

STATE OF HAWAII  
DEPARTMENT OF EDUCATION

## **PRESIDENT ABRAHAM LINCOLN ELEMENTARY SCHOOL**

615 AUWAIOLIMU STREET  
HONOLULU, HAWAII 96813

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For more information, visit our school's website at <http://les.lincoln.k12.hi.us/>



### *Parent/Family Handbook*

Serving the children and communities of:  
Kewalo, Makiki, Papakōlea, Round Top, and Tantalus

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# General Information

## Vision and Mission

### Vision

All Lincoln School Students will be lifelong learners who are literate, caring, and responsible citizens that  
Aspire to Inspire

### Mission

Our mission is to provide a nurturing environment and a strong foundation for lifelong learning with high expectations that foster: (1) literacy; (2) respect; (3) responsibility; (4) resourcefulness; and (5) relationships.

## GLOs (General Learner Outcomes)

General Learner Outcomes are the observable behaviors or evidence that a student has achieved a standards-based education. They apply to all students in all grade levels and are fostered in daily classroom activities and in a student's application of learning. Student progress on the General Learner Outcomes are reported on the standards-based report card.

1. Be a Self-Directed Learner  
The ability to be responsible for one's own learning.
2. Be a Community Contributor  
The understanding that it is essential for human beings to work together.
3. Be a Complex Thinker  
The ability to demonstrate critical thinking and problem-solving strategies.
4. Be a Quality Producer  
The ability to recognize and produce quality performance and quality products.
5. Be an Effective Communicator  
The ability to communicate effectively.
6. Be an Effective and Ethical User of Technology  
The ability to use a variety of technologies effectively and ethically



**AS A STUDENT I PROMISE TO:**

- ▶ Respect everyone and treat them with kindness;
- ▶ Come to school on time and be ready to learn;
- ▶ Read and write daily;
- ▶ Assess my own strengths/needs;
- ▶ Ask my teacher for help as needed;
- ▶ Use my school planner;
- ▶ Be responsible for my behavior;
- ▶ Complete all my assignments to the best of my abilities;
- ▶ Cooperate with my peers and all adults;
- ▶ Exhibit the GLOs; and
- ▶ Go to bed daily at a reasonable time.

**AS A PARENT I PROMISE TO:**

- ▶ Respect & support my child's school and teachers;
- ▶ Make sure that my child attends school daily and on time;
- ▶ Make sure that my child eats a nutritious breakfast, lunch and dinner;
- ▶ Make sure that my child goes to bed daily at a reasonable time;
- ▶ Review my child's planner and all materials sent home by the teacher or school;
- ▶ Make sure that my child's homework is completed;
- ▶ Support my child's education by participating in school events, like Open House and Parent Conferences;
- ▶ Provide my child with opportunities to visit the public/school library;
- ▶ Read to or with my child daily; and
- ▶ Encourage my child to utilize educational websites and technological devices that enrich learning.

## AS A **TEACHER** I PROMISE TO:

- ▶ Respect, teach, and care for all students;
- ▶ Communicate and work with students & their families in a timely manner so learning expectations are clear;
- ▶ Empower parents to participate in and support their child's education;
- ▶ Provide a safe & challenging learning environment that fosters college and career readiness for all students;
- ▶ Nurture the love of learning;
- ▶ Use high quality curriculum & instructional strategies that promote critical thinking and problem solving;
- ▶ Utilize formative assessments to drive instruction; and
- ▶ Identify and support students needing additional support in a time and effective way.

**AS A PRINCIPAL I PROMISE TO:**

- ▶ Respect and care for all stakeholders;
- ▶ Provide a clean, comfortable & safe environment;
- ▶ Set high expectations for all children, teachers & staff;
- ▶ Provide the leadership and conditions necessary for school success;
- ▶ Empower parents to participate in and support their child's education;
- ▶ Provide professional development & resources to ensure that all teachers are highly qualified & effective;
- ▶ Provide high quality curriculum and instruction that enables students to meet academic state standards;
- ▶ Prioritize and align resources to support the Academic/Financial Plan & school needs;
- ▶ Assist parents in understanding the State standards, assessments & how to monitor their child's progress; and
- ▶ Communicate information in a timely way to all role groups so tasks and expectations are clear.

Only together can we ensure the success of every child. Mahalo for your assistance in following and reinforcing our Student-Parent-School Compact.

# School Spirit

## School Song

### Lincoln Mele

By Helen Hew Len

We are the children of Hawaii  
We stand so proud today  
We are the leaders of tomorrow  
Please listen to what we say

We need someone to guide us  
Someone to stand beside us  
We are eager to learn  
And that is your concern  
So take us by the hand

We are the children of Lincoln  
We stand in unity  
Lincoln, Lincoln  
You give us opportunity

To be whatever we want to be  
To share your knowledge  
It's there for me  
Lincoln, the only place to be!

We are the children of Hawaii  
We stand in unity  
We are the children of Lincoln  
We are a family

To Lincoln, I pledge my loyalty  
To Lincoln, I pledge my loyalty!

## State Song

### Hawaii Aloha

By King David Kalākaua

Hawai'i ponoʻī  
Nānā i kou mōʻī  
Ka lani aliʻi  
Ke aliʻi

Hui:  
Makua lani ē  
Kamehameha ē  
Na kaua e pale  
Me ka ihe

Hawai'i ponoʻī  
Nānā i nā aliʻi  
Nā pua muli kou  
Nā pōkiʻi

Hawai'i ponoʻī  
E ka lāhui e  
ʻO kāu hana nui  
E uʻi ē

## School Colors

Blue and Black

## School Mascot

Kōlea (Golden Plover)

## School Hours

Students are expected to be in school every day by 8:00 a.m. Parents are responsible for ensuring that their child/children are dropped off and picked up on time. If your child arrives tardy (after 8:00 a.m.), he/she needs to obtain a tardy pass from the office before reporting to class. If your child is ill and unable to come to school, please contact the office **between 7:30 – 9:00 a.m.** at 307-2900 (dial 1 when prompted). When your child returns to school after an absence, he/she must submit a parent note to his/her homeroom teacher.

## Lincoln School Schedule

7:15 a.m.-7:45 a.m.            Breakfast

7:55 a.m.                      Warning Bell

8:00 a.m.                      Tardy Bell School Begins

9:45 a.m.-10:00 a.m.        Recess (Grades PreK-5)

10:55 a.m.-12:25 p.m.      Lunch: Staggered

10:55 a.m.-11:40 a.m.        Grades Preschool, K, 1, 2 Lunch Block

10:45 a.m. - 11:15 a.m.        PreK Lunch

10:55 a.m. - 11:30 a.m.        Grade K Lunch

11:00 a.m. - 11:35 a.m.        Grade 1 Lunch

11:05 a.m. - 11:40 a.m.        Grade 2 Lunch

11:45 a.m.-12:25 p.m.        Grades 3, 4, 5 Lunch Block

11:45 a.m. - 12:20 p.m.        Grade 3 Lunch

11:50 a.m. - 12:25 p.m.        Grade 4 Lunch

11:55 a.m. - 12:25 p.m.        Grade 5 Lunch

2:15 p.m.                      End of School (**1:00 on Wednesday**)

