

# Lincoln K-8 School 2019-2020 Parent & Student Handbook



Thomas Blumer, Principal  
*Heidi Baron, Assistant Principal*  
*Noly Branscumb, Assistant Principal*  
*Michelle Cruz, Assistant Principal*

LINCOLN K-8 SCHOOL  
700 Mary Street  
Peoria, Illinois 61603  
Phone: 309-672-6542  
Fax: 309-676-6615  
[www.psd150.org/lincoln](http://www.psd150.org/lincoln)

## MISSION

Our mission is to help students to be productive citizens by developing academic, social, emotional, higher order thinking skills, and peacemaking skills that will prepare them for high school, college and their future careers in a welcoming environment of mutual respect, nonviolence, and trust.

## VISION

We take pride in educating and graduating each student prepared and inspired to contribute to the world.

## VALUES

- **Excellence** that knows no fear of new and different ways.
- **Respect** that recognizes differences and values people as they are.
- **Integrity** that speaks the truth and acts with honor.
- **Collaboration** that finds solutions and produces results.
- **Communication** that builds understanding and enthusiasm.
- **Commitment** and **Accountability** that foster action and achievement.

## LINCOLN CODE OF CONDUCT

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn.

This is the Lincoln Way!

## OUR LEADERSHIP

- Thomas Blumer, Principal [thomas.blumer@psd150.org](mailto:thomas.blumer@psd150.org)
- Heidi Baron, Assistant Principal [heidi.baron@psd150.org](mailto:heidi.baron@psd150.org)
- Noly Branscumb, Assistant Principal [magnolia.branscumb@psd150.org](mailto:magnolia.branscumb@psd150.org)
- Michelle Cruz, Assistant Principal [michelle.cruz@psd150.org](mailto:michelle.cruz@psd150.org)
- William Cannon, ELITE [william.cannon@psd150.org](mailto:william.cannon@psd150.org)

# LINCOLN K-8 SCHOOL

700 Mary Street  
Peoria, Illinois 61603  
Phone: 309/672-6542  
Fax: 309/676-6115



Thomas Blumer, Principal

Heidi Baron, Assistant Principal  
Noly Branscumb, Assistant Principal  
Michelle Cruz, Assistant Principal

Dear Students and Parents,

Welcome to Lincoln! I am happy to be the Principal of Lincoln K-8 School. Our school mission is *to help students to be productive citizens by developing academic, social, emotional, higher order thinking skills, and peacemaking skills that will prepare them for high school, college and their future careers in a welcoming environment of mutual respect, nonviolence, and trust.* To accomplish this mission, students, parents, and staff must work together to ensure our unified success. This handbook will help you and your child become familiar with our policies, beliefs, and procedures.

**Please take the time to sign and return the verification form indicating that you have read and understood our handbook.**

We want your child to be educationally focused and productive! You are an important part of this team unifying home, school, and community working together to assure each student reaches his/her highest potential. Our hope is that each student feels a sense of belonging in a safe, loving environment where they can explore their creativity and decision making skills in fun and academically rewarding ways.

To uphold this vision, the following “Lincoln Ways” will help our unified team guarantee every child’s success:

- Support the school.
  - Lincoln is a “COOL” school! It’s cool to be a part of the great things we do!
  - Maintain a positive attitude about your child’s education, school, teachers, and district.
  - Assist in providing the best educational experience for your child (supporting homework and reading logs, school and classroom expectations, getting involved, etc.)
- Insist upon regular attendance and punctuality.
  - See that your child attends school on time every day.
- Get to know your child’s teachers.
  - Know and work with your child’s teachers. Ongoing communication is important to every child’s success.
- Read and discuss this handbook with your child.
  - Maintain a better understanding of our expectations, operations, and events for Lincoln K-8 School.

I know this will be another remarkable year. Together, we will continue to promote excellence for every child at Lincoln K-8 School. If you have any questions or concerns, feel free to call 672-6542.

