Lincoln Public Schools



Elementary Handbook

PreK-6

2025-2026

Check out our website at *www.lincolnlynx.com* and like our Facebook page *Lincoln Public Schools- Lincoln, MT***

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School Administration Roster

Tom Barnett -Superintendent/Principal
Darci Jakushak-Clerk
Sarah Perez -Secretary

Local School Board

Brenna Clark – Chairman
Julie Zarske – Vice Chairman
Billy Cyr
Sarah Tams
Merleen Lumpkin

MISSION STATEMENT

The mission of Lincoln Public Schools is to provide educational opportunities and assist all students in developing the knowledge, skills and attitudes necessary to become life-long learners and responsible citizens in a changing society.

MOTTO

Lynx to Excellence Through Education
"Pawsitively the Best"

OUR VISION

Lincoln Public Schools will create an educational environment in which each day, each student achieves success in a safe, positive, supportive and orderly learning environment.

STATEMENT OF PHILOSOPHY

Our vision for the Lincoln Public Schools is based on this five-point philosophy:

- Lincoln Public Schools is a student-centered district. School must be run for children, not adults.
- All students can and must learn. They must leave our schools prepared to be productive citizens and ready to be life-long learners.
- Students do best in a positive environment.
- Decisions must be based on educational soundness, not personal comfort or political expediency.
- Parents and community involvement and support are essential for effective schools.

The Right To Education and To Participation

1. Every student has the right to an education without disruption and a corresponding responsibility not to deny this right to any other student. Each student is expected to take responsibility for either his or her learning behavior.
2. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of their school.
3. Students have the right to participate in school activities regardless of sex, race, religion, ethnic origin, economic status, handicap or other disadvantage.
4. Students may not be denied participation in any activity for any reason other than those established by state, county, Montana High School Association and school eligibility requirements.

Student Enrollment

PreK-6 students may not attend the Lincoln School if he/she is not living with a parent or court ordered guardian. Students living with grandparents or other relatives will not be allowed to attend the Lincoln School, unless the placement is court ordered. Special circumstances for enrollment may be considered by the administration and/or school board.

Student Expectations

1) Students must arrive to school prepared and on time.
2) All students must check out and in through the Main office when leaving school or arriving late
3) Students will conduct themselves in a responsible manner being respectful of other people's differences.
4) Students shall be courteous to other students, teachers and staff.
5) 5) Students must abide by policies/regulations of the school
6) 6) Stay on the school grounds at all times.
7) Take care of school property. Textbooks and other school items are the direct responsibility of the student. Fines will be imposed for lost or damaged school materials. This also applies to all equipment.
8) Help make the school a good learning environment for everyone. Disruptive behavior will not be tolerated.
9) Take care of your own things and leave other people's belongings alone.
10) Report to class with books and material needed.
11) Help make school a safe place. This means NOT bringing skateboards, squirt guns, firecrackers, matches, rubber bands, knives, etc. and NOT throwing things in the building or on the school grounds. It also means taking extra safety precautions in places such as the gym and loading and unloading buses, and being careful in the parking lot around cars.
12) For safety precaution, in town students need to leave the parking lot area as soon as possible after school is dismissed.
13) Pass quietly in halls between classes.

Extra-Curricular- **After school day or during non-school hours**

1) Parents/Guardians or a supervising adult must be present to supervise and accompany students grades PreK- 8th grade. Older siblings or youth childcare providers will not qualify as supervisors.
2) These after school events include, but not limited to, sporting events, carnivals and conferences.

Lincoln K-12 School District Goals- 2025-2026

Reading)

a) Pre-School- By Spring 2026, 65% of students in Pre-School will score At or Above Benchmark as indicated by the end of the year PELI Composite Score.

ACADIENCE (Reading)

a) Grades K-2- By Spring 2026, 65% of students in grades K-2 will score At or Above Benchmark as indicated by the end of the year Acadience Reading assessment.

iReady- (Math)

a) Grades K-2- By Spring 2026, 75% of student in grades K-2 will score At or Above Grade level as indicated by the end of the year iReady Math assessment

MAST (ELA and Mathematics)

a) Grades 3-6- MAST **ELA** test data proficiency will be determined after the OPI/Assessment Division has established student proficiency levels (new assessment- 2024-2025)
b) Grades 3-6- MAST **Mathematics** test data proficiency will be determined after the OPI/Assessment Division has established student proficiency levels (new assessment- 2024-2025)

IXL (ELA and Mathematics) *Proficiency levels will be set in 2025-2026*

a) Grades 3-6- IXL **ELA**- test data proficiency levels will be determined after the 2025-2026 testing results are analyzed and reviewed.

b) Grades 3-6- IXL **Mathematics-** test data proficiency levels will be determined after the 2025-2026 testing results are analyzed and reviewed.

SCIENCE (grade 5) - By Spring of 2026, the number of students performing at the levels of proficient and advanced in Science for grades 5 will increase as measured by the State Science assessment.

