



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/>



COVID-19

School Handbook

School Year: 2020 – 2023

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

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Letter from Principal Ornellas

David Ige
GOVERNOR



DR. CHRISTINA KISHIMOTO
SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PRESIDENT ABRAHAM LINCOLN ELEMENTARY SCHOOL
615 AUWAIOLIMU STREET
HONOLULU, HAWAII 96813

Date: April 26, 2021

Dear Lincoln 'Ohana,

Starting Monday, May 3, 2021 our face to face students will be staying in school for the full day. We will be continuing the staggered start and end times. If you have MULTIPLE children attending Lincoln, you can continue to drop the children off at the earliest child's start time and pick them up at the latest child's end time. Please see your child's grade level below for further information.

	Breakfast Drop off	Start Class	Monday-Thursday pickup	FRIDAY Only pick up
Grades 2 and 4:	7:00	7:30	1:45	11:00
Grades 1 and 3:	7:30	8:00	2:15	11:30
Grades K and 5: (K=A/B groups)	8:00	8:30	2:30	12:15
Rms: 11, 12, 28 & 30	7:30	8:00	2:15	12:00
Preschool (A/B groups)	7:30	8:00	11:30	11:30

Lincoln continues to implement its layered mitigation strategies which include wearing face masks, washing hands frequently, 'ohana bubbles and social distancing (to the greatest extent possible) and regular cleaning of surfaces and sanitation. Our last Asynchronous day will be on Friday, May 14 and student last day is Friday, May 28. See handbook for more information: <http://bit.ly/lesrtlhandbook>

Also, as there is less than a month left of school, families will not be allowed to switch between face to face or distance learning. **Distance Learners can pick up Grab and Go Lunches from 11:30-12:00.**

Contact Jon Cho for after school care: jcho@ymcahonolulu.org If you have any questions or concerns, please message your teacher or call me at 307-2900. Continue to be safe.

Mahalo piha a malama pono,

A handwritten signature in black ink, appearing to read "J. Ornellas".

Principal Ornellas
cc: teachers

Staggered Schedules Starting May 3

Staggered start and dismissal times for each grade level will be implemented to prevent crowding of students at our drop-off and pick-up area in front of our office. Students are to arrive and leave the campus during their designated time.

School hours are staggered by grade level to enable social distancing at all times.

May 2021 (Monday - Thursday)					
	Drop Off & Breakfast	Class Starts	Lunch	Dismissal	Pick Up
Gr 2 Gr 4	7:00-7:25	7:30	10:45-11:15	1:45	1:45-2:00
Rm: 11, 12, 28, 30	7:30-7:55	8:00	Varies	2:15	2:15-2:30
Gr 1 Gr 3	7:30-7:55	8:00	11:30-12:00	2:15	2:15-2:30
PreK	7:30-7:55	8:00	Grab and Go lunch	11:30	11:30-11:45
Gr K Gr 5	8:00-8:25	8:30	12:15-12:45	2:30	2:30-2:45

May 2021 (Friday)				
	Drop Off & Breakfast	Start Time	Grab 'n Go & Dismissal	Pick Up
Gr 2 Gr 4	7:00-7:25	7:30	11:00	11:00-11:15
Rooms: 11, 12, 28, 30	7:30-7:55	8:00	12:00	12:00-12:15
Gr 1 Gr 3	7:30-7:55	8:00	11:30	11:30-11:45
PreK	7:30-7:55	8:00	11:30	11:30-11:45
Gr 5 Gr K	8:00-8:25	8:30	12:00	12:00-12:15

Vehicle Drop Off and Pick Up Safety Procedures

- Drop off and pick up students according to their scheduled time by grade level.
- Drop off and pick up children in the front of the school office; children exit the car on the passenger side next to the curb.
- Come to a complete stop and wait for a staff member to open and close car doors.
- School personnel will conduct a temperature check of students before they exit their vehicle. Temperatures less than 100°F is considered acceptable.
- Students must be wearing a face cover.
- A color coordinated placard will be distributed on the first day of school. The placard should be placed in the dashboard when dropping off and picking up students.
- 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.
- 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.
- Only Lincoln School students are allowed on campus beyond the front office.

Students who walk to school must enter campus via the Auwaiolimu Street sidewalk to get their temperature taken by school personnel in the front office. If students walk up through Stevenson Middle School's campus, they must walk the path behind the library to the front office.

Students in Kindergarten, Gr. 1, and Gr. 2 are to wait on their assigned spots on the sidewalk. Students in Gr. 3 and Gr. 5 are to wait in the cafeteria. Gr. 4 are to wait in front of their homeroom's assigned area. All areas are marked to maintain appropriate social distancing before their classes begin.

*Parents/Guardians may not accompany children anywhere on campus. Vehicles may not park along the school driveway or on campus. Parents who walk their child to school, may not go further than the front office.

Introduction

The Hawai'i State Department of Education (HIDOE) continues to be proactive and agile in its tri-level response to the COVID-19 pandemic across schools, complex areas, and state offices.