Sincerely,

Thomas Blumer, Principal

## LINCOLN K-8 SCHOOL

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Dear Parents:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Peoria Public School District #150 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact me at (309) 672-6542.

Sincerely,

Thomas Blumer, Principal

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## **Parent Involvement Policy/General Title I Plan Overview**

- A. The Lincoln K-8 Title 1 plan, its parental involvement policies, and the process for reviewing the Title 1 plan must be jointly developed and agreed upon with the parents of Title 1 participating children.
- B. The Lincoln K-8 Title 1 Parent Involvement Policy and changes in the policy will be distributed to the parents of participating children.
- C. Lincoln K-8 will establish a Universal Leadership Team consisting of parents, teachers, staff, community members, and administrators. This committee shall be involved in decisions regarding how the Title 1 parent funds are used to enhance parent involvement.
- D. Lincoln K-8 will develop a plan for building strong parental involvement programs. The plan will be included with the school's overall Title 1 plan.
- E. Lincoln K-8 will actively promote appropriate professional development programs for teachers, parents, pupil services personnel, administrators and the other staff in order to raise academic standards and performance of the Title 1 students.
- F. Lincoln K-8 will encourage parents of Title 1 children to provide necessary feedback and suggestions for planning, developing and implementing effective Title 1 programs. The responsibilities of the school and parents as partners in education will be outlined in a signed school/parent compact.
- G. Lincoln K-8 will collaborate with other agencies providing services to children, parents, and families, including health and social services.
- H. Lincoln K-8 will annually measure the progress that Title 1 students are making toward meeting student performance standards through the use of high quality student assessments and report the information to parents, students, and teachers.

If you have questions, please feel free to contact me at (309) 672-6542.

Sincerely,

Thomas Blumer

# **BOARD OF DIRECTORS PEORIA SCHOOL DISTRICT 150**

**Mr. Dan Adler  
Board President**

**Mr. Doug Shaw  
Board Vice-President**

**Mr. Dan Walther  
Board Member**

**Mrs. Martha Ross  
Board Member**

**Mrs. Ernestine Jackson  
Board Member**

**Mr. Chase Klaus  
Board Member**

**Mr. Gregory Wilson  
Board Member**

Dear Parent or Guardian:

You can help us make history at Lincoln.

We incorporate the ELITE principles into our K-8 school and you & your student have the opportunity to be a part of it. ELITE is a code of conduct and communication that is based on the concept of respect, specifically, mutual respect. We believe that “Respect is a Two-Way Street”. And we choose to travel that street each and every day.

We believe it is our responsibility:

- To use our Phrases for Success when we communicate
- To honor others through simple acts of courtesy
- To exhibit self-respect in the way we dress, speak and act

We always approach others with the spirit of respect. If it is not returned, we try again next time. We do not allow the actions of others to determine how we will act...or to get us off track. We can only control our own behavior. And our behavior is always respectful.

With ELITE, there are only three ways we can fail:

- 1.) failure to conduct ourselves in a respectful manner
- 2.) failure to make an effort
- 3.) failure to learn from our mistakes

Success with ELITE is directly tied to respectful conduct and consistent effort.

ELITE is not about what you’ve done in the past. ELITE is all about **where you are today**, and **where you’re going from here**.

The ELITE concept (under the leadership of Carl Cannon) has been a part of Peoria area community and high schools since 2007. It has worked wonders in helping our school youth learn the value of respect while equipping them with the ability to believe in themselves and their dreams.

**We need you to be a partner with us.**

- 1.) We ask you to read, sign and agree to the “Parent/Guardian Handbook & Covenant”.
- 2.) We ask you to read the Student Handbook with your child, so that both of you will be familiar with Lincoln’s “ELITE Style” expectations.

We are excited about the opportunity you and your student have to be a part of this concept. And we hope you will partner with us to make ELITE a huge, huge success.

Sincerely,  
Carl Cannon  
ELITE Founder & CEO

## POSITIVE LEARNING ENVIROMENT

This school promotes a “Positive Learning Environment”. It is our desire to create an atmosphere that is conducive to learning. To that end, we have developed an all school **Positive Behavior Intervention System, (PBIS)** plan to govern our school’s environment. Below are the school-wide expectations that govern the school.