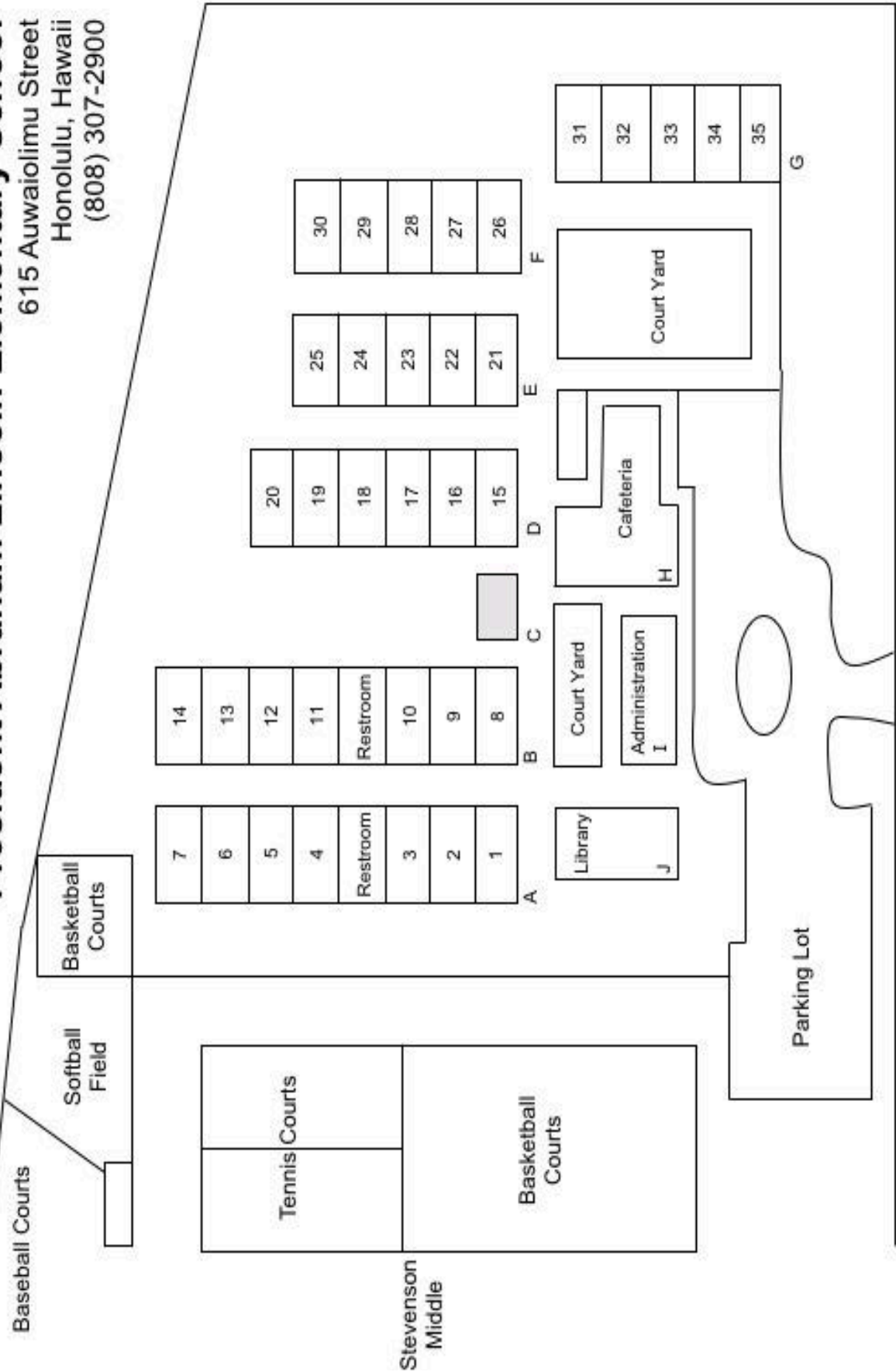
2:15 p.m.- 3:00 p.m.        Afternoon Teacher Prep Period

*Approved by faculty consensus 2/7/24*

*Approved by SCC with consensus 2/14/24*

Lincoln Campus Map

**President Abraham Lincoln Elementary School**  
615 Auwailimu Street  
Honolulu, Hawaii  
(808) 307-2900





## Student Registration

Children who are five years of age or older (by July 31 of the school year) that are living in our school district may enroll in our school. The following are required before registering:

1. Completed School Registration Form (available at the school's office)
2. Birth Certificate or Passport
3. Proof of Residential Address (i.e. rental agreement, mortgage document, property tax, electric or water bill)
4. Form 14, *Student's Health Record*, from your doctor with current year TB testing, physical exam and up-to-date immunizations
5. Letter size self-addressed stamped envelope (for Kindergarten registration only)

All school registration takes at least two days to process. Parent/guardians will be informed of the pending start date for their child.

## Student Release / Transfer

Please notify the school office as soon as you know that you will be moving out of our school district. Advance notice will help to ensure a smooth transition for you, your child, and our school.

Students who are requesting to be released at the end of the school year must fill out the *Request for Release and Questionnaire to Determine Eligibility MV1* forms. Due to end-of-school-year deadlines, student release packets will not be available for pick up on the last day of school. Student release packets to transferring schools will be ready for pick up one week after the students' last day.

## Student Planner and IDs

- **Student Planner:** Each student will receive a Student Planner at the beginning of the school year. Homework assignments and other information will be written in the planner daily. If your child loses his/her Student Planner, the cost to replace it is **\$5.00**.
- **IDs:** All students receive a free Lincoln School ID card (after picture taking day) with their eTriton meal account number on it. All students are required to wear their ID during school unless told otherwise by their teacher. If your child loses or breaks their ID, the replacement cost is **\$5.00** and is ordered and paid for at the school office.

## Lost and Found

Found articles are taken to the office and placed in the lost and found box. Items found during the A+ program are turned into the A+ lost and found located in the cafeteria. Any money found is kept in the office for thirty (30) days and returned to the finder if unclaimed. Please clearly mark all belongings for easy identification. If something is lost, check the lost and found areas right away. Unclaimed items will be donated at the end of the school year.

## Volunteers

Our school is always looking for parent and community volunteers. If you are interested in helping in the cafeteria, office, library, classroom or for special events, please call the school office at 307-2900.

## Attendance Policy and Procedures

### Attendance Policy (State of Hawaii)

Lincoln Elementary encourages daily attendance for all students in order to achieve academic growth and meet its obligations of the compulsory school attendance law. Hawaii law states:

Hawaii Revised Statutes (HRS) 302A-1132 requires “all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.”

HRS 302A-1136 places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Agreements have been developed with all police departments within the state regarding truant students. The DOE may refer students who are chronic absentees to Family Court.

HRS 302A-1135 provides that a parent or guardian who does not enforce the child’s regular attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine up to \$1,000.00 (HRS 706-640) or jail time for up to thirty (30) days (HRS 706-663).

# School Absence and Tardy Policy and Procedures

A student is considered absent if not physically present in school for at least half of the school day except if on a school sponsored activity. If a student is present in school for less than half a day (less than 3 hours on Mondays, Tuesdays, Thursdays and Fridays, and less than 2 hours on Wednesdays), that student is marked as "Absent." If a student arrives to school or class after 8:00 am, that student is marked as "Tardy."