The Department is committed to following the Occupational Safety and Health Administration (OSHA), Center for Disease Control (CDC), and Hawaii's Department of Health guidelines for safety precautions and worker protection in the work environment. Consistent with BOE Policies, specifically 1110-6 and 302A-1509, the Department's response efforts focus on the following to cover the work and learning environments, including the employee working from home during COVID-19.

As HIDOE prepares for the opening of SY 2020-21, there are many steps needed to ensure that all schools are safe to welcome back students and staff. Creating and maintaining optimal learning environments for all students while minimizing the risk of spreading infectious diseases, including COVID-19, is our main objective.

During this time of uncertainty and crisis, there are a few assumptions that must be made in order to achieve this objective.

1. COVID-19 will not be totally eliminated; there will always be cases in our communities.
2. Every COVID-19 case cannot be prevented; we need to manage spreading the disease.
3. The development of a vaccine would greatly reduce the spread of COVID-19.

Lincoln Elementary School believes the ideal teaching and learning environment is one in which students and teachers are able to interact with each other face-to-face. We recognize the importance of creating a campus environment that addresses the health and safety concerns of our students, faculty and staff.

This document provides information about our school, including safety measures and an Emergency Contingency Plan which will be implemented if a school member contracts COVID-19 or if the school must close due to a spike of COVID-19 in the community.

We look forward to welcoming back our students, faculty, and staff for the 2020-21 school year! We understand that there will be some concerns, but please know that we are taking every precaution to protect the health and safety of all who will be on campus.

Screening for Potential Illness

All HDOE staff, contracted service providers, visitors and students must complete a wellness check each morning before going to school or the office. If the answer is “yes” to any of the questions below, stay home and follow the Return to School/Work Criteria before returning to campus. Please report any illness or COVID-19 exposure to the school.

Daily Wellness Check at Home

WE NEED YOUR HELP!

HDOE employees, contracted service providers, visitors, and students must complete a wellness check each morning before going to school. Please report any illness or COVID-19 exposure to the school.



1 CHECK FOR COVID-19-LIKE SYMPTOMS OF ILLNESS

Do you or your child have any of these symptoms?

If yes, **do not go to school.**

- | | |
|--|--|
| <input type="checkbox"/> Fever (higher than 100°F or hot to the touch) | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Chills | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Fatigue (tiredness or weakness) | <input type="checkbox"/> Nausea or vomiting (stomach ache) |
| <input type="checkbox"/> Muscle or body aches | <input type="checkbox"/> Diarrhea |



2 CHECK FOR RECENT COVID-19 EXPOSURE

Do any of the following apply to you or your child?

If yes, **do not go to school.**

- ☐ Recently tested positive for COVID-19
- ☐ Waiting for COVID-19 test results
- ☐ Self-quarantining due to possible COVID-19 exposure (e.g. travel quarantine)
- ☐ Living with someone with COVID-19
- ☐ Been in close contact with someone with COVID-19

**HELP US TO KEEP OUR SCHOOLS
HEALTHY AND SAFE**

Campus Health and Safety Measures

Arrival to Campus and Dismissal from Campus

Ensure your child arrives at school wearing a face covering and ideally has an extra one on hand.

Follow school policies for drop off and pick up and recognize that parents and visitors are not allowed on campus.

Staggered start and dismissal times for each grade level will be implemented to prevent crowding of students at our drop-off and pick-up area in front of our office. Students are to arrive and leave the campus during their designated time.

Waiting areas have been marked for students. Before school begins, students in Pre K, Kindergarten, Gr. 1, and Gr. 2 will wait in their assigned areas in the cafeteria. Students in Gr. 4 will wait in front of their classrooms. Students in Gr. 3 and Gr. 5 will wait in the cafeteria

Upon dismissal, students must leave the campus immediately. Students who are waiting to be picked up must remain in the assigned areas at the front of the school. They should stay on the marked spots to ensure social distancing.

Adults picking up students may not exit their vehicle. If walking, adults must remain at the rock wall in front of the office.

We respectfully discourage older people, like our kupuna, especially those with underlying medical conditions, from dropping off or picking up students.