**Our PBIS Expectations are ELITE!**

**We are...**

**Respectful  
Responsible  
Ready to Learn**

**Communicate-**

PLEASE  
THANK YOU  
YOU’RE WELCOME  
YES MA’AM  
NO MA’AM  
YES SIR  
NO SIR  
EXCUSE ME  
I’M SORRY  
HELP ME  
I HAVE  
I CAN



**ELITE  
Phrases for  
Success!**

**I WILL BE ELITE!**

## MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

As a school wide initiative, the goal is to develop interventions and procedures to promote greater student success. Teachers will provide additional support to ensure student success and the MTSS team will develop and implement a range of interventions including but not limited to: parent contact (both in person and via phone) “Check and connect” and student contracts.

### Parents

Your student’s success at Lincoln is directly related to how involved you are in the school experience. Because of this, it is crucial that there are working contact numbers and correct addresses so that we can keep you informed with how your child(ren) is(are) doing. It is also imperative that there working emergency contact numbers for your child.



**Our Hours**  
**Student Hours: 7:30-2:30**  
**Teacher Hours: 7:15-2:45**  
**Office Hours: 6:30-3:30**

**NO ADMITTANCE/SUPERVISION PRIOR TO 7:15 AM**

Children will not be allowed access into the building prior to 7:15 AM unless they are participating in a pre-arranged supervised club/activity. No supervision is provided until 7:15 AM. . It is important that no student be left unattended while waiting for the opening of the school building.

**PARENT PICK UP**

Parents will not be permitted in the building prior to the ending of school without authorized permission from the office. Unless pre-arranged, visiting your child's classroom during instructional time is not permitted as it results in an interruption to the learning of all children. **Students will not be dismissed or called to the office for parents to pick up between 1:50 PM and 2:45 PM daily. No one will be allowed to pick up a child from the school unless listed on the emergency contact card and will be required to provide identification.**

**EARLY ARRIVALS & LATE PICKUPS**

Any student in the building not participating in a before or after-school activity will be sent to our Office. Students not picked up by 3:30 PM will be released to District #150 Resource Officer or Peoria Police Department.

**VISITOR POLICY, PROCEDURES, AND CONDUCT ON SCHOOL PROPERTY**

For purposes of this policy, "school property" means school buildings, district buildings not being used as a school, vehicles used for school purposes, any location used during a school athletic or sponsored event, and school grounds. Visitors include all family members, friends, and acquaintances of students and/or staff.

The Lincoln K-8 School staff encourages parents to be a part of the school community, provided their presence will not be disruptive. When visiting the school, parents must make an appointment with a school administrator or teacher beforehand as to not disturb the learning environment for all children. The safety of your child and all students is our top priority. Your full cooperation is expected.

**The School Boards are charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:**

- Persons other than a student or an employee of the District may enter school buildings and grounds after securing permission of the building principal or person in charge of the school facility. The term "student" is defined as any person of school age, enrolled in the particular school and in good standing.
- Teachers and other employees of the District may request that any person who has entered a school building or is upon school grounds to identify himself/herself and the purpose of entry.
- No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.
- No person shall enter upon school property or grounds after having received a written notice that he/she is forbidden to do so.

**PROCEDURES FOR VISITING AND TREAT POLICY**

1. Individuals wishing to confer with a teacher must contact the teacher by phone, email, or in writing to make an appointment.