Lincoln School sends out automated phone calls to parents/guardians regarding student absences and tardies daily. Please remember to report your child's/children's absences by 9:00 a.m. and send your child/children to school on time.

When making doctor's appointments, please try to make them **after school**. If morning appointments cannot be avoided, please bring your child back to school for the remainder of the day.

When picking up children during the school day, **parents need to report to the office. Parents MAY NOT go directly to their child's classroom.**

## Chronic Absenteeism

If a child is absent for 15 or more days, whether excused or unexcused, the State of Hawaii considers that child to be "chronically absent." Missing too many days of school is detrimental to a child's academic success as it is difficult to make up the instruction and learning that was missed.

Number of Absences	Possible School Actions
5 or more days	<ul style="list-style-type: none"><li>• Parent Contact via phone, ClassDojo, and/or email</li></ul>
10 or more days	<ul style="list-style-type: none"><li>• Written notification from school <b>and/or</b>:<ul style="list-style-type: none"><li>○ Meeting with counselor and administration</li><li>○ Referral to DOE Social Worker and possible home visit</li></ul></li></ul>
15 or more days <b>"Chronically Absent"</b>	<ul style="list-style-type: none"><li>• Written notification and meeting request</li><li>• Possible referral to DOE Social Worker and home visit</li><li>• Possible referral to Family Court to address chronic absenteeism or educational neglect <i>HRS 571-11(2)</i></li></ul>

## Off Campus Pass

Permission to leave campus must be requested by parent via a written note, phone call, or in person at the office. Parents must report to the office when picking up their child. If the student returns before the end of the school day, they must report to the office before returning to class.

## Vacation/Trip Policy

Lincoln School highly encourages families to use scheduled intersessions, holidays and breaks for your vacations and personal business in order to ensure that your child receives as much quality instructional time as possible. Trips during school days affect the student's performance and can be a disruption to their learning.

\*Teachers are not required to provide homework or make-up work.\*

## Health and Safety

### Health Requirements, Services and Medication

A current TB clearance, physical and immunizations are required to register for school. Completed Health Record (Form 14) and TB clearance forms must be turned in to the School Health Aide in order for any student to attend school. Information is available.

Sick or injured students are sent to the Health Room. Our Health Aide cleans minor cuts and scrapes, applies ice to minor injuries, takes temperatures and may look at other health related issues.

Parent/guardian will be called and/or asked to pick up their child from Health Room for the following: fever over 100 degrees, vomiting or diarrhea, serious accident or injury, allergic reaction, bathroom accident (with no change of clothes) and other medical concerns.

Any type of medication for a student must be brought to school by a parent and stored in the Health Room. Medication must have a pharmacy prescription label as well as a completed and signed authorization form (PRN/SH 36) in order to be administered by the School Health Aide.

Although we want all students to come to school every day and on time, please keep your child home if he/she is ill. Illness includes, but is not limited to, vomiting, diarrhea, and fever within the last 24 hours. **A student with these symptoms will be sent home.**

## Medical Conditions for Temporary Exclusion from School

Disease	Exclusion from School
Chickenpox	Until rash has crusted (usually 6 days after rash onset), which may be several days in mild cases and several weeks in severe cases.
Conjunctivitis, acute Bacterial (pink eye)	Until indicated therapy is implemented, unless accompanied by systemic signs of illness and/or behavior of child is such that close contact with other students can not be avoided.
Influenza	Flu is very contagious, it is important to stay away from others until you are feeling better or fever free for 24 hours.
Measles	Four full days after onset of rash
Mumps	Five days after onset of parotid gland swelling
Rubella (German Measles)	Seven full days after rash appears
Scabies	Until treatment is completed
Beta Hemolytic Streptococcus Group A Infection (strep throat, etc)	Until 24 hours after irritation of antimicrobial therapy and absence of fever
Active tuberculosis	Until authorized to return by the DOH
Impetigo	For 24 hours after beginning topical or oral treatment
Hand, Foot & Mouth Disease	As long as the student has a fever, diarrhea or does not feel well. Students who have no other symptoms other than a rash may return to school.

## Drop Off and Pick Up Safety Procedures

- Right lane is the drop-off/pick-up lane. Left lane is the thru lane and has the right of way - please exercise caution when merging into the through lane from the drop-off/pick-up lane
- Drop off and pick up children in front of the school office; children exit the car on the passenger side next to curb.
- Come to a complete stop and wait for JPO/staff to open and close car doors.
- DO NOT leave cars unattended at any time except if in the visitor parking stalls.
- DO NOT park in staff stalls.
- Cross streets in crosswalks only.
- Exit through the Faculty Parking Lot when the oval is coned.
- Traffic around the oval flows in one direction.
- DO NOT go up to your child's classroom; wait for your child in front of the office.

## Parking Policy

**All of the stalls on campus are reserved for Lincoln's faculty and staff except for two visitor stalls.**

Parents and visitors are asked to park **off campus** on Auwaiolimu Street. During pick-up and drop-off times, parents are not to park along the curb fronting the office. During the school day, parents who have school business may park along the curb fronting the office or in visitor stall #1 or #2, and are asked to report to the office.

## Before and After School Supervision

School personnel **DO NOT** provide supervision before 7:15 a.m. or after 2:45 p.m. (1:30 p.m. on Wednesdays). Students must sit in their assigned location when dropped off/picked up. If your child/children will be eating breakfast, they may proceed to the serving line at the cafeteria.

Before school care is provided by Lincoln and afterschool A+ Program is provided by Atherton YMCA. Early morning supervision is from 6:30 a.m. to 7:15 a.m. Please sign up for before school care by completing the form in your beginning of the school year packet or stopping by our front office. The afterschool A+ Program offers daily structured and supervised activities from the end of the school day until 5:30 p.m. Interested parents may contact the YMCA at (808) 956-403 or speak to the site coordinator whose office is in the cafeteria between 2:15 p.m. and 5:30 p.m. Applications must be delivered directly to the Atherton YMCA.

## Late Pick-Up Policy

To ensure the safety of your child, all students must be picked up by 2:45 p.m. DAILY except Wednesdays, which is no later than 1:30 p.m. The school will take the following actions for children picked up late:

1. Phone call to parent and/or written notice
2. Parent must sign written warning
3. Meeting with Administrator to discuss next steps, including possible HPD involvement

## Visitors

All visitors **must** sign in at the office and pick up a visitor's pass. The visitor's pass must be worn while on campus. Visitors must sign out and return the pass before leaving campus.

All visitors must adhere to the [DOE's Visitor Code of Conduct](#). Our school welcomes visitors; however, we ask that you notify us in advance of all classroom visitations during school hours because they must be approved and coordinated by administration. **Parents are not allowed to go to the classroom during school hours to discuss any problems or drop off something for their child while class is in session.** An appointment should be made with the teacher prior to any visit. Students are not allowed to bring friends or relatives to visit in the classroom.

## Field Trips

Field trips are encouraged by the school to supplement learning experiences. *Parent Authorization For Student Travel* form is required and must be completed and returned to students' homeroom teacher. All field trip forms and monies must be turned in by the designated deadlines.

Students must wear covered shoes on all field trips. Slippers, sandals, Crocs, and any open-toe or open-heel shoes are not allowed. The school is NOT responsible to provide lunch; all students must bring home lunch. Teachers will call parents immediately to notify them that their child has no home lunch.