Frequent Hand Washing and/or Sanitizing

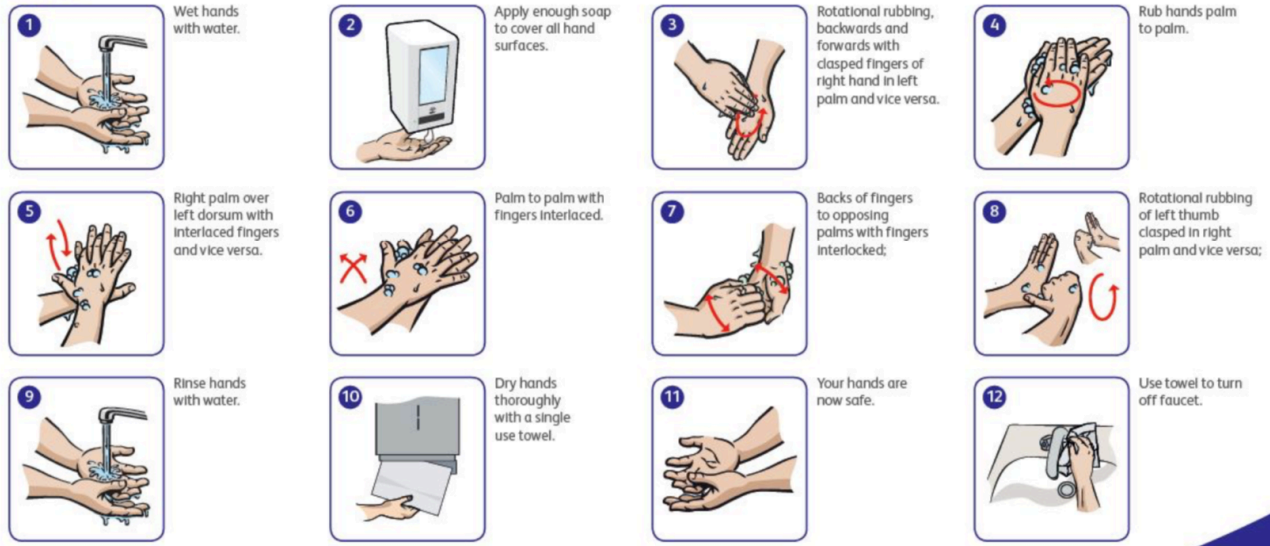
Sanitizing stations (soap and water or sanitizing liquid) are available at the entrances of school, in classrooms, and in all meeting areas (e.g. library, dining hall, offices). Sanitizer liquid and gel will contain at least 60% alcohol.

Sinks are available outside every classroom. Students will be required to wash their hands frequently, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal. Hands should be washed with soap and water for at least 20 seconds.

Restrooms, sinks, and sanitizing stations will be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

How to **Wash your hands**

Process...



Promote and Practice Personal Hygiene

- Do not touch your eyes, nose, or mouth.
- Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.
- Practice good personal hygiene at all times; lessons related to personal hygiene will be taught to all students.

Social and Physical Distancing

Social distancing will be practiced throughout the school day by staying six-feet apart, to the extent possible.

Classroom desks and furniture are spaced to support a six foot distance between students and teachers.

Activities that are difficult to maintain a six foot distance will be minimized. Physical barriers, such as clear partitions, will be used in areas where it is difficult for individuals to remain at least six feet apart.

Student belongings will be separated from others' and kept in individually-labeled containers, cubbies, or areas. Teachers may require students to take home their supplies each day to be cleaned.

Students will be assigned to specific electronic devices, books, and games or learning aids.

Each class is considered a cohort or family unit. Interaction with other cohorts will be limited.

Cafeteria service and seating will maintain social distancing guidelines. Seats are marked six feet apart and lunch periods are staggered by grade levels. Instead of student servers, all meals will be individually plated by the cafeteria staff.

Face Masks

Face masks must be worn by adults and students when on campus. Social distancing is difficult for students and face masks add additional protection. The CDC recommends the use of cloth face coverings as a simple barrier to help prevent respiratory droplets from traveling into the air. School leadership will monitor CDC face mask recommendations and amend this policy as needed. Exceptions for face masks apply to conditions that make it difficult to wear a mask, like medical conditions. Please contact the school if your child plans to attend classes on campus and his/her doctor does not recommend the use of a face covering.

Adults/Staff:

- To the extent possible, all adults should cover their mouths and noses with a cloth face cover (mask) while at school. When necessary, teachers may use a face shield to deliver instruction. Adults must wear a mask when less than 6' of another person.
- Face shields should be worn in addition to a mask, when there is a higher risk of coming into contact with bodily fluids or respiratory droplets. (examples may include: caring for sick children, interacting with students with special needs)
- Staff are responsible to bring and properly maintain their own masks.

Students:

- Face covering should adequately cover the student's nose and mouth.
- Masks or face covering should be worn at all times, except when drinking or eating. When students are not wearing their mask, they should remain at least 6 feet away from others.
- Parents/legal guardians are responsible for sending their children to school with a mask on a daily basis. All masks/face coverings should be washed on a daily basis.

Disposable Masks:

- Schools have backup disposable masks available for staff and students should something happen to their mask and they need a replacement.

How NOT to wear a mask




Daily Cleaning of Facilities Protocol

Daily cleaning of the school will be done in accordance with CDC and HDOH guidelines. High-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and the water fountain in the cafeteria, will be disinfected frequently throughout the day.


Each student will be assigned their own computer or ipad to minimize spreading of germs. Devices and tools that are used by multiple people will be cleaned between each use and at the end of the day.

