29-Good Friday

October

4-Early Dismissal
9-Indigenous People Day
11-Early Dismissal
18-Early Dismissal
20 - End of First Quarter
25- Early Dismissal
27 - Report Card Day

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

1-5 - Easter Break
10-Early Dismissal
17-Early Dismissal
24-Early Dismissal
24 - Progress Reports

November

1- Early Dismissal
8- Early Dismissal
10- Veterans' Day
15- Early Dismissal
20- Teacher Institute
21- Parent/Teacher Conference
22-24- Thanksgiving Recess
29-Early Dismissal
29 - Progress Reports

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

1-Early Dismissal
8- Early Dismissal
15-Early Dismissal
22-Early Dismissal
27-Memorial Day
30-Last Day of School

December

6- Early Dismissal
13- Early Dismissal
20-Early Dismissal
25- 29 - Christmas Recess

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

19 - Juneteenth

REGISTRATION/ATTENDANCE PROCEDURES

RESIDENCY REQUIREMENTS

Lincoln Elementary School, District 156, has an established proof of residency policy. At the time of the online registration process, ALL parents/guardians must complete and electronically sign a Proof of Residency form

and upload three (3) sources of verification required for residency. All sources must include parent / guardian's name, address, and current date (less than 30 days old). You must have one item from Column 1: Driver's License/State ID/Picture ID from a foreign consulate; one item from Column 2: Original copy of lease agreement **and** current month's rent receipt, OR mortgage papers / current payment book/deed; and one item from column three or four: utility bills, paycheck stub including address, public aid/medical card, post office change of address, bank or charge card statement. **A picture ID must accompany these sources.** **The district will not allow students to attend school until residency verification requirements have been met.** Parents/guardians must accompany the student upon enrollment or re-entry.

Lincoln School boundaries: south side of Pulaski Road, west side of State Line Road, north side of Michigan City Road (also including north side of 159th Street between Forest Hills and Edgewood Drive), and east side of Torrence Avenue.

Registration of a student who is not a resident within the boundaries of District 156 is a fraudulent act. If a student is found to have been fraudulently registered, the district will terminate his / her enrollment immediately. Parents or guardians making a fraudulent registration will be charged tuition for the time the child has attended. Inquiries regarding the tuition charge for out-of-district students should be directed to the district office at 708-862-6625.

Proof of residency documents may be uploaded to the online registration portal. The registration page has instructional videos to support you in the process on our website at www.L156.org. Videos and instructions are available in English and Spanish.

REGISTRATION REGULATIONS K-8

If you are registering a student for whom you are a legal guardian or foster parent, proper documentation must be provided before the students will be allowed to enroll.

At the time of online registration, parents of students entering Preschool or Kindergarten must present and upload an original certified birth certificate for that student issued by a government agency. A certificate may be obtained from the clerk of the county where the birth is registered.

New students transferring into Lincoln School must also present and upload an original certified birth certificate within 30 days of enrollment. At the time of registration we must also receive a transfer form from the previous School, an Illinois State transfer form if coming from another Illinois Public School, the student's last report card, and medical records from the previous School.

The Illinois compulsory attendance Law requires that students who will be five years old on or before September 1st of the current school year must register to attend school .

FEES AND COLLECTIONS

Textbooks are supplied by the board of education on a rental basis. The textbook fee of \$70 for every student also includes work books, primary pencils, and necessary classroom subscriptions to periodicals. It is expected that textbook fees will be paid promptly. A graduation fee will be assessed to all 8th grade students.

The students to whom the books have been issued are solely responsible for the proper care of the books.

Textbook fee waivers will be available at registration, if needed. Students must also pay fines for the loss of or damage to school books or other school-owned materials. Fees for textbooks and consumable materials, as well as fines for the loss of school property are waived for students who meet the eligibility criteria. Graduation fees and other charges for 8th grade students will not be waived.

Included in fees is “school time” Insurance providing coverage for the student while at school and while participating in school-sponsored events.

Uncollected fees may be turned over to a collection agency after February 1st.

All student fees must be paid in full for students to participate in 8th grade activities.

RECORDS OF STUDENTS

Lincoln School maintains records for all students enrolled in District 156. Parents May examine the education records of their child by requesting permission from the superintendent. Additional information on student's records may be obtained from The District board policy manual, Policy Number 7:340-E1. Contact the office if you want a copy of the complete Board Policy.

- Records for students receiving special education services are on file in the Special Education Office where confidentiality is maintained.
- A parent or adult student may request the opportunity for a hearing to challenge the contents of the student's educational records.
- Five years after the student has left District 156 for any reason, his/her temporary records will be destroyed “upon notice in local newspapers.”

Temporary records include:

- **Cumulative Folder** – will contain identifying information such as student's name and basic family information, date of birth, address, results of aptitude and achievement tests, and copies of all communications with parents pertaining to the child.
- **Student Services Files** - will contain pertinent information on diagnostics, testing and work with students who have been referred to Student Services personnel by teachers, administrators, or parents.

Permanent records include:

- **Permanent Record Card** – contains student's name and address when he/she enrolled in District 156, when he/she left the district, and average grades and attendance during the period of enrollment.

RECORDS - STATUTORY RETENTION

The Attorney General of Illinois issued an opinion (File No. 83 - 018) on October 7th 1983, stating in part “....before destroying any temporary or permanent student record, or information contained therein, the school district must obtain the written approval of the appropriate local records commission before destroying or otherwise disposing of such records.”

The retention periods approved by the Local Records Commission reflect provisions of any applicable laws including the Student Records Act.

Additional information on student's records may be obtained from the District Board policy manual, Policy Numbers 7.340 and 7.350, and from Public Act 79 - 1108. The superintendent administers and enforces the provisions in policy and law for student records.

TRANSFERRING OUT

The parent guardian of a student who is moving out of the district will notify the school office staff **one week before leaving**. This will allow time to process the transfer forms. On the last day before the student leaves school, he / she should turn in all books and electronic devices to the teacher, pay fines or liens, and check out with a member of the school office staff. When leaving, it is necessary for the parent/guardian to obtain a transfer from the school office. Parents are asked to contact the office between 9:30 a.m. and 1:30 p.m. to request transfers.

It is now necessary in all Illinois Public Schools to transfer in with an "in good standing" report from the previous school.

REPORTING AN ABSENCE

When it is necessary for your child/children to be absent from school, the parent / guardian is required to call the school at 708-862-6620, Option 2, to report the absence of their child by 9:30 AM. If you call before or after school hours, you may leave a message and report an absence on extension 271. A call from a grade school or high school student will not be accepted. When you report your child absent for the day, please relay the following information:

1. The name of the person calling and relationship to the student.
2. The student's name, grade, and homeroom number or teacher.
3. The reason for the absence.
4. The approximate length of absence.
5. A phone number where you may be reached during school hours.

An attempt will be made to contact parents of those students who have not reported for school and whose parents did not call the school to report them absent. You will receive an automated message from the instant alert system reminding you that you have not contacted the school. This attempt may also include calling the parent at work or contacting an emergency number.

If a student is absent two or more days in succession, we expect a call from a parent / guardian each day unless we are informed of an extended illness. If a student is sent home with any possibly contagious condition (such as a rash, pink eye, measles, chicken pox, impetigo, head lice, etc.), a doctor's note will be needed before the child can return to school. Before reporting back to class the child and parent must check with the nurse.

Students who have excused / unexcused absences will be allowed to make up classwork, homework and tests during a time specified by the teacher.

Please note that the federal government allocates funds based on enrollment and attendance. This is monitored by the state and will be reflected in funds available for your child's education and school rating.

TARDINESS, EARLY DISMISSALS, AND LATE PICK-UPS

If students are not in their homeroom by the time the tardy bell rings at 8:15 am they will be marked “tardy”. All students must enter through their assigned door before 8:00 am. Any students arriving after 8:15 am must enter through the main office door, sign in at the main office and receive a tardy pass before reporting to class. **If a student is late or absent due to a doctor or dentist appointment, please present a return to school note from the doctor's office to a member of the school office staff upon arrival at school.** Junior high students arriving tardy for individual classes should bring a pass from the previous teacher.

In accordance with State guidelines for minimum instructional time requirements, students in kindergarten and first grade must be in attendance for a minimum of 4 hours of instructional class time (240 minutes) for a full day and at least 2 hours (120 Minutes) to receive 1/2 day credit. Students in grades 2 through 8 must be in attendance for a minimum of 5 hours of instructional class time (300 minutes) for a full day and at least two and a half hours (150 minutes) to receive 1/2 day credit. This does not include lunch periods and passing time between periods.