In the event a student is unable to participate in the field trip, money collected for bus fare is not refunded because the cost of the bus is prorated amongst all students. Money collected for admission will be refunded upon request.

Students who do not participate in a field trip are expected to attend school and work will be provided for that day.

## No Dogs Allowed

"No Dogs Allowed" signs are posted all over campus. Within the boundaries of Lincoln School, dogs are not allowed on campus at any time, with the exception of any service animal. We are looking out for the health and safety of our students, staff and visitors on campus. Animal feces carry parasites, bacteria and viruses. The Humane Society will be called to pick up any stray dogs found on campus.

## Emergency School Closure

There may be a health, safety and/or sanitation emergency that necessitates the closing of Lincoln School. In the event of an emergency closing, these are the procedures parents/guardians should follow:

1. Check radio, TV, or phone for emergency information regarding the closure.
  - Do NOT call the school. This will tie up phone lines that the school relies on to get updates and directions.
2. If directed to, pick up your child at school or designated location. Be sure to update and designate emergency contact information.

## Emergency Information

Please keep the school office informed of your **current** address, telephone number(s), and any individuals to be contacted with their telephone numbers. This is the only information that we have to contact you in the event of an emergency. Therefore, it is important that parents complete an Emergency Card (See Health Room) and a Tracer Card (See Office) for each of their children and keep the office updated as to any changes.

# Meals

## Breakfast and Lunch

Breakfast is served daily from **7:15 a.m.** until **7:45 a.m.** in the cafeteria. The monthly breakfast/lunch menu is that is sent home monthly with students and posted online at <http://les.lincoln.k12.hi.us/>. Breakfast and lunch includes milk.

Per the Department of Education’s policy regarding soda machines on public school campuses, Lincoln School does not have a soda machine on campus. **Please help support Lincoln School in reinforcing health and nutrition by packing healthy food and drinks for your child.** A healthier and more nutritional alternative would include beverage choices like water and juice. Milk may be purchased for 75¢.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe that you have been discriminated against, write immediately to the Secretary of Agriculture, Washington D. C., 20250. Every student’s meal status is considered highly confidential and is treated as such.

## Meal Prices

Meals will continue to be free for all students through SY 2028-2029. Parents do NOT need to complete the free/reduced meal application.

<del>Milk: \$0.75</del>			
<del>Breakfast:</del>		<del>Lunch:</del>	
<del>Full Price:</del>	<del>\$1.10</del>	<del>Full Price:</del>	<del>\$2.50</del>
<del>Reduced Price:</del>	<del>\$0.30</del>	<del>Reduced Price:</del>	<del>\$0.40</del>

## Free/Reduced Meal Application

~~If parents need financial assistance for their child/children’s meals, free/reduced meal applications are available at the office and are sent home on the first day of school. The application has been translated into several languages and is available upon request. If you would like to apply online for a faster response, you may visit **EZMEALAPP.COM**.~~

~~**You do not have to submit a paper application if an online application is submitted.**~~

~~Free/Reduced Meal Applications from the previous school year are valid for 30 operating days. A Free/Reduced Meal Application must be completed and submitted at the start of every school year.~~

~~Students are allowed to purchase ONE breakfast and ONE lunch per day at the meal price set up for Full Pay, Reduced or Free qualifying status. If a student purchases a second meal or extra milk they will be charged at the FULL pay price regardless of their eligibility status.~~

~~Any student wishing to purchase only milk or second meal would need to have funds to cover the FULL price in their meal account. No school loans are available.~~



## Notifications from the Dept of Education – School Food Services Branch

- **Compliance and Regulations:** The Department of Education (DOE) participates in the School Breakfast Program (SBP), which is regulated by the United States Department of Agriculture (USDA) Food and Nutrition Service. Under the USDA guidelines, the DOE is mandated by policies, laws and rules to ensure that all federal and state compliance and regulations are met, as well as ensuring that the DOE implements all wellness policies.
- **Adults Eating Food Intended for Students:** According to USDA guidelines and state regulations, adults may not take or eat any food that was previously served to students, even if the students do not plan to eat or drink the food item(s). E.g., adults cannot take, for their consumption or for their child to consume later, any unopened milk or pre-packaged food, or anything else leftover on their child's plate. If any adult is found to have consumed anything from their child's plate, the DOE and/or Lincoln School may be subject to termination of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).
- **Can Schools Deny Meals to Children with Negative Balances?** According to the USDA Food and Nutrition Service, parents are responsible for keeping their child/children's account current at all times. The DOE does not have funding resources to give free food or alternate meals to students whose parents have neglected to provide a means for their child/children to eat in school.
- **Adult Breakfast:** Per DOE – School Food Services Branch, if an adult is interested in purchasing a school breakfast, he/she must go to the office to pay for his/her meal. The office opens daily at 7:30 a.m. The eTriton Clerk will not accept any form of payment at the check-out line. Breakfast costs \$2.40. Only exact cash payment will be accepted at the office. Once payment has been made, the adult will be given a receipt for the purchase of an adult breakfast. The receipt must be shown to the eTriton Clerk at the cafeteria only on the date of purchase between 7:30 – 7:45 a.m.

## *eTriton* Electronic Meal Program

~~Lincoln School uses the electronic pre-pay meal program, *eTriton*. Each student has an account and a personal identification number created for them and the system tracks student meals without identifying the eligibility status of the student (free, reduced, or paid). Each student's account is a personal debit account and account numbers are not to be shared with others. Low and negative balance reminder notices are sent home on Tuesdays and Thursdays but an account balance can be requested at the office.~~

Students are issued a photo ID badge with their *eTriton* account number at the beginning of the school year. All students are required to wear their ID badges at all times during school hours. If your child loses his/her ID badge, the cost to replace this ID is **\$5.00**. Please check with your child often to ensure that he/she has their ID badge in school.

## ~~eTriton Deposits~~

~~Deposits to meal accounts may be made at the office by cash or check or by credit card at **www.EZSchoolPay.com**. Checks returned by the bank due to insufficient funds, will be charged a \$25 fee. No future checks will be accepted until the fee and lunch balances are paid.~~

~~Parents or students may make deposits into their accounts via cash or check (payable to Lincoln School) by dropping off payments in the Deposit Box at the office between 7:30 a.m. — 4:00 p.m. daily. Payment envelopes and deposit slips are available in the office. You may also make payments at **www.EZSchoolPay.com**~~

~~Parents who send their child/children to school with deposits should direct them to the office to make their payments. They should not give their payments to their homeroom teachers, because the teachers are not responsible for making their students' deposits. Deposits will be processed upon receipt and will be available for use by your child within 24 hours after the deposit date.~~

~~We ask for your assistance in always maintaining a positive balance in your child's account. **Please deposit monthly payments, \$72.00 for full price meal status students and \$14.00 for reduced price meal status students.** Free meal status students may make deposits into the system if they wish to purchase a second meal or milk.~~

~~eTriton is a cashless system. Cash is not accepted in the meal line.~~

## ~~eTriton Low & Negative Balance Statements~~

~~The system automatically locks a student's account once the balance has gone negative for FIVE lunches (\$12.50 for full pay meal status / \$2.00 for reduced pay meal status). Low and negative balance statements are sent home every Tuesday and Thursday. If you receive a notice, please pay the loan on the following school day and deposit additional money into your child's account. Any parent having difficulty paying a loan should send his/her child to school with home lunch until the balance can be paid in full. Parents may contact the office during office hours to access their child's account balance.~~

~~Parents may request their child's account balance be carried over to the next school year or be refunded when their child is released. However, the office requires two days to process any student's meal account refund.~~

~~Students who qualify for free meal status are not allowed to carry a negative balance.~~

## Wellness Guidelines

The Department of Education (DOE) recognizes the links between nutrition education, food served in schools, and the amount of physical activity. To support of life-long healthy habits, all public schools implement guidelines based on the following principles:

- Healthy students are better able to learn;
- Eating habits and active lifestyles developed in childhood will impact their health throughout life;
- All children deserve nutritious and safely prepared food.