2. Conferences with teachers are to be held before or after school hours. In order to protect the instructional day, we will not get teachers out of class or allow visitors to the classroom (unless pre-arranged and pre-approved with the teacher/administration).
3. Parents/Guardians who wish to observe their child in the classroom must arrange the observation at least 24 hours in advance with the classroom teacher. To protect the integrity of a lesson, the observation should last no more than 60 minutes. Teachers are responsible for the educational program in their classroom, a meeting during the instructional day can compromise this program. If you wish to meet with the teacher after the observation, you must contact the teacher and arrange a follow-up meeting.
4. Use the call button to request entry into the building. Video surveillance is used to monitor entrance and exits to the school. Teachers, support staff, and students are trained to direct all visitors to the office. The office will be notified immediately if an individual(s) is within the building not wearing a visitor's lanyard and "do not belong."
5. Enter through the door and proceed immediately to the office.
6. Upon entering the building, everyone MUST sign-in and obtain a "Visitor's Lanyard" from the Main Office. You will be required to give us "collateral" in order to obtain a visitor's lanyard. Collateral may include a driver's license, keys to your car, etc.
7. Display visitor's lanyard at all times.
8. Visitors must exhibit behavior appropriate for school setting at all times. Visitors exhibiting inappropriate behavior will be asked to leave the school grounds, and could be banned from school grounds for an extended period of time.
9. Return to Main Office, sign-out, and trade in visitor's lanyard to reobtain your collateral before departure from the building.
10. We understand that parents want to celebrate birthdays, but we must protect instruction time. Therefore, students will be allowed to bring in treats from the approved list to celebrate a birthday. The teacher will distribute during the day. This is for K-3 students only.

## **SECURITY**

One of our goals is to maintain a safe, responsible learning environment for every child.

Any person or persons may be asked to leave school property or have security called on them if they in any way disrupt the teaching, learning, and working environments of the school (according to board policy).

- Students are expected to take all emergency drills seriously by following directions as given and showing respect to all persons involved.
- Neither District #150, nor Lincoln K-8 School, are responsible for items lost or stolen.
- Students are expected to be in class as scheduled.
- For their safety, the office will be notified of missing students (several minutes tardy to class, leaving class without permission). Leaving class without permission will/may result in disciplinary action.
- Once in class, students are expected to remain in class. Passes will be written only in emergency situations or doctor's note.

### **Lockers**

Students in 5<sup>th</sup> -8<sup>th</sup> grades will be assigned to a locker.

Students must not share their locker with others. Students may only go to their lockers at times designated by their grade level teachers.

### **Locks**

Students (5<sup>th</sup>- 8<sup>th</sup>) will be provided with a combination lock.

Students must not share their lock combination with others.

Neither District #150 nor Lincoln K-8 are responsible for items lost or stolen.

If needed, students may purchase a replacement lock from the office. Locks cost \$2.

**Per District 150 policy: Students' desks and lockers are property of the Peoria Public Schools, and school personnel reserve the right to inspect these desks and lockers at any time, with or without the presence of the student.**

**STAFF E-MAIL**

Please make contact with your child's teacher in the first weeks of school to begin a relationship based on mutual goals for your child. You may call, visit, or email! Staff email is [firstname.lastname@psd150.org](mailto:firstname.lastname@psd150.org). You can also find staff emails on the district or Lincoln websites

**SCHOOL ATTIRE AND UNIFORMS**

The Board of Education has adopted a uniform policy for all primary and middle schools. All Lincoln Kindergarten through 8th Grade students are expected to be in full uniform every school day. Student attire should be appropriate for the weather. The following District #150 attire guidelines will be enforced:

- Pants, shorts, jumpers, Capri pants, skirts, or dresses in black, navy blue, or khaki/beige are allowed.
- Shirts must have a collar (polo shirts) or turtle neck in the designated grade level colors. Button-down collared short and long sleeved shirts of the same color are also allowed. All shirts must be tucked in during the school day.
- Sweaters and non-hooded sweatshirts may be worn over a uniform shirt during the winter months. They must be a solid color. There can be no writing, insignias, or logos on sweatshirts.
- Sweatshirts or jackets with a hood of any color are not to be worn inside the classrooms. As stated in board policy, no hoodies, coats or jackets are to be worn within the school.
- Shorts or skirts that are more than two (2) inches above the knee are not allowed.
- Sweatpants are not allowed.
- Leggings, jeggings, stretch pants, jeans and/or "skinny" jeans are not allowed.
- Sandals, flip-flops, or open-toed shoes are not allowed.
- T-shirts are not allowed.
- Off the shoulder tops are not allowed.
- Denim of any color, especially black, is not allowed.
- Strict adherence to the dress code will be enforce