If students do not meet the minimum attendance time, they will be marked absent for the entire day or a portion of the day. A student not in attendance will not be allowed to attend any after-school extracurricular activity.

When a student is tardy to school five times, he/she will receive a detention. Continued tardy detentions will result in a parent/teacher conference to discuss strategies to address the tardy behavior and may result in in-school suspension or out-of-school suspension. When a student is dismissed early, they are losing instructional time as defined by the State. If a student has a continual pattern of early dismissals as identified by administration, it will result in a parent conference to discuss strategies to alleviate the situation.

Requests for dismissal from school for doctor or dental appointments will be honored when proper arrangements have been made with the office. **Upon returning to school, a note from the doctor or dentist should be given to the office.** Students will not be excused for dance lessons, music lessons, hair appointments, or other similar activities.

It is the responsibility of parents/guardians to see that the Student Contacts in Power School are **completely** filled. These forms should be kept up-to-date by the parent/guardian. **Telephone numbers of your home, cell, place of employment, relatives or neighbors to contact in case of emergency are necessary and important.** If there are any changes during the year these should be reported to the school office immediately, teacher and changed in our registration portal. Students will not be released to an individual who is not on the pick up list. A parent/guardian may give verbal permission in case of emergency. An ID must be presented. If all numbers fail to connect, the Calumet City police department will be contacted to assist in reaching the parent or guardian.

After School Program Pick-Up/Dismissal - Students who have three or more late pickups for an after-school program will be required to have a conference with administration. If this pattern continues, then the student might be terminated from the after-school program. Students who are continually picked up late after dismissal, the parent/guardian will be required to have a conference with administration. If this pattern continues other consequences may be imposed.

TRUANCY

Truancy is currently defined as 9 or more unexcused absences for the school year. Truancy will be reported to the truancy officer and the ISC4. Regular attendance is the responsibility of the parent / Guardians and the student. A regular attendance jeopardizes the students chances for a successful academic achievement.

The parent / guardians of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence.

In the event of a student being chronically truant, the following resources are available to parents:

- School Social Worker
- School Psychologist
- Truant Officer or School Personnel will be designated assignee of the district

CHRONIC ABSENTEEISM

BEHAVIOR

TEACHER EXPECTATIONS

The overriding purpose of education, at any level, is grounded in the idea that each person should be able to learn to his or her highest potential. In order that each person's potential be realized, a proper "learning environment" must be established and maintained. This is possible only if all students respect the rights of others. Respecting the rights of others means disciplining yourself to act appropriately: listening respectfully to teachers, paying attention in class, and not following the crowd when the crowd's behavior is wrong. Student behavior at Lincoln Elementary School is subject to a simple concept: students are held accountable for their actions. If a student chooses to exhibit behavior that does not demonstrate respect for the rights of others, that student is subject to appropriate consequences. Staff members will clarify boundaries of behavior for students who have questions. Students violating these standards are subject to immediate disciplinary action. Appropriate behavior is also expected from Lincoln students while en route to and from school and school sponsored activities.

PARENT EXPECTATIONS

A positive relationship with the school and home is essential to students' success. A partnership between home and school needs to exist in order to support the educational environment of the school. When a student is displaying negative behavior, it takes away valuable instructional time from other students. If negative behaviors become consistent with a child, the school and parent need to come together in a collaborative effort to resolve the problem.

STUDENT EXPECTATIONS

The student should be able to manage behavior so that they do not interfere with other people's learning. Students should also take responsibility for completing all classroom work and homework assignments. They should come to school everyday and take an active role in their education. Students should demonstrate respect for themselves, other students, and adults. Also, they should complete assignments every day and ask for help when necessary. Students should read and practice good study habits for 20 to 30 minutes every day outside of school hours. They should also provide parents with important papers and information from school.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) and The Lincoln School staff believes that students can be successful when we help children grow academically, socially and

emotionally. In order to accomplish this goal it is important that we create a safe environment that will allow our students to grow.

Our goal is to teach our students positive behaviors that ensure the safety of all students and staff members. In doing so, we believe that we can help all students reach their highest learning potential.

UNIFORM POLICY AND DRESS CODE

The Lincoln School District 156 board of education has developed a policy which requires a student uniform for all students from pre-kindergarten through eighth grade. Students will be expected to adhere to the student uniform policy when school begins this fall. Please carefully read the student uniform policy and share the information with your family members who will be attending Lincoln School. Wearing school uniforms to and from school on all School attendance days maintains and promotes orderly School functions, student safety, and a positive learning environment. School uniforms are to be worn until completely off school grounds.

The uniform which students must wear is defined as follows:

ACCEPTABLE - Uniform Bottoms – Clean Navy Blue or Khaki “bottoms”: Navy Blue or Khaki uniform style pants, and cargo pants, fitted at the waist line, capris, jumpers, skorts, and uniform shorts and skirts of fingertip length or longer.

NOT ACCEPTABLE AS UNIFORM ATTIRE – ANYTHING THAT IS NOT UNIFORM STYLE OR SCHOOL PANTS. For example, denim of any kind or color such as jeans, skinny jeans, leggings as pants, jumpers, skirts, shirts or overalls, sweatpants, nylon athletic pants or athletic wear, baggy or parachute pants, or any spandex attire, pants with holes, etc. **Open toe shoes, sandals/athletic slides and “croc” style shoes are not allowed at any time during school hours.**

ACCEPTABLE -Tops - Clean, logo-free, (solid color) Light Blue or Navy tops, or approved: Lincoln School: logo shirt of this color. Style of tops shall be Oxford (buttons from neck to shirttails) or Polos (two or three buttons at neckline.) Tops shall be tucked in, long or short sleeve shirts **with collars**. Shirts worn underneath uniform shirts/blouses must be solid colored white blue or black. Logo free navy blue, black, or white solid colored sweaters/fleece, sweatshirts (without hoods) and vests may be worn over acceptable shirts with collars.

ACCEPTABLE - On PE days, students must have athletic shoes.

- Socks / tights should be school appropriate, matching solid colored and worn at all times.
- Only black or brown belts are acceptable. Oversized **belt buckles** are not allowed.

PHYSICAL EDUCATION UNIFORM FOR 5TH - 8TH GRADE STUDENTS - Lincoln Gym Uniform, Blue or Gold T-shirts, Navy Blue Shorts and athletic shoes. Uniforms can be purchased at the school or Lansing Sports Center.

RATIONALE: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise standards of health, safety and decency.

Because the Board of Education has determined that the educational process may be disrupted due to student attire, students shall wear uniforms while in attendance at school or school related functions. In addition, in those situations where uniforms are not required, students must at all times wear appropriate clothing while they are at school or school related functions.

The board of education does not intend to censor students' thoughts, expressions of opinion or ideas. Other forms of expression are available to Lincoln School students. The intention of the Board of Education is to prohibit substantial interference with or material disruption to the educational process. The Board of Education finds that this dress-code and uniform policy is necessary to maintain the orderly process of the school functions and to prevent the endangerment of student health or safety. For consequences for violation of the uniform policy, see **CONSEQUENCES FOR VIOLATION OF THE UNIFORM POLICY** later in this section.

EXCEPTIONS: Uniforms need not be worn at extracurricular athletic, academic, dramatic, or musical events or ceremonies after school hours unless required by the staff member supervising the event. Faculty sponsors, with the approval of the school superintendent, may make other appropriate clothing requirements for such events

The Board of Education finds that whenever a student's religious beliefs or health needs are reasonably believed to require any deviation from the uniform or dress code policy, reasonable accommodations may be made provided that the student's parent or guardian consult with the administration. The administration shall determine whether a genuine conflict exists between the uniform requirements and the central tenet of the students religious beliefs or health needs and what accommodations, if any, should be made for the student. Any exception to the uniform requirement recommended by the principal based upon a student's religious beliefs or health needs shall be submitted to the superintendent for approval. The superintendent shall also consider requests for assistance for compliance with this policy and shall adopt reasonable criteria and procedures to further this purpose.

SCHOOL IDs

Students in K-8th grades are required to wear their school IDs at all times while in school building. Not doing so may result in after-school detention or other consequences.

The student is responsible for the replacement of the ID/lanyard if lost or damaged. The cost of a replacement ID and Lanyard is \$5. Students should contact the main office for a new ID and Lanyard.