STATEMENT OF GOALS

A school-wide curriculum will be developed, implemented and evaluated to ensure that students are provided with an opportunity for excellence in education and that they are prepared to meet the standards set forth in the Montana Common Core Standards. To enhance the attainment of this opportunity, the following educational goals are set forth.

Students shall have the opportunity to:

- Develop skills in all disciplines including reading, writing, speaking, listening, mathematics, social studies and science.
- Foster appropriate social interactions, attain positive social skills, and develop a sense of community.

- Develop a foundation of technological knowledge that will enable them to access, use and evaluate information.
- Develop an appreciation for arts and music.
- Learn in a safe, positive, supportive and secure environment.

SCHOOL HOURS

School will be held Monday through Thursday. For grades PreK-6, **classes will start at 8:10 a.m. and will be dismissed at 4:10 p.m**. Elementary students' breakfast is served daily from

7:40 a.m. to 8:10 a.m. **Students should not be at the school before 7:40 am**.

Elementary students will have lunch from 11:30 to 12:00. Students will not be allowed to leave the school grounds during lunch unless the parents have made arrangements with school personnel. Students will eat in the lunchroom, bring their lunch, or, with written parent permission go home for lunch if they live close enough to school to get back in the time allotted.

ACCESS TO THE SCHOOL BUILDING

-Students and parents may enter the school via the front doors and the west kitchen doors before school hours. At 8:10 the east and west doors will be locked.

-Anyone coming to the school building between 8:10a.m. and 4:45p.m. must use the front door and MUST CHECK IN at the front office and get a visitor pass.

-Students leaving the building during school hours must be checked out by a parent, guardian, or their emergency contact.

Student Visitors- Students who are not enrolled in Lincoln School will **not** be allowed to attend classes with an enrolled Lincoln Student.

Parent Visitations- We invite parents to visit our classrooms and special programs. We want you to know about your child's educational program. As a courtesy to your child's teacher and instructional program, we respectfully request that you make an appointment for a visit to your child's class or with a teacher. **Parents visiting the school must first check in at the front office and wear a visitor pass while in the school building**.

GENERAL SCHOOL RULES:

1. Keep hands, feet, and objects to yourself.
2. No running in the school buildings.
3. No food or beverages to be consumed in the hallway. No alcohol, drugs, tobacco, or illegal substances allowed at school.
4. No knives of any kind will be allowed on school property or at school activities
5. No defacing of school property.
6. No cussing, cruel teasing, rude gestures, or put downs.
7. Follow the directions of all supervising adults.

PLAYGROUND RULES:

1. Keep hands, feet and objects to yourself.
2. No climbing or playing on fences.
3. Follow the directions of all supervising adults.
4. No snowball throwing on school grounds. No King of the Hill on the snow hills
5. Football/Dodgeball - if the game gets out of hand, the supervising adult will stop the game and no more football and/or dodgeball for that day. The goal is to have students better monitor the game themselves.
6. No roller blades or skateboards.
7. No tag on the playground equipment.
8. Students who leave the playground without asking permission will lose recess privileges for the rest of the day.

Winter outdoor clothing – all kids PreK-6 must wear their coats in the winter. They must wear boots and gloves to be out in a significant amount of snow. If students don't have boots and gloves they stay on the cement. If students don't have snow-pants they can't roll around and get wet.

CONSEQUENCES:

1. Warning by the recess supervisor.
2. Time out - student sent to the wall for a portion of their recess time.
3. Taken to the Principal's office, which will result in appropriate consequences and contacting the parent.

LOCKER ROOM BEHAVIOR

It is expected that students be respectful to others at all times, including in the locker room before and after gym class or sporting events. Behavior in the locker room can be monitored and it is expected that students act appropriately. No verbal or physical harassment towards other students will be tolerated. Cell phones, cameras or other digital devices are **NOT** permitted in the locker rooms.

FIELD TRIPS

Educational Field Trips are an integral part of the K-12 Curriculum and are conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

Field trips, though an extension of the educational curriculum, are a privilege not a right. Individual teachers in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to poor academic performance and/or poor conduct. Students not attending a field trip are expected to attend class as scheduled and work will be assigned, including assignments related to the subject of the field trip.

ASSEMBLIES

Students must attend all school assemblies. We expect you to behave exceptionally well at school assemblies. Rules for assemblies are:

1) Be respectful

2) No whistling, booing or yelling
3) No horseplay
4) No talking during the performance
5) Sit with your homeroom
6) Teachers are expected to attend and sit with their assigned classes.

ATTENDANCE

Students are expected to be at school unless properly excused by a parent or sent home by the principal. If your child is ill or will be absent, notify the school by note or telephone. If the school is not notified by 9:00 am, we will attempt to contact the parent. If the school personnel is unable to contact a family or relative about an absent child within a reasonable length of time the public authorities must be notified, or the School Truancy Officer is required by law to figure out where your child is! Our Superintendent/Principal also serves as the Truancy Officer for Lincoln Public Schools.

It is critical that all K-6th grade students have positive attendance to promote sound learning. A high number of student absences will ultimately affect your child's academic skills and result in lower grades. Continual low grades may lead to grade retention at the end of the year.