In alignment with the DOE Wellness Guidelines, we are asking that all snacks brought to school should follow the guidelines below:

- Beverages should not exceed 12 ounces with the exceptions of water and 1% milk fat.
- Products containing 2% milk fat or more should not exceed 8 ounces.
- Limit sugar
- Avoid food with minimal nutritional value (soda, candies, cupcakes, etc).
- Encourage healthy alternatives: fruit, yogurt, granola bars, and vegetables.

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

(2)

This institution is an equal opportunity provider.

# Academic Information

## Online Resources for Students

Students can access free internet sites to practice math and language arts skills. Visit the DOE website under “Students” at [www.hawaiipublicschools.org](http://www.hawaiipublicschools.org). In addition, all students have an online account to our school’s programs through their Clever Portal.

## Homework Policy

Board of Education Homework Policy #102-14 is summarized below:

Homework is the time students spend outside the classroom in assigned activities to practice, reinforce, or apply newly acquired skills and knowledge and learn necessary skills of independent study. To derive the greatest benefit from school learning experiences, students must at times finish related study and follow-up work at home.

The BOE supports and encourages homework that strengthens and reinforces learning. Homework is an integral part of a student’s education. Homework reinforces student learning in school, builds responsibility, and develops essential study habits, and is a shared responsibility among teachers, students, and parents.

## What is Homework?

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: practice, preparation, and extension.

Practice assignments reinforce newly acquired skills. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own. Preparation assignments help students get ready for activities that will occur in the classroom. Students may, for example, be required to do background research on a topic to be discussed later in class. Extension assignments are frequently long-term continuing projects that parallel class work. Students must apply previous learning to complete these assignments, which include science fair projects and term papers.

## Homework Requests

When your child is absent, homework may be requested from the **2<sup>nd</sup> day**. Call in requests for homework before 9:00 a.m. to give the teacher time to prepare the assignment. Homework requests will be made available for pick up between 2:15 – 3:45 p.m. However, please call the office to verify ahead of time that homework assignments are ready for pick up.

## Conferences

Conferences are an integral part of the reporting system and by far, the best means of communication between teacher and parents. They provide valuable information for both parties in working for the best interest of the student.

School-wide parent-student-teacher conferences are held in October/November after the first quarter. The conferences will be scheduled over a seven-day period and students will be released early from school to accommodate the conferences. Information will be sent home a few weeks before the start of the conferences.

Parents may arrange for additional conferences by sending a note to the student's teacher, informing the student's counselor, or leaving a message with the school office.

## Progress Reports

Quarterly reports are sent home throughout the school year to keep families informed of their child's academic and GLO progress. Final report cards are sent home on the last day of the school year.

## Student Code of Conduct

### Discipline Policy

Lincoln Elementary School follows *Chapter 19: Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism*. Chapter 19 includes Class A, B, and C offenses. Class D offenses deal with school level rules and policies. Class A, B, C, and D offenses are outlined below. When students violate rules and policies, the school will intervene with the consequences below. Consequences progressively become more severe if problem behaviors continue or become worse. The consequences are not mutually exclusive and several could be administered concurrently.

#### Examples of Class A Offenses:

(1) Assault; (2) Burglary; (3) Dangerous Instrument, or substance; possession or use of; (4) Dangerous Weapons; possession, or use of; (5) Drug paraphernalia; possession, use, or sale of; (6) Extortion; (7) Fighting; (8) Firearms; possession or use of; (9) Homicide; (10) Illicit drugs; possession, use, or sale of; (11) Intoxicating Substances; possession, use, or sale of; (alcohol); (12) Property damage or vandalism; (13) Robbery; (14) Sexual Offenses; or (15) Terroristic Threatening.

#### Examples of Class B Offenses:

(1) Bullying; (2) Cyber bullying; (3) Disorderly conduct; (4) False Alarm; (5) Forgery; (6) Gambling; (7) Harassment; (8) Hazing; (9) Inappropriate or questionable uses, or both of internet materials or equipment, or both; (10) Theft; or (11) Trespassing.

## Examples of Class C Offenses:

(1) Abusive language; (2) Class cutting; (3) Insubordination; (4) Laser pen/laser pointer; possession or use of; (5) Leaving campus without consent; (6) Smoking or use of tobacco substances; or (7) Truancy.

## Examples of Class D Offenses (School Rules):

(1) Contraband; possession or use of; (2) Minor problem behaviors; or (i) "Defiance/disrespect/non-compliance," "Disruption" means student engages in low-intensity, inappropriate disruption; (ii) "Dress code violation," (iii) "Inappropriate language," (iv) "Physical contact," (v) "Property misuse" means student engage in low-intensity misuse of property; (vi) "Tardy" other; (3) Other school rules.

## Disciplinary Action (Class A-D Offenses):

Interventions to teach students appropriate behaviors must be instituted when disciplinary actions are imposed. Disciplinary action options may include one or more of the following:

(1) Correction and conference with student; (2) Detention; (3) Crisis Removal; (4) Individualized instruction related to student's problem behaviors; (5) In-school suspension; (6) Interim alternate educational setting; (7) Loss of privileges; (8) Parent conferences; (9) Time in office; (10) Suspension of one to ten school days; (11) Suspension of eleven or more school days; (12) Saturday school; (13) Disciplinary transfer; (14) Referral to alternative education programs; (15) Dismissal; or (16) Restitution.

## Examples of Class D Offenses (School Rules/Policies):

### Prohibited Behaviors

1. Play fighting; 2. Use of inappropriate language; 3. Loitering in bathrooms; 4. Littering; 5. Bike riding, skateboarding, riding Razors, rollerblading, skating on Heeleys on campus; 6. Bouncing balls on walkways or against walls; and 7. Climbing on fences and/or walls.

### Off-Limits Areas

1. All parking lots; 2. Hill in back of school; 3. Playground equipment before and after school; 4. Behind backstop of baseball field; 5. Bushes next to recreation center.

### Contraband Items (examples, not an all inclusive list)

1. Toys from home (i.e.) balls, play guns/projectiles, dice, Pokemon, Yu-Gi-Oh, Kendamas, Anime, Digimon, Fidget Spinners, etc.
2. Expensive items from home (i.e.) jewelry, CD players, iPods, iPads, cell phones, electronic games, large amounts of cash, etc.
3. Items deemed as disruptive, destructive or harmful (i.e.) whistles, diaries, slingshots, lighters, matches, fireworks, etc.
4. Scooters (including Razors), Heeleys (shoes with wheels), and Skateboards

5. Prescribed medication (not approved by the Dept. of Health to be taken in school) & Over-the-counter medication.
6. Any other items that a teacher and/or administration deem as dangerous or that may contribute to a disturbance or problem.