CONSEQUENCES FOR VIOLATION OF THE UNIFORM POLICY

If a student arrives at school out of uniform, the student, during 1st period, will be made to call home to have a uniform brought to school. If the parent is unavailable, or unable to supply a uniform, the student may be temporarily issued a district uniform, if available. This uniform is to be returned at the end of the school day. The following are the possible consequences for violations of the uniform policy:

- **Parent Conference**
- **After school detention - parent notified**
- **In-school suspension - parent notified**

Parents are urged to use their good judgment and exercise their authority with regard to what their children wear to school. Students should be appropriately dressed and groomed at all times. Good appearance is an important step towards good behavior. Personal pride is a valuable trait. Parents are encouraged to see that their child is appropriately dressed for school.

It is the school's responsibility to maintain a proper educational environment. Student clothing, fashion accessories, jewelry, hair ornaments, headbands or tattoos which, in the judgment of the administration, detracts from the educational process, will not be permitted. Hair coloring that distracts from the learning environment may not be accepted. Facial piercings other than ears are not permitted.

Caps, hats, bandanas, or durags will not be worn in the building at any time. Jackets are not to be worn during class hours. Sunglasses, prescription or non-prescription, are not to be worn in the building. Caps worn in violation of the rules are subject to confiscation.

Students will not be allowed to wear any clothing or jewelry that depicts death, bullying, suicide, drugs, alcohol, tobacco products, or anything that detracts from the academic environment.

Any other clothing item deemed inappropriate by the administration that is not listed will still be subject to requiring a clothing change.

STUDENT BEHAVIOR - CONSEQUENCES AND PROCEDURES

The goals and objectives of this policy are to provide effective discipline practices that: 1) ensure the safety and dignity of students and staff; 2) maintain a positive, weapons-free, and drug-free learning environment; 3) keep school property and the property of others secure; 4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and 5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

OFFENSES: Gross misconduct is behavior that interferes with or disrupts classroom procedure, activities, or the educational process or threatens the health or safety of others. **These actions may result in detention, in school suspension, out-of-school suspension, and possible police involvement.** Misconduct that substantially disrupts, impedes or interferes with the operation of the school shall be determined on a case-by-case basis.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with the name below, whenever the students conduct is reasonably related to school or school activities, including but not limited to:

1. on, or within sight of school grounds before, during, or after school hours or at any time;
2. off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. traveling to or from school or a school activity, function, or event; or
4. anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Tobacco or nicotine materials, including without limitation, electronic cigarettes and vape pens.
 - b. Alcoholic beverages.
 - c. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - d. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - e. Any performance-enhancing substance on the Illinois High School association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribed by physicians or licensed practitioners instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - g. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalants to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalants medications.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - i. Look alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - j. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
2. Using, possessing, controlling, or transferring any of the following items
3. Weapon, or weapon lookalike, as that term is defined in the weapons section of this policy, or violating the weapons section of this policy.
4. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any matter that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

5. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP).
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directors include refusing an Administration member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging and hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.
10. Prohibited conduct specifically includes without limitation any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-descriptive: (a) expression of gender or sexual orientation or preference or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in board policy 7:185, Teen Dating Violence prohibited.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school buses, or at any school activity.
16. Being absent without a recognised excuse; state law and School Board policy regarding truancy control will be used with chronic and habitual truant.
17. Being involved in gangs or gang related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an internet website or app against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsion and out-of-school suspensions to the greatest extent practicable, and, where of non-exclusionary discipline before using out-of-school suspension or expulsion. School Personnel shall not advise or encourage students to drop out voluntarily do to Behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notify parent(s) / guardian(s).
2. Disciplinary conference.
3. Withholding of privileges
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee shall insure that the student is properly supervised.
7. Community service with, L156, local, public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and or parent/guardian a choice.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with board policy 7: 220, Bus Conduct.
10. Out-of-school suspension from school and all school activities in accordance with board policy 7: 200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and school activities.
11. Expulsion from school and all school activities for a definite time. Not to exceed two calendar years in accordance with board policy 7: 210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (Controlled Substances), "look-alikes", alcohol or weapons or in other circumstances as authorized by the reciprocal of reporting agreement between the district and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and or address the disruption is a suspension or expulsion.

Lincoln Elementary School District 156 does not participate in Isolated Time Out, Time Out and Physical Restraint as indicated in the following Policy: Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student **under any circumstances**. These methods are only authorized for use

as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Corporal Punishment

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owner's Identification Card Act (430 ILCS 65 /), or firearm as defined in section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). Including "look-alike" items.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.
3. Propellant sprays such as mace or pepper spray along with tasers are also not allowed.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. The superintendent or designate may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or makeup work for equivalent academic credit.

Delegation of Authority

Any district employee, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified licensed educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or

for the purpose of self defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

PEER MEDIATION

This program was initiated to help students in fifth through eighth grades resolve conflicts by talking to each other under the supervision of a trained student mediator. Referral slips are filled out by administrators, teachers and students. Peace circles will be made available to students as needed.

ELECTRONIC DEVICES / CONSEQUENCES

It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use. Electronic devices will be defined as, but not limited to: cellular phones, tablets, electronic book readers, audio equipment and smart watches. **Phones and smart watches are to be powered off upon entering the building** Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will place their phones in their lockers or designated location determined by administration and will not use them until their pouches are opened at the end of the school day. Phones are to be turned off between 8:00 a.m. ~~8:40 a.m.~~ to 2:35 p.m. These devices may not be used in detentions or any after-school activity except as approved by the principal or designee. Unauthorized use of electronic devices or disruption caused by these items will result in confiscation and other disciplinary action. If a student receives 3 electronic device disciplinary referrals, a parent/guardian will be required to pick up the device after school. Students that have 3 or more electronic device disciplinary referrals will need to check their phone in at the main office each morning.

Refusal to surrender an electronic device to school personnel will result in administrative conference and possible disciplinary action.

Electronic device recording - the act of voice or visual recording of a student, staff member or inappropriate incidents (example fighting, etc) is not permitted. If a student is caught recording any of the above mentioned, with their devices, then the following disciplinary procedures will be adhered to:

1. The device will be confiscated and returned to the students parents upon their request.
2. The person responsible for recording or forwarding (this includes social media sites) any fights or inappropriate incidents may receive disciplinary consequences.
3. These actions may result in detention, in-school suspension, out-of-school suspension, and possible police involvement.

District 156 is not responsible for lost or stolen electronic devices.

DETENTION POLICY

Detentions are given to students as a result of inappropriate behavior. Students in 1st - 8th grades are given after-school detention from 2:40 - 3:40, Tuesdays and Thursdays.

Any student who receives a detention will be given a copy of the referral form to take home to a parent or guardian. Parents of students in 1st - 8th grades are given up to a 24-hour notice so that if there are younger siblings to take home, other arrangements can be made to pick them up on the day of the detention. No students may be left in the office to wait for brothers or sisters in detention. Only students serving the detention will be permitted in the detention room. The following information will also apply:

1. Detentions may be recommended by a teacher to be served with a staff member in a place to be chosen. Detentions may include extra assignments or tasks.
2. Referral forms will include the date and time of the consequence. The referral form is given to the student to take home to a parent or Guardian. The student is expected to report to detention without further reminder. Students who fail to report, and are not absent, may be assigned to the Positive Support Room during the instructional day.
3. If a student does not complete the required detention work, additional disciplinary action will be taken.
4. Students reporting to detention should bring pens or pencils, and paper.
5. Students should bring jackets and all necessary equipment to any after-school detention so they may exit the building immediately afterward without returning to their lockers.

Students in grades K-3 will receive alternative consequence to include an educational piece as well as a behavioral lesson.

SUSPENSION POLICY

An administrator will confer with any student being considered for suspension prior to such action being taken. It is the prerogative of the administrator to use an in-school or out-of-school suspension. Public Act 99 - 456 (formerly known as) Senate Bill 100 became effective September 15th, 2016 and made significant changes to student suspension and expulsion authority and procedures. Parents will be notified of any suspension. A re-engagement conference with the school's representative will be required upon student returning to school following a suspension.

Suspension Procedures

1. Before a suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the students shall be given an explanation of the evidence and an opportunity to present the student's version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or ongoing threat of destruction to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent/guardian. A written notice of the suspension shall contain a statement of the reasons for the suspension.
4. Upon request of the parent/guardian, a hearing shall be conducted by the school board (or a hearing officer appointed by it) to review the suspension. At the hearing, the student's parent/guardian may appear and discuss the suspension with the board (or its hearing officer) and may be represented by counsel at their own expense. After the presentation of the evidence or receipt of the hearing officer's report, the board will hear evidence on whether suspension is appropriate, decide the issue of guilt, and make its decision.