Much academic learning and many concepts are missed when a student is not present. Class is much more than pencil and paper homework. There is a strong chance that there will be a reduction in a student's daily grade for excessive absences. Please take heed of this issue to avoid future problems after the fact.

When a student's absences reach 6 days in a semester, a letter of notification will be sent home. A letter will also be sent home when a student reaches 8 absences in a semester, and all absences thereafter will be closely monitored by the administration.

When a student's absences reach a point where truancy interrupts the ability of that student to learn; truancy will be reported to authorities and that student's performance will be reviewed for recommendation for retention, and/or family services intervention.

Grades 5-8 Eligibility: Extra-curricular eligibility is based on weekly grades. The student must be in attendance for a full day of school, the day he/she participates (activity and practice).

Attendance exceptions may be granted by administration. (See the extra-curricular agreement).

ELEMENTARY- PreK-6TH- CLOSED CAMPUS

The Lincoln Elementary School is a closed campus. The exceptions are as follows:

1) The parent informs the K-6th teacher that their student will be eating lunch at home and this is a consistent pattern.

2) That every once in a while, the parent allows their child to leave for lunch. This will require a note to the teacher each time. One note WILL NOT work for spread out, staggered times.
3) This is a student safety issue and the school needs to know where the student is for the benefit of the school, student, and parent.
4) If there is no parent communication we will assume that the child is eating lunch at school and will be supervised. Any violation of the Closed Campus policy will then initiate consequences. The school is asking that there be strong communication between the parent and the student about what is expected.

GRADING SYSTEM

Report cards will be issued following each of the nine-week periods. Parents will be notified each mid-quarter period concerning student progress. Parents will be notified if there is a major change in student achievement when a teacher sees a substantial decrease in student performance. Parents shall have continual access to grades through Infinite Campus – see the school office for help if you do not currently have access.

Lincoln School District

INSTRUCTION Board Policy 2413

Credit Transfer/Assessment for Placement

Grades 1-6

Requests from parents of students in non-accredited, non-public schools for placement in the District school system will be evaluated by an assessment for placement team. That team will consist of:

1. the school principal;
2. one (1) teacher of the grade in which the student is being considered for enrollment;
3. one (1) counselor (grades 6-8 only) (OPTIONAL).

The assessment for placement team will use the District adopted criterion referenced test and/or the end of the year subject matter test to be administered and scored. The assessment for placement team will take into account the following in its recommendation for grade placement:

1. Documentation that the non-accredited, non-public school has provided a comparable number of hours as the child would have attended in a public or private school;
2. That the child followed a similar curriculum as would have been provided in an accredited public or private school;
3. That the result of the end of the year test indicates the student has mastered most prerequisite skills;

Parents of students in elementary or high school home schools are encouraged to maintain a log which documents dates of instruction, content of instruction, amount of time spent on that instruction, scores on tests, and the grades in all activities.

The District is not obligated to provide instructional materials for other public or private schools.

If a parent or guardian of a child is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a non-accredited, non-public school

Policy History: Revised on: 06/06/02

HONOR ROLL GRADES 5,6

Students attaining a Grade Point Average (GPA) of 3.0 (B) or higher, **without any grade below a 70% (D or F grades)**, will be eligible for the Honor Roll. All classes will be used to calculate the grade point. Students having an (I) incomplete, on their report card will not receive a GPA at that time or until the (I) incomplete is made up.

Grading Scale

97-100%.....A+	94-96%..... A	90-93%..... A-	
87-89%..... B+	84-86%..... B	80-83%..... B-	
77-79%..... C+	74-76%..... C	70-73%..... C-	
67-69%..... D+	64-66%..... D	60-63%..... D-	Below 60%..... F

Student Visitors - Students who are not enrolled in Lincoln School will **not** be allowed to attend classes with an enrolled Lincoln Student.

Parent Visitations - We invite parents to visit our classrooms and special programs. We want you to know about your child's educational program. As a courtesy to your child's teacher and instructional program, we respectfully request that you make an appointment for a visit to your child's class or with a teacher. **Parents visiting the school must first check in at the front office and wear a visitors pass while in the school building**.

CARE AND USE OF SCHOOL PROPERTY

Students are urged to do their best in helping to maintain the appearance of the building, grounds and equipment. Defacing walls, desks or books will be considered a serious offense as will depositing gum on desks or on the walls or floors of the building. One building goal is to improve the looks of the facility and both students and adults will be held responsible.

SCHOOL PARTIES

Party invitations must include all students in a room or the invitations cannot be passed out at school. ("All students" can be either all the girls or all the boys)

FINES AND FEES

Fines, fees and school bills are the obligation of the student and parent; every effort will be made to collect them for the benefit of all students.

LIBRARY--MEDIA CENTER

Our school has concentrated on developing library and media facilities. Our center has a large collection of materials including reference materials, books, magazines, audiovisual materials, and a variety of digital media tools/resources.