Vacation/Trip Policy


Lincoln School discourages families from taking trips during school days. Missing school often negatively affects the student's performance and can be a disruption to their learning. If traveling out of state, a 10 day quarantine is required upon return or a negative COVID test result given to the school. Refer to Hawaii.gov [SAFE TRAVELS HAWAII QUICK FACTS](#) for updates regarding travel. Please release your child from school if you are taking a trip of 10 or more consecutive school days. Students may be re-enrolled upon return. *Teachers are not required to provide homework or make-up work.*



SAFE TRAVELS HAWAII QUICK FACTS



Domestic Trans-Pacific Travel



↓

10-Day Quarantine


To Bypass Quarantine:

- **Proof of negative test result must be uploaded or brought in hand in hard copy prior to departure** or remain in quarantine for 10 days.
- **Must take a nucleic acid amplification (NAAT) pre-travel test within 72 hours from the final leg of departure.** The State of Hawaii will accept test results ONLY from TRUSTED TESTING AND TRAVEL PARTNERS.
- **Applies to all passengers age 5 and over; travelers pay for test.**
- **Must complete Safe Travels Hawaii online form prior to arrival.**
- **Travelers to Maui must download AlohaSafe app.**
- Or other exemption provided by the state.

Second Test After Arrival for Non-Quarantine Travelers

City and County of Honolulu	County of Hawai'i	Maui County	Kaua'i County
Not required	Required at airport between 25-100% without quarantine; free	Voluntary 72 hours after arrival; free	Voluntary 72 hours after arrival

Traveling Inter-County (between counties)




↓

10-Day Quarantine

To Bypass Quarantine:

- **Traveling into City and County of Honolulu**
No test and no quarantine required
- **Traveling into County of Hawai'i**
OPTION 1: Pre-test 72 hours prior to departure, same requirements as domestic trans-Pacific; OR
OPTION 2: Post-arrival test in quarantine until negative test received and verified. May break quarantine to test.
- **Traveling into Maui County**
Pre-test 72 hours prior to departure, download AlohaSafe Alert app, same requirements as domestic trans-Pacific
- **Traveling into Kaua'i County**
Pre-test 72 hours prior to departure, same requirements as domestic trans-Pacific
- Or other exemption provided by the state or county

International Trans-Pacific Travel



↓

10-Day Quarantine

To Bypass Quarantine:

Travelers from Canada, Japan, South Korea & Taiwan

- Pre-test 72 hours prior to departure, same requirements as domestic trans-Pacific
- Currently no other pre-travel test exemptions

For more information, visit
HawaiiCOVID19.com
1-800-GOHAWAII

Negative COVID-19 test result required prior to departure to avoid 10-day quarantine in Hawai'i.

4.16.21

Individuals Who Become Ill During the School Day

Individuals who have signs or symptoms of COVID-19 should be separated from others at the school as soon as possible in a non-threatening manner. Employees who are sick should immediately go home or to a healthcare facility depending on symptom severity. A student's parent/legal guardian will be contacted to pick up the student, or the student will be sent home if he/she drives to school.




If the person who is ill needs to wait for pick-up, he/she will be isolated in a supervised area away from those who are well, ideally with a dedicated restroom not used by others. The isolation area should have supplies such as extra face masks, tissue, hand sanitizer, and a trash can. Individuals in the isolation area **MUST** maintain a physical distance of at least six feet apart from others.

Clean and disinfect any isolation areas, work areas, shared common areas (including restrooms) and any supplies, tools, or equipment handled by ill students/staff members.

Return to School/Work Criteria*




For Someone with COVID-19-like Symptoms of Illness

Must meet ALL three criteria in ONE of these columns

 Negative COVID-19 Test	 Doctor's Note	 At Least 10 Days
<ol style="list-style-type: none"> 1 Proof of a negative COVID-19 test result, 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3 Symptoms have improved. 	<ol style="list-style-type: none"> 1 A signed note from a licensed healthcare provider, 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3 Symptoms have improved. 	<ol style="list-style-type: none"> 1 At least 10 days have passed since symptoms first appeared, 2 At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3 Symptoms have improved.

For Someone with Symptoms of Illness That Are NOT COVID-19-like

Must meet ALL criteria below

<ol style="list-style-type: none"> 1  No known risk of recent exposure to COVID-19, 2  At least 24 hours have passed since last fever without the use of fever-reducing medication, and 3  Symptoms have improved.

For Someone Who Tests Positive for COVID-19

Must meet ALL criteria below



1

At least 10 days have passed since symptoms onset, or if no symptoms, at least 10 days have passed since the date of the positive test,



2

At least 24 hours have passed since last fever without the use of fever-reducing medication, and



3

Symptoms have improved.

For Someone Who Is a Close Contact of a Confirmed COVID-19 Case

Must meet ALL criteria below



1

Must quarantine for at least 10 days after date of last exposure (and if continued exposure, 10 days after confirmed case released from isolation), and



2

Monitor for any COVID-19-like symptoms of illness during the entire quarantine period.

*Based on the Hawaii State Department of Health's [COVID-19 Interim Return to Work/School Guidance](#).

Siblings of Students Who Become Sick at School

If the sibling or household member of an ill student who is sent home is not ill, he/she may remain in school unless the ill child is being tested for COVID-19. At that point, the siblings (and all household members) shall remain at home until the test results return.

If the COVID-19 test results are **negative**:

- Siblings may return to school if they are symptom-free.

If the COVID-19 test results are **positive**:

- Siblings are considered close contacts and must remain at home until 10 days have passed since they had contact with the person with COVID-19, or until 10 days after the person with COVID-19 is released from isolation if there is ongoing contact.