In-School Suspension

1. The student will sit in a designated room, supervised by a staff member.
2. There will be one washroom break in the morning and one in the afternoon.
3. There will be a lunch period in the room.
4. The student may be given a written assignment such as a reflection on the misconduct, over and above the regular classroom assignments.
5. The student is expected to make-up classwork missed during the suspension.
6. The student may be excluded from school sponsored activities after each occurrence.

7. If an administrator is called to the in-school suspension room to deal with inappropriate behavior, the second intervention may result in an out-of-school suspension.

Out-of-School Suspension

Out-of-school suspensions will be used only if the student's continuing presence in school would pose: (a) a threat to school safety or (b) a disruption to other students' learning opportunities. Students who have been suspended out of school are not allowed to be on school grounds for the day(s) of the suspension. Those students are not to attend any field trips, athletic events, dances, extracurricular activities or any other school-sponsored event. If a student shows up during any event or on school grounds during the day, police may be contacted. Students suspended out-of-school may be excluded from school-sponsored activities for up to 4 weeks after each occurrence. Teachers are required to provide classwork and/or homework during an out-of-school suspension.

INELIGIBLE LIST

Students receiving 3 major infractions (lunch or after school), in school suspension, or out-of-school suspension, may be excluded from dances, parties, and other school-sponsored activities such as athletic games for up to as many as 4 school attendance weeks, based on the seriousness of the offense. Students must be in attendance during the school day in order to participate in any after-school functions on that day.

EXPULSION POLICY

Expulsion will be used only if: a) other appropriate and available behavioral and disciplinary interventions have been exhausted, and b) the student's continual presence would: 1) pose a threat to the safety of other students, staff, or members of the school community, or 2) substantially disrupt, impede or interfere with the operation of the school.

Prior to recommendation for expulsion of any student, the authorized administrator will ascertain whether the student is a special education student. If so, the state-mandated guidelines will be in effect.

DUE PROCESS PROCEDURES

The parent/guardian of a student being considered for expulsion will be notified by certified mail, return receipt requested. Notification will include:

1. Statement of reasons for the proposed expulsion.
2. The potential maximum duration of the expulsion.
3. Time and place of the expulsion hearing.
4. A statement of the parent/guardian's rights to be represented at the expulsion hearing by an attorney or other representative of their choice and at their own expense.

The expulsion hearing will be conducted by the Board of Education, meeting in executive (closed) session. The student, the student's parent/guardian, and other representatives (if applicable) may attend, but their attendance is not required.

The Board of Education may take such action as deemed appropriate following the hearing. Such action may include expulsion of the student, reinstatement of the student, or other appropriate remedial action. Parents will be notified by certified mail, return receipt requested, of the board's decision.

HARASSMENT

The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile or offensive educational environment.

Restrictions on Written or Electronic Material: Students are prohibited from (1) accessing and / or distributing at school any written, printed, or electronic material, including material from the internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and / or distributing written, printed, or electronic material including photographs and internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

SEXUAL HARASSMENT

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity;
- or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

BULLYING AND SCHOOL VIOLENCE

Bullying of any kind, by any person, is unacceptable. Bullying means any severe or pervasive physical or verbal act and conduct, including communications made in writing or electronically, directed toward a student. This can take the form of threats, stalking, sexual harassment, public humiliation or retaliation. Bullying includes targeting students in the following way: social media, text messages, and email. The school administration is authorized to discipline students for gross disobedience or misconduct.

GANG ACTIVITY PROHIBITED

Students are prohibited from engaging in gang activity. A gang is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any game.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang.

3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities.
- Conference with parent(s) guardian(s).
- referral to appropriate law enforcement agency.
- Suspension for up to 10 days.
- Expulsion not to exceed two calendar years.

HALLWAY BEHAVIOR

Students will stay to the right while moving through the halls and stairways. Running is not allowed. Appropriate behavior is expected. Rough play and inappropriate remarks will be subject to immediate disciplinary action.

LUNCHROOM BEHAVIOR

It is expected that students who eat lunch at school demonstrate courtesy and eating manners that reflect favorably on them and our school.

1. Students will sit at assigned tables until their turn to line up. Then, they will walk to the lunch line and wait in an orderly manner.
2. Students will sit with both feet under the table.
3. Students will raise their hand and receive permission before leaving their seats for any reason.
4. Students will dispose of garbage in proper containers and stack the trays in the proper area.
5. Students will show respect for all staff members in the lunchroom.
6. Students will keep their areas clean.
7. No food or drink is to be taken out of the lunch room, except under staff supervision.
8. Food and other items will not be thrown or tossed anywhere in the lunchroom.

Permanent table assignments will be made during the first week of school. The lunch supervisors and administrators can make a change of table assignments.

ON CAMPUS GUIDELINES AND GENERAL RULES

1. Fighting, wrestling, or rough playing of any kind (kicking, hitting, pushing, play fighting, and bullying) is not permitted.
2. No ball playing (football, basketball, baseball, soccer, hardball, etc) will be permitted on school grounds before or after school, unless approved by administration.
3. Snowball throwing on school grounds, on the way to and from school, or at school bus stops is not allowed.
4. Students are not permitted in the faculty parking lot.
5. Once a student is on school grounds, he/she is to stay on school grounds until dismissal.
6. Fence and tree climbing are not permitted.

EIGHTH GRADE STUDENT ACTIVITIES

8th grade students meeting academic criteria and behavioral standards as set by the Lincoln School handbook shall earn the right to participate in activities including but not limited to 8th grade banquet, 8th grade trip, and the 8th grade graduation ceremony. 8th grade students, who have not demonstrated acceptable behavior, as evidenced by repeated detentions, suspensions, or frequent absences or tardies may be excluded from the above activities at the direction of the administration. All fees must be paid in full before participation in any activity or promotion ceremony.

GENERAL INFORMATION

TRANSPORTATION/BUSES

The district shall provide free transportation for any student residing within the district boundaries at a distance of 1 ½ miles or more from the school.

Buses:

Students who use the school bus are responsible for conducting themselves in an orderly and reasonable fashion to facilitate the safe operation of the bus.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

The superintendent or any designate as permitted in the school code is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct.

- A. The driver is in charge of the students and the bus. Students should respond to the driver as they would to a teacher. The privilege of riding the bus is conditional on his/her reasonable behavior and observation of the rules and regulations. Safety demands complete cooperation. If any student persists in violating the rules and regulations, it will be the duty of the driver to notify the school administration. The privilege of riding the bus may be revoked.
- B. The bus driver may make seat assignments. If seats are assigned, students must occupy the seat assigned to them.
- C. Safe conduct is required while riding the bus. Ordinary conversation is permitted, but yelling or screaming is not.
- D. Students are not allowed to leave their seats while the bus is in motion.
- E. The door at the rear of the bus is for emergency purposes only.
- F. Under no circumstances should a student have their head or arms out of the bus window or throw anything out of the bus windows.
- G. Students may not get off at any stops other than their own unless they present a written note from the student's parent or guardian to the school office for approval prior to the end of the school day. A student who does not normally ride the bus may only do so if he/she presents to the school office a note, written by the student's parent or guardian, for approval prior to the end of the school day.

NOTE: The preceding rules also apply when students ride buses for school field trips or activities.

BOOKBAGS

Students are encouraged to carry their books and school supplies to and from school in bookbags but may not carry their book bags in between classes, to physical education class or any after-school event. This is subject to change based on possible Covid 19 procedures.

Book Bags MUST be clear.

Book bags on wheels are not permitted at any time.

Book bags are not allowed at sporting or school events.

Purses are not permitted to be carried in the building during the school day.

In the event that students are not allowed to use or have limited access to their lockers due to safety concerns, they will be allowed to use their backpacks.

LOCKERS

Lockers are to be kept in a neat and orderly fashion. Lockers are the property of the school and should be maintained as such. Students in 5th - 8th grades will be issued locks. If lost or misplaced, a \$5 replacement fee will be assessed. School authorities may inspect and search lockers, desks, and other school property and equipment without notice or consent and without a search warrant. Police assisted locker checks may be made on an unannounced basis. Unauthorized or illegal items (ex. weapons, fireworks, controlled substances, cigarettes, lighters, matches, inappropriate books or magazines, etc.) may be confiscated or turned over to the police and appropriate disciplinary action will be taken. **Unused lockers will be locked for safety and security purposes.**

TELEPHONE

Office phones are only to be used for school-related business. **Students will not be called from class to receive phone calls unless an emergency is indicated.** Students will only be allowed to call parent/guardian in an emergency and with the consent of the classroom teacher or an administrator.