Regular books may be checked out for a period of two weeks.

The library is a learning center and the same rules of conduct that prevail in the other areas of our school will be expected. Please exercise care when handling library materials.
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Use of Internet Technology - Students must have a signed **Technology Use Agreement** sheet on file in the office to use the Internet in the school building. Appropriate usage and consequences are listed on the Use Agreement. See Student Technology Use Agreement (back of handbook).

Personal Digital Devices-students who have and wish to use their own personal digital devices for educational purposes will be allowed to connect to the school's wireless internet after signing a specific agreement for personal digital device use. Please see the office for further information and access.

MEALS

Our school now qualifies for "Community Eligibility", therefore, all breakfast and lunch meals are free beginning in the fall of 2017. Students in grades PreK-12 shall not be billed to eat at school.

Parents are welcome to come eat lunch with their child. Just call the school office before 8:30 am. Cost for adult lunch is $2.50 and can be paid in the office.

BREAKFAST

A school breakfast program is maintained by the school district and all students may eat, if they so desire. Students are asked to eat their breakfast immediately upon entering the school. They are not to play outside first if breakfast is being served.

LUNCH

A school lunch program is maintained by the school district and all students may eat, if they so desire. Students will be allowed one carton of milk with lunch. Please sign up for hot lunch with your classroom teacher at the beginning of the day. If you do not sign up, the kitchen cannot prepare the proper amount of food.

THE CAFETERIA

The school cafeteria is a very vital and important part of our school. The cooks, janitors, and administration will appreciate your cooperation in:

1) Depositing meal litter in appropriate wastebaskets.
2) Leaving the floor and table clean for others
3) Maintaining safety by not running to or from meal area
4) Being polite and patient in line, no saving places or cutting is allowed.
5) Do not take food trays from the cafeteria.

Other Food and Beverages –Students will be able to purchase drinks before school, after school and at lunchtime (after lunch has been served). Food and drinks will be allowed in the classroom ONLY with teacher permission. No pop and no energy drinks are allowed anywhere in the school.

HEALTH SERVICES

When available, vision and hearing screening will be offered. Dental screening will be conducted during the school year. Parents of students who require attention in these areas will be notified.

Everyday first aid will be administered when necessary. Parents of students will be notified in case of serious injury or illness.

Students who become ill during the school day must come to the office prior to going to the sick room.

MEDICATION

Lincoln Public School and County Health Department Medication Policy

The following policy for administering medicine by school personnel is recommended for all schools.

1. It is recommended that medications be given at home whenever possible. The administration of medication to pupils should be done only in exceptional circumstances when the child's health may be jeopardized without it.
2. Parents shall fill out an authorization to dispense medicine at school form.
3. The physician and/or pharmacist shall be requested by the parents to prescribe duplicate bottles of the medication if it is necessary that the medication be given during school hours.
4. School personnel will give aspirin, acetaminophen, or any other patent medicine to students with specific written permission from parents.
5. Under no circumstances will school personnel give any medications that are not in a correctly identified prescription bottle.

- **Any student giving another student any form of medication will be subject to suspension from school.**

TEXTBOOKS

Textbooks will be furnished free of charge by the school district. However, the students are responsible for the books checked out to them. If they are destroyed, lost or stolen, the students must pay for the textbook. Textbooks are an expensive item for the taxpayer and we urge all students to treat their books with care. Fines will be levied against students turning in books that show evidence of misuse.

Students will be furnished 1 (one) workbook in a subject area; however, the student will pay for lost or misplaced workbooks.

SUPPLIES

Supply lists will be sent home in the beginning of the year packet, can be picked up at the school office, and is available on the school's website.

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If a student must leave the building because of illness or any other emergency, they must have parent permission and their parent must check the student out at the office.

Written notes or phone calls from parents are necessary for any change in a student's routine schedule that would keep them from riding the bus or going home after school in an everyday routine. Positive communications between the parent and teacher really helps to prevent issues from arising.

END OF YEAR CHECKOUT

Early checkout – The school will keep students until the last day scheduled departure time. If at parent discretion, the student needs to leave early then the parent needs to physically come and be a part of the checkout process. **Any fines must be paid before allowed to checkout with their teacher.**

Early checkout students will not remain on the premises after they have checked out.

Teachers will teach or have educational activities up until the last day. Students will be released by their teachers at 11:00 AM. at the close of the school year.

INSURANCE

It is important for you to know that **the school district does not carry accident insurance on students.** The Lincoln School District highly recommends that all students purchase coverage if you are not already covered under your family's insurance program.

EMERGENCY EVACUATION DRILLS

We will conduct a number of drills throughout the year including fire, earthquake, evacuation, and lockdown. Teachers will inform you of the proper procedures and exits for their classrooms.

All procedures will be practiced throughout the school-year.

DRESS AND APPEARANCE

Students will be expected to dress and groom appropriately for a school environment in which everyone can learn without distraction or disruption. These rules apply during the instructional day and official school events/activities when the student is a participant. If the student's dress or grooming disrupts the educational process or violates the provisions of this policy, the administrator shall request the student to make appropriate corrections. Students may be sent home for repeat offenses.