COVID Response Team

Lincoln Elementary School's COVID-19 Response Team is led by Principal Jacqueline Ornellas. COVID Response Team duties:

- Design and continuously update procedures and precautions that ensure the health and safety of our school community.
- Ensure buildings and grounds are maintained and modified to meet health and safety requirements.
- Ensure food preparations and safety follows expected COVID-19 guidelines.
- Facilitate communication and collaboration between all school stakeholders.

Vice Principal Brandon Lee and Office Assistant Michele Akana are Lincoln School's point of contact. They are responsible for responding to COVID-19 concerns.

Cases of COVID-19

The DOH coordinates COVID-19 cases and contact tracing. Individuals who are found to have COVID 19 will be directed to quarantine or isolate for 10 days. In the event that a student or an employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive, the school will follow the Department of Health guidance.

- The DOH will work with the school principal if it is identified that someone (student or staff) at the school is affected.
- The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- NOTE: It is the employee's responsibility to notify his/her HIDEOE supervisor if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested positive while working at a non-HIDEOE site or other non-HIDEOE situation. (e.g., at a second job, attending a conference/workshop, attended a gathering).
- The principal (or designee) will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school.

Confirmed Covid Case at School

- Principal fills out form and then informs CAS and CAS sets up HIDEOE's Response Team
- Principal to obtain as much information as possible. Principal advised the appropriate response.
- DOH will call close contacts. Close contacts must quarantine. Contacts of contacts do not quarantine.
- Within 24 hours of notification, OFO will begin working with the Principal or designee on the cleaning plan and schedule.
- Any student or employee who tests positive for COVID-19 must provide medical clearance **BEFORE** returning to school.

Lincoln Elementary School Community Responsibility

Families and our community play a vital role in maintaining safety on campus. The number one safety measure during this time is to keep a child home if they are sick. We want to work with families to support their child's adherence to safety measures while they are on campus as well as at home.

We understand that there are families with higher risk members in their households. As a community that prioritizes health and safety, we must all do our part to adhere to state health recommendations and regulations to control transmission and potential future outbreaks. When possible, we would like to discourage older people, like our kupuna, especially those with underlying medical conditions, from dropping off or picking up students.

Moreover, there may be times when we ask families to comply with broader safety measures and we greatly appreciate your cooperation in this regard.

Platform for communication

	Audience	Description and Access
GoGuardian, ClassDojo, Google Classroom	Student, parents, faculty	Various platforms will be used for major communication, reminder, and announcements.
Lincoln Elementary Website	General Public	Will maintain general information on the School website https://les.lincoln.k12.hi.us/
School Messenger	Faculty, Staff, Parents	School Messenger will be used for mass communication and announcements from the Principal
Family Engagement Opportunities	General Public	Family engagement opportunities will be virtual.

Lincoln Elementary General Information

Vision

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

Mission

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
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.

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 Rev. Lorenzo Lyons

E Hawai'i e ku'u one hānau e
Ku'u home kulaīwi nei
'Oli nō au i nā pono lani ou
E Hawai'i, aloha ē

Hui:

E hau'oli nā 'Ōpio o Hawai'i nei
'Oli ē! 'Oli ē!
Mai nā aheahe makani e pā mai nei
Mau ke aloha, no Hawai'i

E ha'i mai kou mau kini lani e
Kou mau kupa aloha, e Hawai'i
Nā mea 'Ōlino kamaha'o no luna mai
E Hawai'i aloha ē

Nā ke Akua E mālama mai iā 'oe
Kou mau kualono aloha nei
Kou mau kahawai 'Ōlinolino mau
Kou mau māla pua nani ē

School Colors

Blue and Black

School Mascot

Kolea (Golden Plover)

President Abraham Lincoln Elementary School Compact

****PARENT COPY: Please keep this for reference to be used throughout the year.**

AS A **STUDENT** I PROMISE TO:

- ▶ Respect everyone and treat them with kindness;
- ▶ Come to school on time and 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.

Student's Signature

Date

AS A **PARENT** I PROMISE TO:

- ▶ Respect and support my child's school and teachers;
- ▶ Make sure that my child attends school daily 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;
- ▶ Make sure that my child's homework is completed;
- ▶ Review my child's planner and all materials sent home by the teacher or school;

- ▶ Read and refer to this Parent Handbook regularly;
- ▶ 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.

Parent's Signature

Date

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 and challenging learning environment that fosters college and career readiness for all;

- ▶ Nurture the love of learning;
- ▶ Use strategies that promote critical thinking and problem solving;
- ▶ Utilize formative assessments to drive instruction; and
- ▶ Identify and support students needing additional support in a timely and effective way.

Teacher's Signature

Date

AS A **PRINCIPAL** I PROMISE TO:

- ▶ Respect and care for all stakeholders;
- ▶ Set high expectations for all children, teachers & staff;
- ▶ Provide a clean, comfortable and safe environment;
- ▶ Provide the leadership and conditions necessary for school success;
- ▶ Empower parents to participate in and support their child's education;
- ▶ Provide professional development and resources to

- ensure that all teachers are highly qualified and effective;
- ▶ Prioritize and align resources to support the Academic/Financial Plan and school needs.
- ▶ Assist parents in understanding the State standards, assessments & how to monitor their child's progress.
- ▶ Communicate information in a timely way to all role groups so tasks and expectations are clear.