CONCERNS OR SUGGESTIONS

In the event there is a suggestion or concern, please follow the steps below:

STEP 1 - CLASSROOM TEACHER - Concerns should be presented to the classroom teacher. Sufficient time should be allowed for consideration of all alternatives and appropriate action before proceeding to the next step.

STEP 2 BUILDING PRINCIPAL AND/OR ASSISTANT PRINCIPAL - If concerns and or suggestions are not resolved at step one, they should be brought to the principal or one of the assistant principals. **Appointments should be made through the office secretary for the grade-level administrator.**

STEP 3 SUPERINTENDENT - If steps 1 & 2 have not sufficiently resolved a concern within a reasonable time, an appointment should be made with the superintendent's secretary to meet with the superintendent.

STEP 4 BOARD OF EDUCATION - After a parent has utilized steps 1, 2, and 3 in sequential order, and if concerns still exist, the superintendent may approach the Board of Education to review the specific concern and or suggestion.

UNIVERSAL BREAKFAST / LUNCH GUIDELINES

BREAKFAST - All students in Pre-K to 8th Grades will be offered a nutritional breakfast between 8:00 - 8:30 am.

LUNCH GUIDELINES

All children in K through 8th grade will be expected to stay at school for lunch. Parents must come into the office on a daily basis to sign a waiver in order to release their child. Lunch periods are 30 minutes.

Lincoln School serves nutritious meals every school day. Breakfast and lunch menus are mailed home each month. Milk is also available to be purchased if you bring a sack lunch. Due to Lincoln Elementary falling under the Community Eligibility Provision (CEP), families are no longer required to apply for free/reduced lunch. All students at Lincoln Elementary School are eligible to participate in the free lunch program. Sack lunches or lunch bags should be marked with the student's name. **For nutritional reasons, fast or junk food and drinks are not permitted. Glass containers are not permitted. Students participating in the Lincoln school lunch program are not permitted to bring additional items.**

Students must bring their lunch bag with them when entering the school. Lunches should be healthy in nature and follow the National School Lunch Program. Lunches cannot be dropped off in the office to be delivered to the students. This interrupts instructional time for the student and Office business for the staff.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.

PARTIES

Prior permission must be given by the teacher before individualized birthday items, such as individually wrapped goods can be shared and brought in by the child. **Treats will not be accepted by the main office.** Parties may be planned for special events during the year and will be scheduled during the latter part of the day for lower grade students. Balloons, flowers and gifts are **not** allowed.

EXTRA CURRICULAR ACTIVITIES/CODE OF CONDUCT

Our school offers extracurricular opportunities for girls and boys to develop responsibility and leadership by participating in various athletic, musical, and service organizations. Students in 5th - 8th grades participate in inter school competition in the following sports: basketball, volleyball, track and field (6 - 8th grade only) and cheerleading.

Eligibility for these activities: To be eligible for participation in extracurricular activities, all Lincoln students must demonstrate good citizenship qualities as evident by no ISS or OSS and this may include having multiple after-school detentions and a desire to succeed scholastically. **For sports, only students with at least a C average in all subject areas will be eligible to participate.**

The student must present a certificate of physical fitness (current physical within one year) issued by a licensed physician who ensures that the student's health status allows for active athletic participation.

Parent/guardian must provide written permission for the student's participation giving the district full waiver of responsibility for the risks involved. The physicals are kept on file with the school nurse. If it is determined that a student has submitted a falsified physical, that student will be ineligible for sports for the entire school year. For further information on physicals, see section "Physical/Dental/Eye Examinations" in this handbook.

PARENT RESPONSIBILITY:

When a child signs up for extracurricular activities, the parents assume some responsibility for helping the child to make choices, arrange time schedules, and plan Transportation. No siblings may be left in the building after school to wait for brothers or sisters involved in extracurricular activities. Other arrangements must be made for these students. The parent must be sure that the child has time for the activity before making the commitment.

GUIDELINES FOR ATHLETICS

1. PARTICIPATION

All Lincoln School students in 5th - 8th grades have the opportunity to participate in athletics, provided they make their grade-level team, pass subject areas, and behave in a positive manner.

2. GRADES

- Athletes must have and maintain a C average in all subject areas.
- Students' grades may be checked weekly for verification.

3. CONDUCT

Good Conduct and sportsmanship is expected at all times. This includes during school hours, while attending after school functions, at practice, and at home and away games and matches. Students may be suspended from one or more games if school or team rules are not followed. Coaches and administration will determine suspension. These rules include, but are not limited to the following:

- All school guidelines as stated in the Lincoln School Handbook.
- Respect to coaches, faculty, teammates, cheerleaders, audience, opposing teams and their coaches, staff, players, cheerleaders, or audience during practice or games.

REMOVAL FROM TEAM - A student may be permanently removed from a team for, but not limited to, the following:

- Intoxication, evidence of drinking and possession or use of drugs.
- Fighting.
- Possession of weapons or objects that can be used as weapons.
- Throwing of objects.
- Carrying or shooting of fireworks or explosives.
- Disorderly conduct.
- Destruction or defacing property.
- Stealing.
- Use of obscene language or gestures.
- Abuse or attempted intimidation of officials, staff members, players, ushers, or spectators.
- Unexcused absence from practice or games.
- Smoking.
- Submitting a falsified physical examination form.

4. UNIFORMS

Uniforms are provided for students participating in basketball, cheerleading, and volleyball. Each student is responsible for the care and cleaning of his/her uniform. This also means mending of seams and holes that may occur, replacing zippers, buttons, etc. Uniforms should be laundered regularly. At the end of the season uniforms should be returned clean and ready for use for next season. Uniforms are expensive and cannot be replaced one at a time. If part or all of a uniform is lost or returned in an unusable condition due to abuse, neglect, or carelessness, the student will be assessed the cost of replacing part or all the uniform at current prices.

EXTRACURRICULAR CODE OF CONDUCT

The code of conduct applies to all school-sponsored activities that are neither part of an academic class or otherwise carry credit or a grade. Students must conduct themselves at all times, as good citizens and examples of their school. They must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct.

****Book bags are not allowed at sporting or School events.**

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this code of conduct for extracurricular activities. The student shall not:

- Violate the district's policies or procedures on student discipline.
- Use a beverage containing alcohol, use tobacco/illegal substances in any form.
- Vandalizing/stealing, hazing/bullying.
- Act in an unsportsmanlike manner.
- Behave in a manner that is detrimental to the good of the group/school.
- Be insubordinate or disrespectful toward the activities sponsors/team coaching staff.
- Falsify any information contained on any permit or permission form required by the activity sport.

FIELD TRIPS AND EXCURSIONS

During the school year, teachers may take classes on educational trips to various places of interest. These trips are a means for gaining additional knowledge and information relating to topics the class is studying. Written parental permission is mandatory if the trip is away from the district.

Trips are usually made by chartered bus or another form of public transportation. Parents are requested to sign a permission slip before their child is allowed to make the trip. Students are responsible for all personal items.

Parents, grandparents or guardians may be asked to voluntarily chaperone these field trips. If there is an odor of illegal substance on a chaperones person/belongings or questionable behavior that may impair your supervision abilities, Lincoln has the right to deny your volunteering services. Only Lincoln students, in the grade attending the field trip, may have a parent or guardian accompany him/her on field trips based on needs.

LOST AND FOUND

Mittens, boots, gym shoes, books, lunch boxes, clothing, etc are often misplaced. The best insurance against loss and confusion is to label these items. The building has one lost and found box. Clothing and other articles that are found may be placed in this box. Watches, jewelry, keys and other valuable items should be turned in at the main office. The office will dispose of articles not claimed within a reasonable length of time. Parents wishing to check the lost-and-found box should pick up a visitor's badge in the office. Students who lose textbooks and library books will be charged for them.

VISITORS/VOLUNTEERS

VISITORS - Visitors are welcomed on school property, provided their presence will not be disruptive. Parents are welcome and encouraged to visit classes at any time during the year. Any parent wishing to visit a classroom must call the classroom teacher to make an appointment. When arriving at school, present identification, and wear a visitor's badge at all times. When leaving the school, visitors must return their badge to the main office. Visitors are also asked not to bring other children along for classroom visits. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member by telephone, text, or email to make an appointment. Conferences are held, to the extent possible, outside school hours or during a teachers preparation period.

Any high school students wishing to visit a classroom must call the classroom teacher or administrator to make an appointment. High school students are not allowed in the building without a visitor's badge. Former students wishing to visit teachers or administrators should wait until after 2:35 pm.