All contraband items are confiscated:

- 1<sup>st</sup> offense: confiscated/returned to student at end of day;
- 2<sup>nd</sup> offense: confiscated/parent must pick up from school;
- 3<sup>rd</sup> offense: confiscated/parent must pick up from school at end of school year.

## Cellular Phones and Digital Devices

Cell phones and other digital devices like “smart watches” are not to be used during the school day as they create distractions in the classroom and present other problems (theft, damage, etc). A cell phone or digital device that is being handled by a student during the day (7:55 am-2:15 pm) will be confiscated. However, if a student is using their phone/digital device inappropriately at any time, the phone/device may be confiscated.

If there is a need for a student to make a phone call during the school day, s/he may use the phone in the office or homeroom class. If a parent needs to contact their child, they may call the office and have a message delivered to their child. Phone messages for students should be kept to a minimum and limited to emergencies or unexpected change in plans. Parents should make plans/arrangements with their child **before** the start of the school day.

To avoid a student's cellular phone/digital device being confiscated, family members should refrain from calling student's cellular phone when school is in session.

## School Dress Code

The purpose of the Lincoln School Dress Code is to promote a positive and safe academic environment, and includes but is not limited to the following:

1. Clothing and footwear shall be worn at all times. No high heels or Heelys.
2. Backless, strapless, and halter top clothing is not allowed.
3. Mesh, sheer, see-through, cut-outs, or laced clothing is not allowed except with an appropriate undergarment that covers the torso.
4. Students shall not expose midriff, buttocks, cleavage, or the entire back.
5. Underwear shall remain unseen.
6. Shorts, skirts, or dresses shall be long enough to cover the lower pelvic and buttock region while standing and sitting.
7. Any clothing, jewelry or accessory (such as bandanas), that represents drugs, tobacco, alcohol, sex, violence, obscenities, illegal or gang activities, is not allowed.
8. Covered shoes are to be worn for physical education class and for all field trips.
9. Hats to protect from the sun are allowed outdoors only.

Students should be dressed appropriately for school. Students wearing unacceptable clothing shall be asked to either wear their clothing inside out or call home for a change of clothes. If none can be provided, the school will issue a new Lincoln School T-Shirt and parents/guardians will be responsible to pay for it (cost to be determined based on size). Payment for the t-shirt must be made prior to purchasing a school yearbook. Many of our classrooms are air conditioned. Please be sure to send your child with a jacket or sweater.

## Cafeteria Expectations for Students

1. Wear their Lincoln school ID with barcode
2. Wait for their turn at the yellow lines before moving forward.
3. Stay in their assigned seat and raise their hands for the following:
  - a. use the restroom, drink water, or ask for help. Students should use the restroom before lunch.
  - b. obtain extra napkins, forks, condiments, or dropped food on floor
4. Keep hands, feet, food and objects to self.
5. Eat only their own food and not share with others or touch other students' food.
6. Use inside voices while in the lunchroom.
7. No running in the cafeteria. Walk at all times.
8. Follow directions of all adults in the cafeteria.
9. Students will be excused by tables and do the following:
  - a. Take lunch tray to the garbage can.
  - b. Empty milk into disposal buckets near the trash cans.
  - c. Walk out to line up

## Playground Behavior Expectations for Students

1. Only use playground equipment and areas during recess time.
2. Leave any rocks or sticks on the ground.
3. Safely use the equipment as it is intended.
4. Stay within the play area boundaries.
5. Take turns, share, and try to solve problems or disagreements.
6. Inform the adult on yard duty of unsafe conditions or of disagreements that cannot be resolved.
7. Safely "freeze" in place at the end of recess when the whistle blows or the bell rings.
8. Follow grade-level specific playground rules as instructed by teachers and adults.
9. Follow all GLO agreements and abide by the Student Code of Conduct.



# Student Support Services

The Comprehensive Student Support System (CSSS) has been implemented in schools statewide to ensure all students are provided with appropriate support services that eliminate or reduce barriers to learning. Such services encompass prevention, early intervention, tertiary intervention and strategies, and involve close collaboration with individuals, organizations, and agencies, internal and external to the DOE.

To meet all the needs of all students CSSS shall be implemented with fidelity. The goals of CSSS are:

- To implement a comprehensive, integrated, and multi-tiered system of a continuum of proactive student supports that meets the needs of all students so they may achieve academic and social/emotional success within the classroom.
- To use an enhanced electronic database system(s) to document student support processes and procedures.

CSSS programs include: Counseling, Family Support Services, Home-Hospital Instruction, Positive Behavior Support, Multi-Tiered System of Support, School-Based Behavioral Health, School Health Aide, Section 504/Chapter 61, and Students with Hearing Loss and/or Vision Loss.

## Positive Behavior Support (PBS)

An essential component of the Comprehensive Student Support System (CSSS) is the need for a continuum of positive behavioral interventions and supports (PBIS), which addresses the behavioral challenges of all students with significant problems. PBIS helps schools to establish and sustain schoolwide positive and proactive teacher and student practices to maximize academic achievement and character development for all students.

As a result of applying the PBIS process, schools are developing the local capacity:

- To develop proactive behavioral practices,
- To use school discipline as an instrument for student success,
- To formalize team-based problem solving for addressing behavioral concerns and challenges,
- To develop a continuum of procedures for acknowledging appropriate behaviors,
- To develop a continuum of procedures for discouraging inappropriate behaviors,
- To have on-going monitoring and evaluation procedures,
- To develop the local expertise and capacity of the school leadership team to address simple to complex behavioral challenges of students.

## Quarterly Awards

Quarterly Assemblies honor 2-3 students per grade class with a ribbon for Academic Achievement, Citizenship, and all those that demonstrate Perfect Attendance. Academic Achievement is awarded to students who either consistently demonstrate content proficiency and/or have made tremendous growth/progress towards content standards. The Citizenship award recognizes students consistently exhibiting behaviors aligned with GLOs and who are identified as model students. Students are recognized for perfect attendance if they have no absences or tardies.

# Character Education

The Second Step Social and Emotional Learning Program teaches children to understand their feelings and emotions so that they can be better global citizens. The program focuses on four important character values – **courage, gratitude, forgiveness and compassion in action** – which cultivates optimism, resilience and personal responsibility.

Children learn that choosing to live a life practicing Courage, Gratitude, and Forgiveness allow them to be compassionate individuals that can better make friends and positively impact those around them. Second Step promotes resilience through challenging times and as a result, children learn personal responsibility and understand that they always have a choice in how they respond.

## Special Programs

Our school consolidates state, federal and local funds to provide an array of programs to support our students. If you need more information regarding these special programs above, please feel free to call the office at 307-2900.