7/25/2020

Principal's Signature

Date

School Calendar

Lincoln Elementary School Calendar for School Year 2020 - 2021

<div>July 2020</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>	Mon	Tue	Wed	Thu	Fri			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	<div>August 2020</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					<div>September 2020</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri		1	2	3	4	8	9	10	11		14	15	16	17	18	21	22	23	24		28	29	30			<div>October 2020</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		<div>November 2020</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td></td><td></td></tr><tr><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25			30					<div>December 2020</div> <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	Mon	Tue	Wed	Thu	Fri		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
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<div>1st Quarter (41 days)</div> <div>07/03/20Independence Day Holiday</div> <div>07/29/20 - 08/03/20Teachers' First Day Teachers Work Days</div> <div>08/04/20Students' First Day of School</div> <div>08/07/20Orientation & Open House</div> <div>08/21/20Statehood Day Holiday</div> <div>08/28/20Roosevelt Complex PC Day</div> <div>09/07/20Labor Day Holiday</div> <div>09/11/20Distance Learning at Home</div> <div>09/25/20School Picture Taking Day</div> <div>10/02/201st Quarter Ends</div>	<div>2nd Quarter (46 days)</div> <div>10/05/20 - 10/09/20Fall Break</div> <div>10/12/20Students Return to School</div> <div>10/16/20Distance Learning at Home</div> <div>10/26/20 - 10/30/20Parent-Teacher Conferences</div> <div>11/03/20Halloween Parade</div> <div>11/03/20Election Day Holiday</div> <div>11/11/20Veteran's Day Holiday</div> <div>11/13/20Distance Learning at Home</div> <div>11/18/20Flu Clinic</div> <div>11/26/20Thanksgiving Day Holiday</div> <div>11/27/20School Holiday</div> <div>12/11/20Distance Learning at Home</div> <div>12/18/202nd Quarter/1st Semester Ends</div> <div>12/21/20 - 01/01/21Winter Break</div>	<div>3rd Quarter (45 days)</div> <div>01/04/21Teacher Work Day</div> <div>01/05/21Lincoln School PC Day</div> <div>01/06/21Students Return to School</div> <div>01/15/21Distance Learning at Home</div> <div>01/18/21Dr. Martin Luther King, Jr. Day</div> <div>02/08/21Teacher Institute Day</div> <div>02/12/21Distance Learning at Home</div> <div>02/15/21Presidents' Day</div> <div>03/12/21Distance Learning at Home</div> <div>03/12/213rd Quarter Ends</div>	<div>4th Quarter (48 days)</div> <div>03/15/21 - 03/19/21Spring Break</div> <div>03/22/21Students Return to School</div> <div>03/26/21Prince Kuhio Day Holiday</div> <div>04/02/21Good Friday Holiday</div> <div>04/09/21Distance Learning at Home</div> <div>05/14/21Distance Learning at Home</div> <div>05/28/21Last Day for Students</div> <div>05/31/21Memorial Day Holiday</div> <div>06/01/21Last Day for Teachers</div>																																																																																																																																																																																						

LEGEND



First Day for Students



Teacher Work Day / Roosevelt Complex PC Day / Lincoln School PC Day / Teacher Institute Day (No School for Students)



Distance Learning at Home (No Students on Campus)



Fall / Winter / Spring Break
No School



Parent-Teacher Conference
(change of dismissal time)



Last Day for Students



Federal/State Holiday
No School



Summer Break
No School



UPDATED: 7/13/2020

Office Hours

The front office is open from 7:30-4:00 daily. However, for the safety of our families and our staff, we have set up a kiosk table right in the front of the office to serve our parents and guardians. Following the HDOH and CDC guidelines, visitors are allowed on campus by appointment only. If you need to speak to a staff member or administration in person, please call the front office at 307-2900 to make an appointment.

Student Registration

Children who are five years of age or older (until 5th grade) 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 registrations take two days to process. Parents/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.

Miscellaneous

FULL Distance Learning Program

K-12 Learning Solutions was available for those wanting to remain FULL distance learning for the remainder of this school year for grades 2 and 3. Distance Learning teachers provided instruction synchronously.

'Ohana Bubbles/Cohorts

Maintain bubbles as much as possible. Do not mix students together. Special education students will remain with their SPED teacher. EL students will need to be serviced and may break bubbles but all other mitigation strategies will be observed.

Use of Facilities

The State has still not provided approval for school to open up for Use of Facilities for any part of the campus including the parking lot.

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, Wednesday, and Thursdays and less than 2 hours on Fridays), that student is marked as “Absent.” If a student arrives after the start of class, that student is marked as “Tardy.”

Lincoln School sends out daily automated phone calls to parents/guardians regarding student absences and tardies. Please remember to send your child/children to school on time and report a child’s/children’s absence by 9:00 a.m. if they will not be in school.

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, please remain in your vehicle and call the school upon arrival. Your child will be escorted to the front of the office.