Individuals who attend an event, must adhere to established guidelines for students and adults.

REMOVAL FROM EVENT - An individual may be permanently removed from events for, but not limited to the following:

- The act of voice or visual recording of a student, teacher or inappropriate incidents (ex. fighting, etc.) is not permitted.
- Intoxication, evidence of drinking and possession or use of drugs.
- Fighting.
- Possession of weapons or objects that can be used as weapons.
- Throwing of objects.
- Carrying or shooting of fireworks or explosives.
- Disorderly conduct.
- Destruction or defacing property.
- Feeling.
- Use of obscene language or gestures.
- Abuse or attempted intimidation of officials, staff members, players, ushers, or spectators.
- Unexcused absence from practice or game.
- Smoking.

VOLUNTEERS - The school welcomes volunteers who have a desire to give his or her time and talent to enrich student learning opportunities and the school community generally. The principal or designate directs recruitment, screening, placement, and training. The building principal may request an individual to submit to a criminal history records check if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.

Each academic year when an individual first completes the registration form, the principal or designate should give the individual a copy of administrative procedures along with other pertinent information. Volunteers must register in the school's main office at the beginning of each visit and wear a name tag while in the building. If there is an odor of illegal substance on a visitor's person/belongings or questionable behavior that may impair your volunteering abilities, Lincoln has the right to deny your volunteering services.

INSURANCE - STUDENT ACCIDENT

All students will be covered under a "school-time only" basic accident insurance plan. The "school-time only" plan from CLIC Life Insurance covers the student while at school and while participating in school-sponsored events. Parents may pay the extra premium cost to receive the preferred plan (24-hour coverage) offered by the company. Claim inquiries should be directed to Gerber Life Insurance, Zevitz-Redfield and Associates, Inc. at 312-346-7460.

SOCIAL WORKER

Certified and licensed social workers are on hand to support students in need of short-term and long-term counseling and crisis intervention. Students are seen individually and in groups as deemed appropriate. Social workers abide by a strict code of ethics that mandates confidentiality. The district social workers also function as liaison between school, home, and community resources.

PESTICIDE POLICY

The State of Illinois has enacted a new law effective August 1st 2000, that requires schools to adopt a monthly pest management plan and inspection policy. The law mandates that school districts maintain a registry of parents and guardians of students who have registered to receive written notice prior to the application of pesticides to school buildings and school grounds.

ASBESTOS NOTICE

The building of Lincoln School has been inspected for asbestos-containing building materials by a licensed inspector. In addition, an asbestos management plan has been prepared by a licensed management planner. The inspection report and management plan are on file in the facility office and are available for public review during business hours. Copies of these reports are available upon notification of the facility administrator and payment of a fee to cover copy costs. The report states that asbestos-containing materials have been found. The condition and type of asbestos are shown in the individual reports.

TECHNOLOGY

The use of the school technology system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Responsible uses of the networked electronic access resources are activities which support learning and teaching. Electronic access to the internet by staff and students will only be available through the Lincoln School District 156 computers.

Parents should reference the Guidelines for Acceptable Use of School Technology System by Students available in the school's office and on the website at www.L156.org

CHROMEBOOK POLICY

Every student attending Lincoln Elementary School will receive a school-issued Chromebook. It is the responsibility of the student to take care of and prevent damage to the school issued Chromebooks. Students

are responsible for bringing their charged Chromebooks to school everyday and taking their Chromebooks home at the end of every school day.

CYBER-BULLYING

Cyber-bullying is bullying through the use of technology or any electronic communication. This includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons.

- During any school-sponsored education program or activity,
- While in school, on school property, on the school bus or other school vehicles or school-sanctioned events or activities,
- Through the transmission of information from a school computer, a school computer network, or other similar electronics school equipment,
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased, or used by the school district, and if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

The school administration is authorized to discipline students for gross disobedience or misconduct. See **Student/Behavior Consequences**.

STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

- School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.
- Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.
- Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.
- In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students such as:
 - Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
 - Demographic information
 - Enrollment information
 - Assessment data, grades, and transcripts

- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information

HEALTH / NURSE

MEDICAID PUBLIC NOTICE

School District 156 is a Medicaid Healthcare Service Provider with the Illinois Department of Public Aid/Medicaid. Federal health care funds are available to the school district for health care services provided to students with Medicaid coverage.

Parents are requested to inform the school district if their child or children are covered by the state's Medicaid Program. Please give the office a copy of your child's Medicaid card.

Your cooperation in this program will assist the school district in meeting the cost of providing Healthcare Services to the students.

PHYSICAL / DENTAL / VISION EXAM PHYSICALS

According to state law, all students entering Pre-K, kindergarten or 6th grade for the first time are required to have a physical examination (within one year) as well as students at any grade transferring from outside Illinois. Failure to comply with this law will mean that your child will be excluded. Before school starts, have your doctor fill out the health forms given to you when you enrolled your child. The health forms must be stamped and signed by the doctor. Physical examinations should include the required immunizations. Required immunizations for all students must be kept up-to-date. Proof of immunization against meningococcal disease is required from students in grade 6, beginning with the 2015-2016 school year. **Failure to comply by October 16th of the current school year will result in the students exclusion from school until the required health forms are presented to the district.**

New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunizations regulations.

For the safety and well-being of students attending Lincoln School, every student with food allergies, asthma and diabetes are required to have a plan of care from their physician. Perfume, body sprays, or other items that may cause respiratory distress or other reactions should not be used.

DENTAL

All children in kindergarten, 2nd and 6th grades must present proof of having been examined by a licensed dentist before May 15th of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

VISION

As of January 4th, 2008, the State of Illinois is requiring a comprehensive vision exam for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools in Illinois. The law calls for the vision exam to take place within one year prior to the start of school in the fall. Proof of the exam must be turned in to the school by October 16th on the new Illinois Vision Exam Report.

NURSE

Lincoln has a full-time registered nurse on duty. The nurse requests that parents keep children who are ill at home and keep children at home for at least 24 hours after a fever (temperature of 100° or above), and or vomiting. Students should not be sent to school for the nurse to recommend treatment. Students may be excluded from school if they: (A) show symptoms of illness: nausea or vomiting, diarrhea, bad cough, severe pain, fainting and/or dizziness, high temperature, swelling of the neck, sores, impetigo, a rash, etc; (B) have head or body lice; (C) have eye infections, except styes; (D) contracts one of the following diseases: diphtheria, poliomyelitis, smallpox, meningitis, typhoid, and whooping cough (unless they have had whooping cough or have been immunized against it) (E) or green mucus. **The nurse does not treat illness or prescribe medication.** The child's physician should be utilized for these purposes.

The school nurse keeps a cumulative health record for each child. Tests for hearing and vision defects are conducted in certain grades each year. Physical conditions needing attention will be reported to parents. The nurse is also on call for giving first aid in case of injuries and for checking students who become ill during the school day. If necessary, the nurse will contact parents of children who need to go home because of illness or injury.

MEDICATION - ADMINISTRATION TO STUDENTS

Teachers and other non-administrative school employees, except school nurses, are not required to administer medication to students. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Illinois Association of School Nurses recognizes that at the present time, many children are able to attend regular school because of the effective use of medication in the treatment of disabilities or illnesses. The association believes that it is more desirable for medication to be administered in the home, however, any student who is required to take medication during the regular school day must comply with school regulations.

These include the following:

1. Written orders from a physician detailing the name of the prescription drugs, dosage, and time intervals that the medicine is to be taken on the School District Medication Authorization Form.
2. Written permission from the parent/guardian of the student requesting that the school district comply with the physician's orders.
3. Medication must be brought to the school nurse in the original container appropriately labeled by the pharmacy or physician. Inhalers should be in their original box.
4. The initial dose at school must be administered by the school nurse, providing the opportunity for her to discuss the medication, its side effects and benefits with the student.

5. The school nurse will inform the appropriate school personnel of the potential benefits and side effects of the drug being administered.
6. A locked cabinet is used for the storage of medications.
7. Parents wishing their child to be issued non-prescription medication by the nurse must file a letter to that effect with the nurse and provide the medication in its original container and label the student's name on it. **All medications, including non-prescription medication (such as aspirin and cough drops) must be kept in the nurse's office at all times.**

HEALTH AND SAFETY PROGRAM

The Health and Safety Program is an integral part of the District 156 curriculum. Ongoing encouragement is given to children to learn and practice good health habits and safe behavior. Students should avoid actions that could be hazardous to themselves or others. The major part of this instruction occurs in the health curriculum.