- **School Programs**
  - SPED (Special Education)
  - EL (English Learners)
  - Counseling/Behavioral Health
  - Speech Therapy
  - Occupational & Physical Therapy
  - Specialty Classes - Hawaiian Studies, PE, Art, Library
  - Social-Emotional Learning
  - iReady
  - General Learner Outcomes (GLOs)
  - Hazel Health
- **Tutoring**
  - Title I funded student interventions
  - EL Tutoring
- **Service Groups**
  - JPOs (Junior Police Officers): Grades 4-5
  - Media News Team (MNTs): Grades 4-5
  - Student Council: Grades 3-5
  - Marvelous Mentors: Grades 4-5
- **Afterschool Programs**
  - Atherton YMCA A+
  - Ukulele Club
  - Girl Scouts
  - STEM/Science Fair

# Policies

## Civil Rights Policy and Complaint Procedure

Hawaii Administrative Rules—Title 8—Department of Education—Subtitle 2, Education—Part 1, Public School—Chapter 41, Civil Rights Policy and Complaint Procedures

The Civil Rights Policy and Complaint Procedure was adopted by the Board of Education. Public school administrators are required to inform parents, students and staff of the policy.

According to Chapter 41,

“(a) It is the policy of the board of education that there shall be no discrimination in any program, activity, or service of the public school system on the basis of race, color, religion, sex, age, national origin, ancestry or disability. No disabled person who is otherwise qualified shall be denied the opportunity to participate in or receive benefits of, or be subjected to disparate treatment in any program, activity, or service of the public school system. The public school system shall comply with all applicable state and federal nondiscrimination laws and regulations in administering the policy.

(b) This chapter establishes a procedure in the public school system for filing and resolving complaints regarding alleged violations of nondiscrimination rights protected by federal and state laws.”

A complete copy of Chapter 41 may be obtained via the web at <http://lilinode.k12.hi.us/PUBLIC/ADMINR1.NSF> or may be viewed in the school office.

## Parent/Guardian Concerns Procedures

The following procedures should be followed when a concern arises. The goal should be to resolve any concern at the lowest intervention level possible. Parents/Guardians can voice their concerns about any aspect of the school's operations.

Communicating your concerns:

- Write your concern in your child's student planner
- Call Lincoln School's Office at 307-2900
- Make an appointment

Addressing concerns:

- Raise your concern as soon as possible after the issue occurs
- Maintain and respect everyone's privacy and confidentiality
- Respect and understand each other's point of view; value difference rather than judge and blame
- Realize we need to achieve an outcome acceptable to everyone involved

Resolution:

- Acknowledge your complaint and let you know approximately how long it will take to investigate
- After investigation, provide a response and/or resolution within a timely manner

# McKinney-Vento Homeless Education Assistance Improvements Act of 2001

## If You Are . . .

- Living with friends or family because you cannot afford rent;
- Living on the beach, at a campground, in a park, or in a hotel;
- Living in a tent, car, bus, or other non-permanent structure;
- Living in an emergency or transitional shelter;
- Living in a domestic violence shelter;
- Living at any of the following:

Kauai: Kauai Economic Opportunity Shelter, Manaolana,  
Hawaii: Ka Hale O Kawaihae, Office for Social Ministries,  
Maui: Ka Hale A Ke Ola, Na Hale O Waianae,  
Oahu: Family Promise, Institute for Human Services (IHS),  
Loliana, Maililand, Next Step, Ohana Ola O Kahumana,  
Onemalu, Hope for a New Beginning, Waianae Civic Center,  
Weinberg Village Waimanalo, Lighthouse Shelter;

- Without a regular place to stay at night; or
- Awaiting foster care placement.

Then, your child **may** be eligible for certain educational rights or services under the McKinney-Vento Act.

## Your Child's Rights Include . . .

- Immediate Enrollment . . .
  - The right to continue attendance in the school of origin, or the school of the attendance area where you are actually living; and
  - The right to initiate the dispute resolution process if you disagree with an enrollment decision.
- Comparable Services . . .
  - The right to comparable services that are available to other students; and
  - The right to transportation to and from your school of origin, if feasible.
- Transportation Services Options Include . . .
  - Public bus passes;
  - Mileage reimbursement;
  - Curb-to-curb services, if applicable; and/or Modified bus routes.

## Unsure whether your child qualifies or is eligible for services?

- Call Lincoln School's Student Services Coordinator (SSC) at 307-2900 or
- Call the Department of Education Homeless Concerns Office at 808-305-9869 or (toll-free) 1-866-927-7095 for assistance.

All collected information will only be used for the purposes of providing educational services pursuant to the McKinney-Vento Act and is protected by federal and state laws.

# NCLB Teacher and Educational Assistant Qualifications

As a parent/guardian of a Hawaii Department of Education public school student, you have the right to know the professional qualifications of the classroom teacher(s) and the educational assistant(s) who instruct your child.

Federal law allows you to ask for certain information about your child's classroom teacher(s) and educational assistant(s) and requires us to give you this information in a timely manner upon request. You have the right to ask for the following information about each of your child's classroom teacher(s).

(1) Whether the Hawaii Department of Education has licensed or qualified your teacher(s) for the grades and core academic subjects he/she teaches. Core academic subjects include (Section 9101[11]): English; Reading or Language Arts; Mathematics; Science; Foreign Languages; Civics and Government; Economics; Fine Arts; History; and Geography.

(2) Whether the Hawaii Department of Education has determined that the teacher(s) can teach in a classroom without being licensed or qualified under the High Objective Uniform State Standard of Evaluation regulations because of special circumstances;

(3) The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; and

(4) The qualifications of any paraprofessional tutor or aide working with your child.

Please contact the Principal for more information at 307-2900.

## Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

ADA/Section 504 inquiries

Krysti Sukita, ADA/504 Specialist Civil Rights Compliance Office Hawaii State Department of Education P.O. Box 2360

Honolulu, Hawaii 96804

(808) 586-3322 or relay [crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us)

Title VI, Title IX, and other inquiries Anne Marie Puglisi, Director

Civil Rights Compliance Office Hawaii State Department of Education P.O. Box 2360

Honolulu, Hawaii 96804 (808) 586-3322 or relay [crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us)

## Notice and Request for Accommodations

If you are an individual with a disability, please contact the following personnel to make arrangements for accessibility to any school event at least **10 working days** prior to the event. Reasonable efforts will be made to accommodate your request. Lincoln School's ADA Plan is on file in the office and available upon request. For SCHOOL events, please contact: **Student Services Coordinator at 307-2900**.

## Hawaii BOE Student Code of Conduct Policy #4010

The Student Code of Conduct Policy was adopted by the Board of Education and applies to all public school students.