Off Campus Pass

Permission to leave campus must be requested by a parent in advance via a written note, phone call, or in person at the office. Parents must call the office at 307-2900 when they arrive at campus to pick up their child. The student will be brought to the front of the school and given an off campus pass. If the student returns to school before the end of the school day, they must report to the office before returning to class.

Vacation/Trip Policy

Lincoln School discourages families from taking trips during school days. Missing school often negatively affects the student's performance and can be a disruption to their learning. If traveling out of state, a 10 day quarantine is required upon return or a negative COVID test result given to the school. Refer to Hawaii.gov [SAFE TRAVELS HAWAI'I QUICK FACTS](#) for updates regarding travel. Please release your child from school if you are taking a trip of 10 or more consecutive school days. Students may be re-enrolled upon return. *Teachers are not required to provide homework or make-up work.*

General 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.

The school has a full time health aide to assist with minor cuts, scrapes and injuries. In addition, the Health Aide monitors children who are not feeling well or need assistance.

Parents/guardians will be called and/or asked to pick up their child from the Health Room for the following: fever of 100°F and higher, vomiting or diarrhea, serious accident or injury, allergic reaction, bathroom accident (with no change of clothes) and other medical concerns. Parents should call the health room at 307-2912 upon arrival to the school. Children who need to go home will be escorted to the front of the school.

Any student sent home due to illness should be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.

Any type of medication for a student must be dropped off at the school by a parent and will be 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, 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.

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, email, or phone for emergency information regarding the closure.
 - a. *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 at the designated location. Be sure to update 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.

Parking Policy

All of the stalls on campus are reserved for Lincoln's faculty and staff except for two visitor stalls. Some faculty and staff members have been asked to double-park in the parking lot. 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 remain in their vehicle. An office staff will approach vehicles to assist.

Visitors

Adults and visitors other than school personnel are not allowed on campus. Students are not allowed to bring friends or relatives to visit in the classroom.

Field Trips

All field trips are canceled until further notice.

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 service animals. This helps to ensure a clean and safe environment free of animal feces that carry parasites, bacteria and viruses. The Humane Society will be called to pick up any stray dogs found on campus.

Meals

Breakfast and Lunch

The Hawaii State Department of Education (HIDOE) Grab-and-Go school meals program currently will continue to provide free meals to children ages 18 and younger for the remainder of the school year ending on May 28, 2021. The meals are available to children regardless of whether or not they are enrolled at the distribution site, are public school students, or are eligible for the free or reduced-price lunch program.

Breakfast at Lincoln Elementary will be served daily at staggered times for each grade level. The breakfast/lunch menu is sent home monthly with students and posted online at <http://les.lincoln.k12.hi.us/>. Breakfast and lunch include milk.

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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Academic Information

2020-21 Academic Plan

Lincoln School's Academic Plan includes school data, identified needs, and goals to deliver a well-rounded and rigorous education for all students so that all students are career, college and community ready. The plan is developed and updated yearly through a collaborative process. Refer to the school's website for the Academic Plan or call the front office at 307-2900 for a printed copy.

Online Resources for Students

Free internet sites/programs designed to support academic skills are available to students. Visit the DOE website under "Students" at www.hawaiipublicschools.org. All Lincoln students also have home access to Wonders (Reading/Writing) and iReady (Reading and Math). Students need to login with their personalized usernames and passwords. Please contact your child's teacher if you need assistance.

Homework Policy

Board of Education Homework Policy #2270 that states:

"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... Homework 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 2nd 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 2:45 – 3:45 PM. However, please call the office to verify ahead of time that homework assignments are ready for pick up. When picking up homework, call the school office and remain in your vehicle.

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.

Conferences may be scheduled through some kind of platform like Webex or Zoom meetings due to COVID-19.

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 regulations: 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 Heelys 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 the backstop of the baseball field; 5. Bushes next to the recreation center.

Contraband Items (examples, not an all inclusive list)

1. Toys from home (i.e.) balls, play guns/projectiles, dice, Pokeman, 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), Heelys (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:

- 1st offense: confiscated/returned to student at end of day;
- 2nd offense: confiscated/parent must pick up from school;
- 3rd 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 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. Parents may contact their child by calling the office to 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 from being confiscated, family members should refrain from calling a 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, footwear, and face masks shall be worn at all times.
2. No high heels or Heelys.
3. Backless, strapless, and halter top clothing is not allowed.
4. Mesh, sheer, see-through, cut-outs, or laced clothing is not allowed except with an appropriate undergarment that covers the torso.
5. Students shall not expose midriff, buttocks, cleavage, or the entire back.
6. Underwear shall remain unseen.
7. Shorts, skirts, or dresses shall be long enough to cover the lower pelvic and buttock region while standing and sitting.
8. Any clothing, jewelry or accessory (such as a bandana), that represents drugs, tobacco, alcohol, sex, violence, obscenities, illegal or gang activities, is not allowed.
9. Hats to protect from the sun are allowed outdoors only.

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.