Dress Guidelines:

Shirts:

- No inappropriate, offensive, or suggestive language or graphics including innuendos
- No alcohol, tobacco, drugs, or sexual connotations or graphics pertaining to these issues
  ● No backless or see through apparel
- No halter-tops
- Necklines should not extend below one hand's width (of the student) from the lowest part of your clavicle/collar bone
- Tank tops must have at least a three finger (of the student) width strap at its narrowest point unless covered by another garment and must at all times cover undergarments; arm holes cannot reveal either chest or back
- Must extend past the waistband of pants, shorts, or skirt so that no part of the stomach or back shows when the arms are raised horizontally
- Undergarments must be covered at all times, even while in the sitting position

Pants, shorts, and skirts:

- Dresses, skirts, and shorts must be hemmed and reach at least "fingertip length' with arms extended down at the sides regardless of layering underneath.
- Yoga/Leggings/Stretch Pants must be covered with a long shirt to "fingertip length."
- Boxer and undergarments shall not be visible at any time, nor seen through holes or tears. ● Pants must be reasonably clean

Hats:

- No hats may be worn in the school building during regular instructional hours. The exception to this is on Thursday. With a payment of $1.00 to the office each Thursday, students are allowed to wear a hat. The money goes to the Student Council to assist in the Student Council Scholarship offered to a graduating Senior each year.

Other:

- No hoods, hats (except Thursdays when you pay $1.00), bandanas, or sunglasses may be worn in the school building during instructional hours.
- No bare feet – shoes, flip-flops, or sandals are required.

Exemptions:

- School approved athletic uniforms
- Formalwear is considered appropriate for Prom and is encouraged
- PE attire shall be established by the teacher and administration
- School functions when the student is not participating but is there as any other public person

Process:

Staff observing dress that is inappropriate according to these guidelines should discretely visit with the student and ask him/her to modify his/her attire. If the student cannot or will not modify his/her attire appropriately, or disagrees with the staff member assessment, he/she should be referred to the principal.

Use of Internet Technology/Email

All Lincoln Public School Students must have a signed Technology Use Agreement on file in the office to use Technology (including the Internet or email) in the school building. Appropriate usage and consequences for non-compliance are listed on the Technology Use Agreement. Please note: Social media sites should not be accessed during the school day without teacher permission and a sound educational purpose on either school or personal devices.

Personal Digital Devices/ Cellphones

Personal digital devices may be used only with teacher permission. Appropriate use dictated in the Technology Use Agreement applies to personal digital device use at school. Students are permitted to possess cellular telephones and digital devices at school, provided that all devices remain turned **OFF and in backpacks or lockers with the exception of before school and at lunch time**. Only if specific permission is granted by school personnel and it is used for educational purposes may the phone be retrieved. It is the goal of the administration to provide a distraction free environment.

Students must comply anytime a request is made by school personnel to stop using a cell phone or other digital device. If a cell phone or other digital device is being used inappropriately it will be confiscated until released by the administrator and the student will be issued a detention. The administrator may release directly to the student's parent or guardian. An exception to this procedure may be granted by the school administrator for purposes relating to health and/or safety needs.

In addition to the instructional day:

1. Unauthorized cell phone or other digital device use, including text messaging and digital photography, is prohibited while on school-sponsored transportation. Cell phones will be left with the teacher during field trips, but may be used under proper supervision.
2. Cell phones are not permitted in the bathrooms or locker rooms at any time.

Consequences:

-1st time- detention-phone or digital device will be confiscated and parents will be required to pick up the phone

-2nd time- 1-day ISS -phone or digital device will be confiscated and kept by the administration for the remainder of the school year.

****Inappropriate use of a camera phone may lead to a recommendation by the Administration to the Board for expulsion of the student(s).****

The School and/or District are not responsible for students' lost or stolen cellular telephones or digital devices including laptops.

IMMUNIZATION

Under Montana law all PK-6th grade students need the following immunizations – 4 DPT, 3 Polio, 1 Varicella, and 2 MMR prior to attending Lincoln Public Schools. If proof of adequate immunization is not received, we cannot admit the student as per state law. If you have any questions, please call the County Health Department, The public health nurse at 457-8925 or Parker Medical at 362-4603.

DISCIPLINE

Any student shall comply with the policies of the trustees, and the rules of the school which he/she attends; pursue the required course of instruction; submit to the authority of the teachers, principal, and district superintendent while he/she is in school or on school premises.

Any student who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in the school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, books belonging to the district, or property shall be liable for the punishment, suspension, or expulsion under the provisions of this title. When a student defaces or damages school property, as defined above, his/her parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent or any trustee and the proof of such damage.

ANY VIOLATIONS OF STATE OR FEDERAL LAW WILL BE REFERRED TO LAW ENFORCEMENT AGENCY.

The teacher has primary responsibility for the matter of conduct and discipline in the classroom, in the school building, and on the school grounds.