Health instruction's goal is to develop each child's physical, mental, and social well-being. The children are taught the fundamentals of good physical health and the importance of good mental health. Instruction in this area addresses concerns of social health and safety.

Fire evacuation drills are held regularly and are officially inspected annually by the Calumet City Fire Department through the help of the Calumet City Police Department. Our school has personnel who offer safe crossing at major intersections. Students are expected to observe safety rules on the way to and from school.

PHYSICAL EDUCATION

Students participate in classes in physical education, which are compatible with their growth and development, as well as with their interests and physical condition. If there is some medical reason why a student may not participate in the program, parents should notify the nurse with a written note who in turn will notify all teachers involved.

SAFETY

SAFETY PROTOCOL

All students will enter the school through the Main Door which is equipped with security screening technology at the start of their day. Students will exit through their assigned doors at the end of the day.

SUICIDE HOTLINE

In 2020, Congress designated the new 988 dialing code to be operated through the existing National Suicide Prevention Lifeline. SAMHSA sees 988 as a first step towards a transformed crisis care system in America.

AWARENESS AND PREVENTION OF CHILD ABUSE, GROOMING BEHAVIORS AND COUNDRY VIOLATION

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

WARNING SIGNS OF CHILD SEXUAL ABUSE

Warning signs of child sexual abuse include the following:

PHYSICAL SIGNS:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

BEHAVIORAL SIGNS:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

EMOTIONAL SIGNS:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

WARNING SIGNS OF GROOMING BEHAVIORS

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature

- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

WARNING SIGNS OF BOUNDARY VIOLATIONS

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:

PRESS 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*

PRESS 5:120-AP2, *Employee Conduct Standards*

PRESS 5:120-AP2,E, *Expectations and Guidelines for Employee-Student Boundaries*

EMERGENCY CLOSING and E-LEARNING

Lincoln Elementary School will be adopting an E-Learning plan that will allow students to work from home during an emergency closing such as a snow or cold day. Students will need to take their chromebooks home daily in case of an emergency. Further information can be found on our E-Learning Plan found on our website.

In the event that E-Learning is not possible, parents will be notified in advance, if possible, of an emergency closing of the school.

In the event of an extreme emergency (fire, power failure resulting in no heat in winter, loss of water creating health hazards, etc) and you are not at home, your child should be instructed where he/she is to go (grandparents, neighbor, babysitter, etc.).

In the case of school closing due to severe weather, the following radio stations will announce District 156, Lincoln Elementary School, Calumet City closing:

WGN - 720 AM

WMMB - 780 AM

The following TV stations will also announce school closings:

CBS WGN

NBC FOX

ABC CLTV

You may also check for school closings online at www.EmergencyClosings.com

DRILLS AND EMERGENCY PROCEDURES

1. Severe Weather/Tornado/Earthquake/Fire

Your child's safety is our primary concern. The school carefully monitored the National Oceanic and Atmospheric Administration radio (NOAA). With the state police radio band. Should they **officially** announce watches or warnings, our actions are as follows:

- A. **Tornado/Earthquake Watch** - School will immediately be alerted and, if there are no additional warnings, students will be released at their usual dismissal time.
- B. **Tornado/Earthquake Warning** - Google immediately be notified and your child will remain at school and be placed in a designated shelter area that will offer maximum possible safety for your child.

2. Threats to the Building and Its Occupants

If the building is not deemed safe, evacuation will immediately take place to an alternate location.

This decision reduces risk and gives Prime consideration to the safety of students and staff.

- **PLEASE DO NOT CALL THE DISTRICT OR THE SCHOOL** - Excessive called Jam switchboard and reduce effective communication between the administrative office and the school.
- **DO NOT COME TO THE SCHOOL FOR YOUR CHILD** - This causes congestion not only on the road, but also at school, and could possibly endanger the lives of the children.
- **CHILDREN WILL NOT BE DISMISSED DURING A WARNING CONDITION!** - If a parent insists, the school will release children to their own parent/guardian only.

INSTRUCTIONAL INFORMATION

REPORT CARDS

Report cards for the first two grading periods will be issued to the parent/guardian at parent-teacher conferences. Report cards for the last two grading periods will be sent home with students. (See calendar at the back of the handbook for dates or grading periods). The parents of kindergarten children will receive report cards at the end of the grading period in January and at the close of school.

The following grades will be used for 1st - 8th Grades:

A+ (97-100)	B+ (87-99)	C+ (77-79)	D+ (67-69)
A (94-96)	B (84-86)	C (74-76)	D (64-66)
A- (90-93)	B- (80-83)	C- (70-73)	D- (60-63)
F (59 and below)			

Below is an explanation of honor roll requirements for 4th - 8th Grades:

PRINCIPAL'S LIST - All A's in all subject areas (Content Areas and Specials)

HONORS - A's and B's in all subject areas (Content Areas and Specials)

Remember to take advantage of parent access to student assignments and grades. Your personal username and password are listed on your child's report card. Log on to Lincoln's website at www.L156.org or then click on "PowerSchool" on the left side then click on "Parents". Enter your username and password and you will have access to assignments, grades, attendance and lunch balances. This is a wonderful way to keep informed of your child's progress.

RETENTION POLICY

Recommendation for retention may be based on failing grades (two or more classes), current academic data and student attendance. Students who miss 32 or more days total (excused and unexcused) for the school year will be recommended for retention. Students who failed 3 or more core subjects for the year will be retained.

Students who are being recommended for retention who failed only two core subjects may be placed in the next grade upon the successful completion of the district's summer school program. If a student does not pass summer school, that student may be retained. Parents will be notified at the end of the first semester and or again at the end of the third quarter of students in danger of retention.

PROMOTION GUIDELINES

Children may not be promoted from grade to grade solely based upon age or any other reason not related to academic performance.

CONFERENCES

REGULAR SCHEDULED

Parent-teacher conferences are scheduled twice each year. These conferences, in addition to the report card and progress report, are intended to keep parents informed of their child's progress in school. Parents are encouraged to attend the scheduled parent-teacher conferences and/or to call for a personal conference as needed.

AS NECESSARY

Parents are encouraged to arrange conferences with teachers or administrators for discussion of any difficulties or for clarification of any procedures affecting their child. Parents should be sure to call to arrange a time for a conference as it is usually not possible for the teachers to leave their classes to confer with parents during teaching hours. Parents wishing to arrange a conference with the principal or assistant principals should also call ahead whenever possible to make an appointment.

HOMEWORK

Policy 6:290: Teachers may give homework to students to aid in the student's educational development.

Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

To Parents: The role of homework as a link between home and school is a vital one. Homework assignments, through a cooperative effort between parent and child, and teacher, can become a significant extension of the school day. The teachers and administration will do whatever is possible to keep parents informed about homework. We are relying on you to work with us in the effort to reinforce, extend, enrich, and strengthen skills for all students through homework.

The amount, length, and type of homework will vary according to the student's grade level, abilities and needs, and the classes and courses. Homework may be assigned everyday. Primary students are expected to read up to 15 minutes a night. All 5th through 8th grade students should be expected to read 30 minutes a night.

Teachers are required to provide classwork and/or homework during an out-of-school suspension upon request.

EL / BILINGUAL SERVICES

Enrollment in the Transitional Bilingual Education (TBE) or Transitional Program of Instruction (TPI) is contingent upon a language screener administered to all students based on the Home Language Survey. The language screener identifies the English language proficiency and placement. Based on the results of the screener, the district will notify parents whether or not their child qualified for TBE or TPI services. The amount of EL instruction a student receives is based upon his level of English language proficiency. Students may qualify for full or part-time basis placement based on the English language proficiency scores or ACCESS 2.0. Students are tested annually with the ACCESS 2.0 test in order to determine growth in the English language.

Based on the results from the prescribed language screener or the ACCESS test, students receive language support through either a bilingual self-contained classroom, an English transitional program or the TBE or TPI collaboration model. In the collaboration model, English Learners from various language backgrounds are placed in mainstream classes to receive either push-in or co-teaching instruction in all core content areas using specific strategies for English Learners. When possible, the home language is used as a support. The goal of Lincoln ESD 156's English Learner (EL) program is to develop social, cultural, and academic competence by creating a learning environment that:

- Provides equitable access to language support services for students from culturally and linguistically diverse backgrounds that have been identified as EL learners.
- The services will assist them to become lifelong Learners, able to contribute to and function in a multicultural and global competitive world.