- 1. Regular Attendance:** Students are expected to attend school regularly and to attend all classes.
- 2. Punctuality:** Students are expected to be on time for school and classes.
- 3. Work Habits:** Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.
- 4. Respect for Self and Others:** Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.
- 5. Respect for Authority:** Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.
- 6. Respect for Property:** Students are expected to treat all property belonging to the school and to others with care.
- 7. Freedom from Fear:** Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

## Parent/Family Involvement BOE Policy 101-14

In setting expectations and creating a climate conducive to effective engagement/partnership implementation, the Board acknowledges the importance of administrative leadership at all levels, including its own. Therefore, the Board directs the Department to establish an organizational culture characterized by practices and programs that build and sustain positive and engaged relationships with families and communities by:

- Building the capacity of staff and families to engage in partnerships;
- Aligning with school achievement goals and connecting families to the teaching and learning goals for the students;
- Taking a comprehensive and coordinated approach to family school engagement and community partnerships;

- Addressing family school engagement/partnership in strategic planning processes;
- Assigning formal responsibility, accountability and necessary authority for engagement/partnership implementation to appropriate staff at the State, Complex Area and School levels;
- Embracing the diverse cultures, languages, strengths and needs of all families;
- Providing adequate and appropriate time, resources and opportunities to include families in the design, implementation, evaluation and oversight of all relevant programs and services.
- Establishing statewide standards, administrative guidelines, associated metrics/indicators, timelines and reporting requirements that support the implementation, monitoring and evaluation of family and community engagement/partnerships based upon national evidence-based best practices including, but not limited to:

- **Standard 1: Welcoming all families into the school community**

*Families are active participants in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.*

- **Standard 2: Communicating effectively**

*Families and school staff engage in regular two-way, meaningful communication about student learning.*

- **Standard 3: Supporting student success**

*Families and school staff continuously partner to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.*

- **Standard 4: Speaking up for every child**

*Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.*

- **Standard 5: Sharing power**

*Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.*

- **Standard 6: Engaging/partnering with community**

*Families and school staff engage/partner with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.*

**Rationale:** *The Board of Education ("Board") recognizes that a child's growth and educational success are responsibilities and goals shared by the Department of Education ("Department"), communities, schools and families. It follows that achievement of these goals depends on the establishment of a broad array of informed partnerships among stakeholders that address the strengths and needs of all students.*

**Approved:** 06/16/2015 (as **Board Policy 101.14**)

**Amended:** 06/21/2016 (renumbered as **Board Policy 101-14**)

*Former policy 2403 history: approved: 05/03/2001; revised: 09/18/2003*

# Parent Involvement Policy

The following policy describes Lincoln School's guidelines for parental involvement. Lincoln School's Parent Involvement Policy is broken down into four sections that are aligned to the Board of Education's Parent/Family Involvement Policy #2403. The four sections are: (1) Communication; (2) Shared Responsibility; (3) Community Support; and (4) Building Capacity.

## **I. Communication:**

Communication between school and home as well as school and community is regular, two-way and meaningful. The following parent involvement opportunities are in place to support communication between school and home/school and community.

1. Comprehensive Student Support Services (CSSS) Brochure: Distributed at the start of each school year, this brochure describes the services and programs available to Lincoln School's students and parents. Those services include such things as Student Support Process Meetings to discuss student progress, school-level counseling services for students, and support services available for parents.
2. Media News Team's Web Videos and School Broadcasts: The Media News Team (MNT) is comprised of students in grades 4-5. The students create videos for in-school broadcasts that relate to school and community events and student achievements.
3. Open House: Orientation at the beginning of the year that serves as an informational school meeting and a time to visit their child's teacher. Parents are informed about the classroom curriculum goals, policies and what they can do to help their child become college, career and citizenship ready.
4. Parent Newsletter: Teacher, parent, student, school and community information are included in a quarterly parent newsletter which can be accessed via our school's website at: <http://les.lincoln.k12.hi.us/>.
5. Parent-Student Orientations: Kindergarten and ELL parents take part in a student-parent orientation once a year and as needed. Parents are informed of the various programs and services available at Lincoln School and are taken on a school-wide tour. Interpreters are available upon request for parents whose first language is not English.
6. Parent-Teacher Conferences: Parent-Teacher Conferences are held at the end of the First Quarter and as needed. Parents are informed of their child's academic status, including their performance on the HSA and other standardized tests. Interpreters are available upon request for parents whose first language is not English.
7. School Marquee: The Lincoln School Marquee fronting the school provides information about school events, activities and workshops offered to students, parents and community.
8. Standards Based Report Cards: Standards Based Report Cards and General Learner Outcomes are sent home at the end of every quarter.
9. Student Planner/Communication Log: Students in Grades K-5 are given a Student Planner to log assignments. Parents and teachers use the planner to communicate student progress.



## **II. Shared Responsibility:**

In order for our students to achieve high academic standards, parents, teachers, students, staff and administration must work together and share the responsibility for helping all students. Lincoln School has certain parent opportunities in place to support parent input, responsibility and decision making.

1. Coffee Hour & Monthly Parent Meetings: Parents are invited to Lincoln School's Coffee Hours & monthly parent meetings. In addition to meeting other families, parents may share comments, concerns, and suggestions about issues which may affect their children and Lincoln School.
2. School Community Council (SCC): Representatives from all role groups: students, parents, teachers, administration and community serve on the SCC. Monthly meetings are focused on improving student achievement, empowerment, accountability, and streamlining services. The role groups provide feedback and helps develop the school's Academic and Financial Plans.
3. Lincoln School Compact (page 5): Each year, a school-parent compact describing the shared responsibility for high student performance is agreed upon and signed by each student, parent, teacher and administrator. The compact lays out the responsibilities of families, students and school staff to make sure students meet the State Standards.

## **III. Community Support:**

Community and school resources are made available to strengthen school programs and ensure that all students are given adequate support to achieve and be career and college ready.

1. Community Tutors: Provide extra help to students who have not yet mastered the standards.
2. Homeless Concerns Office and Liaison: Under the McKinney-Vento Homeless Assistance Act, Lincoln School and the Homeless Concerns Office and Liaison assist homeless families with school and community resources.
3. Papakōlea Community Development Corporation & Kula no na Po'e Hawaii Partnership: Lincoln School and the Papakōlea Community Development Corporation (PCDC) & Kula no na Po'e Hawaii (KULA) partner to help develop school programs, family practices and student learning.
4. Reading is Fundamental: Community volunteers help foster the love of reading in all students in Grades K-3 by visiting individual classrooms four times a year and reading a variety of books to the students. The volunteers also give a book to each student with the message that Reading is Fundamental.
5. Rotary Club: The Rotary Club provides Lincoln School's students with support services such as tutoring, hearing and vision screenings, an annual third grade dictionary project, and help with school supplies.

## **IV. Building Capacity:**

Parents play an integral role in nurturing student learning. The following parent opportunities are in place to empower parents to become actively involved in their child's learning and to keep parents abreast of their child's progress.

1. After School Program (A+): The Atherton YMCA plans various activities that encourage parent participation by our A+ parents.
2. English Learner (EL) Program: The EL coordinator and Lincoln School's Family Empowerment Committee (FEC) work together in planning various activities that encourage parent participation by our EL parents.

3. Family Empowerment Committee (FEC): The Family Empowerment Committee sponsors academic and parenting activities for parents and students. The FEC has had workshops on reading, space and science, internet safety and winter crafts. At the end of the activities, parents provide feedback, which is used in the planning of future events.
4. Parent-Community Networking Centers (PCNC): The Parent-Community Networking Centers (PCNCs) serve to create supportive partnerships among the home, the school, and the community for the purposes of supporting student success, and building a sense of family and community. The PCNCs are school-based centers for families, volunteers and community to identify their strengths, collaborate, make decisions and create partnerships. PCNC Contact: Cappy Solatorio
5. May Day Program: Each year, Lincoln School holds a May Day Program in which all students participate in song and dance. Parents assist with preparations for the program and are invited to watch their child/children perform.
6. Technology Workshops: Technology workshops are offered to help parents assist their children with academics at home.
7. Feedback: Throughout the year we welcome your feedback and suggestions. Please look out for the surveys, evaluations and meetings that will be held to gather your ideas and insights.