Teachers will resolve problems according to their classroom management plans and directly with the students whenever possible. When necessary, parents will be contacted and

consulted by the teacher. The teacher and the parent will participate in a conversation that will inform the parent about the nature of the specific behavioral concern(s) with the intention of seeking a mutually developed resolution to the problem. Behavioral problems that continue in spite of the teacher's efforts will be referred to administration. Serious violations will be directly referred to administration.

When a student is referred to administration by a teacher, the teacher will inform the office, and fill out a Discipline Referral Form and send it to the principal, or email the principal with a narrative explaining the issue. The student will be allowed to present his/her side of the situation to an administrator or designee. The administrator will also hear the situation from the teacher's perspective. Parents will receive written or verbal contact regarding behavioral concerns.

Behaviors that interrupt the educational process are subject to discipline.

Federal and state laws may dictate additional consequences for some infractions.

Administrators may assign the disciplinary consequences outlined below, or others they deem necessary.

The administration reserves the right to make final decisions on consequences assigned and discipline procedures.

Disciplinary options are as outlined:

Detention: May vary in length of time and number. Detention may be given for violations of classroom/school rules. Detention may be before school, during lunch, or after school. All detentions will be served when assigned. Any student skipping detention will be assigned ISS. Any change in detention time must be arranged with the teacher that assigned detention.

School Service: School service options will vary depending on the infraction, and may be given for violation of classroom/school rules.

In-School-Suspension: Isolation of student from other students for the school-day. Student can be counseled during that time. In-school-suspension will be served in a location determined by the Superintendent, and supervised by a designee of the Superintendent. Students may not sleep and must be working on school related activities at all times. After in-school suspension, the student must have attended one regular school day before being admitted to extra- curricular activities/functions unless permission is granted by an administrator. Students will be required to complete assigned homework. Work given to the student, but not completed during ISS will receive a grade of "0". Cell phones or other electronic devices will not be allowed.

Out of School suspension: may be 1 to 8 days in length. Parents will be contacted and the students will be sent home. During the time that a student is suspended, they

are not allowed on school grounds or to attend or participate in any extracurricular activities/functions. After out-of –school suspension, the student must have attended one regular school day before being admitted to extra- curricular activities/functions. Work given to the student, but not completed during OSS will receive a grade of “0".

Expulsion- Board Policy 3300P

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) business days before the date scheduled for the hearing. The notice shall include the time and place of the hearing and information describing the process to be used.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student’s needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Tiered Infraction Examples

<table>
<tr>
<td>Tier I

Considered to be minor violations including, but not limited to the following:

● Unprepared for class
● Class disruption
● Talking
● Tardiness
● Misconduct on school grounds or in the cafeteria
● Driving/Parking violation
● Dress code violation
● Profanity
● Inappropriate display of affection
● Bringing pop or energy drinks to school/class

Consequences: Detention or school service</td>
<td>Tier II

Violations including but not limited to the following:

● Repeated Tier I offenses
● Insubordination
● Including profanity directed at a staff member.
● Technology agreement violation
● Unexcused absences

Consequences: In-school suspension, out-of –school suspension</td>
</tr>
<tr>
<td>Tier III
Serious violations including but not limited to the following:
● Repeated Tier II offenses
● Drug paraphernalia possession
● Alcohol/Drug/Tobacco use or possession (see specific policy regarding this offense)
● Possession/viewing of pornography
● Harassment/Threat/Intimidation (see specific policy regarding this offense)
● Vandalism/Theft/Malicious mischief including hitting another student in the private area of the body for any reason.
● Choking each other or self with the intent of passing out.
● Fighting (mutual)/Assault
● Computer misuse/abuse including Cyberbullying (defined in tech agreement).
Consequences: In-school and/or out-of-school suspension</td>
<td>Tier IV

Severe violations including but not limited to the following:

● Repeated Tier III offenses
● Assault (physical or verbal)
● Felony of any kind
● Weapon (gun or non-gun) violations (see specific policy regarding this offense)
● Explosives
● 911 Calls/false fire alarms/bomb threats

Consequences: Out-of-school suspension and/or recommendation for expulsion.</td>
</tr>
</table>

The following are specified consequences for specific serious and/or severe violations:

It is the goal of Lincoln Public Schools that each student develops the knowledge, skills and attitudes necessary to become life-long learners and responsible citizens in a changing society. Homework is a necessary part of that development. Our staff strives to have students complete a good portion of their homework in the classroom with teacher assistance. Students may have some homework to complete outside of the school day. Teachers have the option to keep students after school hours to complete homework.

Vandalism of school and personal property will not be tolerated. Students who commit acts of vandalism will be charged for repairs and will be subject to appropriate discipline measures.

Tobacco Use - There shall be no vaping, smoking, chewing, or possession of tobacco products, this includes e-cigarettes, water pipes, smokeless tobacco, nicotine pouches and cigarettes. by K-12 students on school property. The use of tobacco products is prohibited from the school buildings, meetings held at the school and school sponsored events. Tobacco products will be confiscated, parents/guardians will be notified and a two-day suspension will be mandatory. The second violation will result in an eight-day suspension and the student must appear before the Board of Trustees to explain their actions. The third violation will result in expulsion from school for a period of time as determined by the Board of Trustees.