Cafeteria Expectations for Students

1. Wash hands before going to the cafeteria
2. Wear Lincoln school ID with barcode.
3. Maintain a 6' distance in lines before moving forward.
4. Stay in their assigned seat. Students should raise their hand for the following:
 - a. Request extra napkins, forks, condiments, ask for water or help or when food is spilled
 - b. Request for bathroom use. Students should use the restroom before lunch.
5. Keep hands, feet, food and objects to self.
6. Eat their food properly. (Do not share food or touch another students' food).
7. Use soft voices while in the lunchroom.
8. No running in the cafeteria. Walk at all times.
9. Follow directions and listen to the adult supervisors in the cafeteria.
10. Sit quietly and wait to be excused by tables. When called:
 - a. Take lunch tray to the garbage can.
 - b. Empty milk into disposal buckets near the trash cans.
 - c. Walk out to line up.
11. Wash or sanitize hands before re-entering the classroom.

Playground Behavior Expectations for Students

1. Wear a mask at all times unless eating or drinking.
2. When eating/drinking, maintain a 6' distance from others.
3. Leave all rocks or sticks on the ground.
4. Stay within the play area boundaries.
5. Physical contact with others is not permitted.
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.
10. Wash hands before re-entering the classroom.

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 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 address 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.

Citizenship Awards

Quarterly recognition to honor students for consistently exhibiting behaviors aligned with GLO 1 and 2. To receive this award, students must receive at least 3 “consistently” marks and nothing lower than “usually” on the GLO portion of their report card.

Character Education

The Jesse Lewis Choose Love Enrichment Program is a social and emotional learning (SEL) program that teaches children how to choose love in any circumstance. 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 Love means choosing to live a life with Courage and Gratitude, practicing Forgiveness, and being Compassionate Individuals. Choose Love promotes resilience in challenging times. As a result, children learn personal responsibility and understand that they always have a choice in how they respond. They realize they can choose to love themselves and others.

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)
- ELL (English Language Learners)
- Counseling/Behavioral Health
- Speech Therapy
- Occupational & Physical Therapy
- Hawaiian Studies
- PE / Health
- Art
- Title I
 - Supplemental Academic Programs
 - Instructional Material
 - Instructional Equipment

Activities On Hold Until Further Notice

(May be done virtually)

- Service Groups
 - JPOs (Junior Police Officers): Grades 4-5
 - Media News Team (MNTS): Grades 4-5
 - Student Council: Grades 3-5
 - Library Monitors: Grade 4-5
- Afterschool Programs
 - Nuuanu YMCA Afterschool A+ Program
 - Ukulele Club
 - Girl Scouts
 - STEM

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 ["BOE Hawaii - Policies/AdminRules"](https://doe.hawaii.gov/policies/adminrules/) 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 Wainee,
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.

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

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

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 BOE ("Board") recognizes that a child's growth and educational success are responsibilities and goals shared by the DOE ("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.

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. Open House: Orientation at the beginning of the year that serves as an informational school meeting and a time to meet 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. This year's Open House will be held virtually.
3. 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/>.
4. 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 standardized tests. Interpreters are available upon request for parents whose first language is not English.
5. School Marquee: The Lincoln School Marquee fronting the school provides information about school events, activities and workshops offered to students, parents and community.
6. Standards Based Report Cards: Standards Based Report Cards and General Learner Outcomes are sent home at the end of every quarter.
7. 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.
8. Communication Folder: Students in Grades K-5 are given a Communication Folder, which is taken home every Friday. Handouts and informational flyers are sent home in the Communication Folder. Parents are required to sign and return the folder by Monday of the following week.

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. Meetings will be held virtually until further notice.

1. Coffee Hour: Parents are invited to Lincoln School's Coffee Hours held virtually. In addition to meeting other families, parents may share comments, concerns, and suggestions about issues which may affect their children and Lincoln School.
2. Lincoln Elementary 'Ohana (LEO): Although fundraising activities and large social gatherings are prohibited during the COVID-19 pandemic, our parent organization will continue to plan ways to support the school and members of the school community. Information regarding how to be involved in the Lincoln Elementary 'Ohana will be distributed throughout the school year.
3. 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 help develop the school's Academic and Financial Plans.
4. Lincoln School Compact (page 4): 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. Papakolea Community Development Corporation & Kula no na Po'e Hawaii Partnership: Lincoln School and the Papakolea 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 (RIF): 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. This year's RIF program will likely be a virtual visit.
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. Lincoln School is looking into alternative ways to involve parents without large face to face gatherings.

1. After School Program (A+): The Nuuanu YMCA plans various activities that encourage parent participation by our A+ parents.
2. English Language Learner (ELL) Program: The ELL coordinator and Lincoln School's Family Involvement Special Events Committee (FISE) work together in planning various activities that encourage parent participation by our ELL parents.
3. Family Involvement Special Events Committee (FISE): The Family Involvement Special Events Committee sponsors academic and parenting activities for parents and students. The FISE 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: Keliolalo Ishiki-Kalahele
5. May Day Program: The year's May Day celebration has not been scheduled.
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.

Campus Map

President Abraham Lincoln Elementary School

615 Auwailimu Street
Honolulu, Hawaii
(808) 307-2900