Students receive services until the State requirement of English language proficiency is met. For additional information, please contact Ms. Xochitl Muñoz, Director of Multilingual and Early Childhood.

SPECIAL EDUCATION

School District 156 is committed to equal educational opportunity for all students in the least restrictive environment. A full continuum of special education and related services is available, via district, inter-district, and cooperative programming to accommodate mildly to severely disabled 3 to 14 year old students. On site are self-contained, resource, and inclusion options. Eligible students must meet specific criteria to qualify for special education services. Disability conditions adversely impact educational performance to warrant special education. They include, but are not limited to, speech or language, intellectual, sensory, health, behavioral, and emotional impairments. Eligible students are identified through comprehensive interdisciplinary team evaluations conducted by the district's nurse, psychologists, social worker, pathologist, and resource teacher. Occupational therapists, physical therapists, and other health professionals are available based on need. Referrals can be initiated by parents, teachers, or attending medical or mental health care providers, and are submitted to the principal, the assistant principal, the EL director, or the director of special education and student services. Special needs students are also identified through the birth to 5 screenings or Child Find. The Pupil Personnel Services Committee (PPS) reviews referrals to determine whether an evaluation should proceed. If the district determines that an evaluation is not necessary, the parents will be notified in writing of the decision not to evaluate and the reason for the decision. Not all referrals result in an evaluation being conducted.

Students with disabilities who do not qualify for an Individualized Education Plan, as required by the Federal Individuals with Disabilities Education Act (IDEA) and implementing provisions of the school code, may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973 if the child (1) has a physical or mental impairment that substantially limits one or more major life activity, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

For additional information on special education services, contact Dr. Young, Director of Student Support Services.

QUALIFIED INTERPRETER

In accordance with 23 IAC 226.530, Lincoln ESD 156 shall take whatever action is necessary to facilitate the parent's understanding of and participation in the proceedings at an IEP meeting, including arranging for and covering the expense of a qualified interpreter, as described in Section 226.800(l), for parents whose native language is other than English to the best of our ability or for an interpreter licensed pursuant to the Interpreter for the Deaf Licensure Act of 2007 (225 ILCS 443) for parents who are deaf.

Lincoln ESD 156 will provide to all parents of children with disabilities as well as in each Notice of Conference the following information annually:

- 1) notice to all parents of children eligible for an IEP about the availability of interpretation services at IEP team meetings
- 2) an explanation of how parents can request an interpreter
- 3) notice that a parent has the right to request that the interpreter provided by the school district serve no other role in the IEP meeting other than as an interpreter and that the school district should make reasonable efforts to fulfill this request
- 4) a point of contact for any questions or complaints about interpretation services.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

MTSS integrates assessment and intervention within a multi-level prevention system to maximize student achievement and reduce behavioral concerns. With MTSS schools use data to identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based instruction and interventions, adjust the intensity and nature of those interventions depending on the student's responsiveness, all within a cycle of continuous improvement.

The MTSS approach represents a process for assessing and maximizing the "opportunity to learn" for students who are struggling or exceeding standards in any content area. It emphasizes the importance of effective, culturally responsive instruction and early intervening service for all students. Students progress is monitored over a predetermined amount of time. The key features of MTSS are as follows:

- **Increases the success rate of students receiving instruction.**
- **Provides research-based instruction as an early intervention to prevent chronic failure in students.**

- Provides critical data needed to design, implement, and monitor instructional programs.

Acceleration Program – Illinois Accelerated Placement Act, Public Act 100-0421

- *Accelerated placement* is the placement of a student in an educational setting with a curriculum that is usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.
- Referral for Subject or Grade Acceleration: the principal or special education coordinator.

SPEECH AND LANGUAGE SCREENING

As part of its regular program in District 156, a speech and language screening is conducted on all kindergarten and new students who have moved into the district without evidence of prior screening. Parental consent is not required. This is a systematic process for determining which students from the general population are more likely to have a specific type of education related problem that may require a case study to determine a speech/language disability for which speech therapy would be required. For more information, call the Student Support Services Department at 708-862-6620.

DISSECTION OF SPECIMENS

Students who have moral obligations to dissecting animals will be excused from classroom participation without penalty during times when such activities are taking place. Students will be given alternative assignments to ensure no loss of learning.

ANABOLIC STEROIDS

Anabolic steroids will be discussed as part of a school health and physical education curriculum.

RIGHTS AND RESPONSIBILITIES

STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with rights of society is as valid in the educational community as in the larger community. There are certain responsibilities required of citizens who are students in a public school:

1. To become informed and adhere to rules and regulations established by the board of education for the school.
2. To respect the rights of other students, teachers, school administrators, and all other adults working in the school.
3. To refrain from inappropriate remarks in verbal and written expression.
4. To dress and groom in an appropriate manner according to the school's uniform policy.
5. To attend school without unnecessary absences and to arrive on time.
6. To refrain from behavior that disrupts the educational process.
7. To maintain the best possible level of academic achievement.

8. To respect the reasonable exercise of authority by school administrators and staff members in maintaining discipline in school, on field trips, and at school sponsored activities.
9. To become informed of the disciplinary appeal procedures:
 - A. The student or the parent should discuss the matter with the staff member directly responsible for the concern.
 - B. If no satisfaction is attained, the matter should be directed to one of the assistant principals or principal. If the matter is not resolved at this level, the superintendent should be contacted.
 - C. If a satisfactory solution is not realized, the student or parent may wish to request a review by the Board of Education.
 - D. The appeal agent after the local board of education is the Educational Service Region and the Illinois State Board of Education. Only matters involving controversies (or concerns) arising under the School Code of Illinois may be appealed to the Educational Service region and the Illinois State Board of Education.

PARENTS

What you should do:

1. Be sure that your child attends school regularly and arrives on time prepared for the day.
2. Kindergarten students must be picked up promptly at 2:35 on regular schooldays.
3. Keep your child home when ill and provide proper supervision.
4. Keep regularly scheduled visits with your child's doctor and dentist.
5. Be sure that your child returns all required forms promptly.
6. Notify the school of changes in emergency information.
7. Make arrangements for your sick or injured child to be taken home during the school day.
8. Attend school conferences and other activities.
9. Plan a time and place for your child to do homework.
10. Support the rules of the school, the district, and the community.
11. Understand the responsibilities of the teacher, who takes the place of the parent during the school day.
12. Refrain from inappropriate remarks in verbal and written expression.

You have the right to:

1. Receive regular reports on your child's progress in learning.
2. See your child's school records.
3. Visit your child's classroom after notification is given and approved by the teacher and administrator (Stop at the office for a visitor's pass.).
4. Request the qualifications of your child's classroom teacher.
5. Expect a classroom atmosphere that allows good education to take place.
6. Be informed of attendance, learning, or behavior problems.
7. Be informed when your child is injured and may require medical attention.
8. Be informed when your child appears ill enough to go home.

TEACHERS

Responsibilities:

1. Provide the best possible education through a good classroom climate that allows for learning to take place.
2. Respect all students and parents.
3. Provide information to staff, parents, and students about classwork and behavior.
4. Enforce the rules of school courteously, consistently, and fairly.
5. Deal with behavior problems quickly, firmly, and impartially.
6. Teach and model respect for others and their property.
7. Teach and model good citizenship.
8. According to the Abused and Neglected Child Reporting Act (ILL. Rev. Stat. 1985, ch.23, pars. 2051 et seq) every staff member must make a report to the Child Abuse Hotline if he/she has reasonable cause to believe that a child may be abused or neglected.

Teachers have the right to:

1. Expect students to behave properly.
2. Be respected by students, parents and other staff.
3. Be protected from physical assault.
4. Restrain students from hurting themselves or others.
5. Temporarily remove students from class when they are seriously misbehaving.
6. Be made aware of any outside conditions that may affect student learning.
7. Call for a parent-teacher conference when students violate the school rules.

Lincoln Elementary School

Please read, sign and return this form immediately.

Dear Parent/Guardian:

By signing below, you acknowledge in writing that you have read the Student/Parent Handbook and discipline policy. Please note that Student Handbooks and discipline policies change from year to year. It is the parent's responsibility to access updated handbooks on the school's website at www.L156.org.

Please complete the form below, remove from the Handbook and Discipline Policy and return to the school official. Your cooperation is appreciated. Please complete one form per family.

Student(s) Name(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Parent/Legal Guardian: _____

Please Print

Signature of Parent/Guardian: _____

Date: _____

Parents should reference the **Guidelines for Acceptable Use of School Technology System by Students** available in the school's office and on the website at www.L156.org.

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.