Drug and Alcohol Use- The use, possession, or being under the influence of alcohol, and/or non-prescription drug, or any mind-altering substances while on school property, in school vehicles, or at school sponsored activities either in or away from Lincoln is expressly prohibited. The preceding actions are also violations of state law and violators will be referred to the appropriate law enforcement agencies for prosecution. Punishments for violations of these regulations are described below.

1) During the regular school day or at school related functions:

-First violation:

a) Parents will be notified,
b) Law enforcement officials will be notified,
c) 3-day automatic suspension and must attend 4 hours of educational classes dealing with substance use and abuse provided by the staff or an approved substance abuse educational program outside of the school system. The student must begin the classes before re-entering school and must show documentation of completion before traveling with any school group. The student/parent will be responsible for all costs of this service if provided outside of the school system.

-Second violation:

a) Parents will be notified,
b) Law enforcement officials will be notified,
c) 6-day automatic suspension and must attend 6 hours of educational classes dealing with substance use and abuse provided by an approved substance abuse educational program. The student must begin the classes before re-entering school and must show documentation of completion before traveling with any school group. The student/parent will be responsible for all costs of this service.

-Third violation:

a) Administration recommendation to the Board for expulsion for the remainder of the school year.

* If the student is exonerated of the accusation they will be given adequate time to make up all assignments when they return to school.

Weapons and Gun Free Zone - No student will possess, handle, or carry any weapon or dangerous instrument on school grounds at any time. The administration shall suspend, immediately, a student who is determined to have brought a weapon/firearm to school. Law enforcement officials will be contacted.

A student who is determined to have brought a weapon/firearm to school must be expelled from school for a period of not less than one full year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS- BOARD POLICY 3225

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
    a. substantially interfering with the student's educational environment;
    b. creating an intimidating, hostile, or offensive educational environment;
    c. depriving a student of educational aid, benefits, services, or treatment; or
    d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

The consequences for harassment issues fall under the Progressive Discipline Policy.

"Sexting" is considered sexual harassment. "Sexting" is sending messages by cell phone or other electronic device that are lewd in content –whether it be a picture or other content.



Bullying or Not Examples

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

Bullying/Harassment/Intimidation/Hazing -Board Policy 3226

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.

3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
    a. Physically harming a student or damaging a student's property;
    b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
    c. Creating a hostile educational environment.
5. "Electronic communication device" means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The person filing the complaint shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

HANDLING OF ISSUES AND COMPLAINTS

The superintendent is primarily responsible for the handling of citizens' complaints. Complaints shall be handled in the following manner:

1. If the problem concerns a teacher, parents shall schedule a meeting with the teacher to try to resolve the problem. No citizen or parent shall approach a classroom teacher during the performance of his/her duty.
2. If the problem is not resolved by discussion with the teacher a meeting must be scheduled with the administration.

Due Process Procedures

In cases of recommended short-term suspensions that exceed one calendar day, the students and parents/guardians will be notified. If the student and parents/guardians desire, they may request an informal conference concerning the discipline with the Superintendent. Should further grievance beyond the building level be desired, the student (if over 18 years of age) or the parents may:

- Contact the District Hearing Officer (Superintendent) within two (2) school business days to present a written or oral grievance.
- If the grievance is not resolved with the District Hearing Officer, a written grievance may be presented to the School Board secretary (District Clerk) for School Board consideration during the Board's next regular meeting.

When long-term suspension or expulsion is recommended, the Superintendent or his/her designee will deliver to the student and the parents/guardians a written notice specifying the charges made and sanctions to be imposed. The notice will also set forth the student's right to a formal hearing. If a formal hearing is desired the student or parents must:

- Contact the District Hearing Officer (Superintendent) within three (3) school business days and present a written request for a formal hearing.

- The right to a hearing will be waived if there is no reply within the three (3) day period

Bus Conduct

The chief concern of the bus driver must be the safe conduct of students in his or her charge. Therefore, any conduct, which distracts the driver's attention, cannot be permitted. To assist the driver in maintaining discipline, the following regulations have been adopted. They explain the procedure that will be followed when a student is guilty of behaving in a way, which distracts the driver's attention.

1) The first offense will result in a verbal notice to the student's parent of his or her distracting behavior.
2) The second offense will result in written notice of the distracting behavior to the student. The principal will notify the parents of the behavior and request a meeting with the parents, student and bus driver. The student and parents shall be forewarned that any further issue will result in loss of bus privileges.
3) The third offense will result in the loss of bus privileges. Student and parents will be notified that they are now responsible for transporting their own student. A meeting with the school board and bus drivers will follow. This meeting will be a "show-cause" to determine if privileges will be restored.

   NOTE: Loss of privileges is not a reason to miss school. If days are missed they will count toward days absent from school.

FAMILY RIGHTS AND PRIVACY ACT

In compliance with the Family Rights and Privacy Act, Lincoln Public Schools guarantees a parent the right to inspect their child's record. Lincoln Schools will not disclose personally identifiable information from school records without parental consent. It is the intent of our schools to continue to release certain directory information to the news media and other agencies or individuals with legitimate interests. The school will release certain information generally made public, such as height and weight of team members, honors or awards, and other information generally found in yearbooks without the consent of parents. If you wish, you may request that the information not be released for your son/daughter. Please contact Mrs. Anderson if you have questions.

*Refer to "No Release of Information Form"- Opt-Out Form

NONDISCRIMINATION POLICY

Lincoln Public Schools do not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its activities and programs. The right of a student to participate fully in classroom instruction and extra-curricular activities shall not be abridged or impaired because of age, sex, religion, national origin, pregnancy, parenthood, marriage, or any other reason not related to his or her individual capabilities.

OPPORTUNITIES AND EDUCATION EQUITY

All students in Lincoln School will not be discriminated against and are eligible to participate in any extracurricular, academic, special, federal or athletic program regardless of sex, race, marital status, national origin or handicapping condition.

TITLE IX AND SEX DISCRIMINATION

The Lincoln School District affirms that all students, employees, parents and legal guardians shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the District. This policy demonstrates the District's compliance with Title IX of the Educational Amendments (20 U.S.C.A.), Section 504 of the Vocational Rehabilitation Act (20 U.S.C.A.), the Americans with Disabilities Act (42 U.S.C.A.), and any other Federal or State Civil Rights laws, rules or regulations. Lincoln School District will not discriminate on the basis of sex, race, color, religion, national origin, age, physical or mental handicap, political belief or marital or parental status in its educational programs, its activities, or its employment practices.

The designated Title IX/Section 504/ADA officer in Lincoln School is the Superintendent, 362-4201.

SCHOOL BOARD POLICIES

Each school district in the state of Montana has an adopted set of policies, which govern its employees and students at the local level. These policies are, in effect, laws, and which are based on state and federal laws, and which are just as legally binding on you as state and federal laws. A copy of the Lincoln School District #38 School Board Policies is on the MTSBA website (mtsba.org). You are encouraged to review these policies.

---This Student Handbook is an extension of School Board Policy

CHANGE OF POLICY

Occasionally there may be changes of policy as outlined in this handbook. These changes will appear in the morning bulletin and will be posted on the bulletin board outside the main office with an effective date included. Thereafter, it will be the responsibility of the student body to abide by the new policy. The administration will inform students and parents of new changes.

LINCOLN K-12 SCHOOLS
2025-2026 SCHOOL CALENDAR

Aug. 14- Thursday	Teacher Orientation & Professional Development- 8:00- 4:00	1.0 PIR
Aug. 15- Friday	Teacher Orientation & Professional Development- 8:00- 4:00	1.0 PIR
Aug. 15- Friday	Open House – 4:00-7:00	.5 PIR
Aug. 18- Monday	First Day of School	
Sept. 1- Monday	Labor Day- No School	
Sept. 18- Thursday	Mid-Term Reports	
Sept. 19- Friday	Staff PIR- 8:00-3:00	1.0 PIR
Oct. 16- Thursday	MEA Conference- No School	
Oct. 23- Thursday	End of 1st Quarter	
		3.5 PIR
		38 PI Days
Nov. 6- Thursday	Parent-Teacher Conferences	.5 PIR
Nov. 21- Friday	Staff PIR- 8:00-3:00	1.0 PIR
Nov. 26 & 27	Thanksgiving Break- No School	
Dec. 4- Thursday	Mid-Term Reports	
Dec. 18- Thursday	Last Day of School before Christmas Break	
Jan. 5- Monday	Back to School	
Jan. 15- Thursday	End 2nd Quarter	
		1.5 PIR
		38 PI Days
Feb. 16- Monday	President's Day- No School	
Feb. 19- Thursday	Mid-Term Reports	
Mar. 19- Thursday	End 3rd Quarter	
		0 PIR
		35 PI Days
Mar. 26- Thursday	Parent-Teacher Conferences	.5 PIR
Apr. 6-9 (M-Th)	Easter/Spring Break- No School	
Apr. 30- Thursday	Mid-Term Reports	
May 25- Monday	Memorial Day- No School	
June 5- Friday	End of 4th Quarter (School Day 8:00-11:00)	
	-Records Day for Staff- 12:00-4:00	.5 PIR
		1.0 PIR
		35.5 PI Days
		(Staff- Flex PIR 1.0)

Total: 150.5 PI Total Days
7 PIR Days
Total: 151.5 Pl Total Days PIR 7

The following student(s) has read the 2025-2026 **Elementary Student Handbook** and discussed it with a parent or guardian.

As a student of the Lincoln Public School I promise to do my best at following the guidelines specified in my handbook and work to become a life-long learner.

_____ Student

Date

_____ Student

Date

_____ Student

Date

_____ Parent/Guardian _____Date