**DRESS CODE & UNIFORM EXPECTATIONS**

On school days, students must remain in uniform at all times on school grounds and while on the bus. This includes after-school events, unless performance/sports attire is required. Use the guidelines below to ensure proper adherence to the uniform policy at Lincoln. **Administration reserves the right to make additional requests in order to maintain a positive and productive educational environment.**

<b>Kindergarten</b> Red	<b>First grade</b> Royal Blue	<b>Second grade</b> Hunter Green
<b>Third grade</b> Navy Blue	<b>Fourth grade</b> Orange	<b>Fifth Grade</b> Maroon
<b>Sixth grade</b> Light Blue	<b>Seventh grade</b> Gold	<b>Eighth grade</b> Black

### **Tops**

- Must fit appropriately.
- Must have a collar.
- Each grade is assigned a specified, solid colored polo shirt.
- Brand logos may be no larger than 1 square inch.
- Undershirts (short or long-sleeve) must be solid uniform color or white and should not show at the waist.

### **Bottoms:**

- Must fit appropriately and sit at the waist.
- Must be dress, uniform, pants, shorts, or skirts.
- Must be solid color- navy blue, black, or khaki.
- Shorts/skirts/jumpers must extend below the fingertips of the student's extended arm.
- Tights/leggings worn under skirts/jumpers must be solid uniform color.

### **Additional Information**

- All footwear must be closed-back and closed toe with ankle strap (as needed).
- Socks must be solid (uniform color or white) in color and of a reasonable length.
- In colder weather, solid uniform-color sweatshirts/sweaters or RMS Spirit Wear sweatshirts may be worn over the collared uniform shirt. Sweatshirts/sweaters must not have hoods. Sweaters may be pullover or cardigan style.
- Purses and bags are to remain in lockers for the entire school day.
- Coats, jackets, and vests are to remain in lockers for the entire school day.
- If a top has any kind of zipper, it does not fit within the uniform requirements.
- Hats, bandanas, sweatbands, scarves, etc. are not to be worn at school.
- Accessories that do not interfere with or distract from learning may be worn.

### **Uniform Free Pass**

At various times throughout the year, students may earn "Uniform Free Passes" for meeting certain criteria. On these specified days (only), students will be given a pass to carry that states they may wear the school-appropriate outfit of their choice. "Uniform Free Passes" should not interfere with or distract from learning. Regular expectations regarding jackets and hoodies apply on "Uniform Free Pass" days.

### **Uniform/Dress Code Violations**

<b>Number of Infractions</b>	<b>Action</b>
1	Student will receive a warning. Parent will be notified. If possible parent should bring their child a change of clothing.
2	Parent will be notified and should bring their child a change of clothing.
3	Parent will be notified and should bring their child a change of clothing. Parent and student will meet with the school counselor to discuss the uniform policy and possible solutions.  Student will lose all Spirit Wear and Free Dress Pass privileges for the remainder of the quarter.
**** If the student does not return a uniform shirt or bottoms lent out by the office, that student will not be allowed to borrow more uniform clothes until the previous items are returned.	

### **REPORTING ABSENCES**

Good attendance is essential in supporting the academic progress of our students. If your child will be absent or tardy, you may call Lincoln at 672-6542 by 8:00 AM. Although the parent may contact the school

office to report an absence or tardy, a written note is necessary upon the student's return to school. **A note from the parent/guardian is required within 48 hours of an absence in order for the student to be able to make up missed schoolwork.** Such excuses as babysitting, getting a haircut, etc. cannot be considered excused absences under current state law. Non-reported absences will result in an automated phone call to your home. Three days of unreported absences may result in a referral to Project T.A.R.G.E.T and/or the State Attorney's Office. District #150 provides an annual calendar and handbook outlining attendance days, holidays, conferences, etc. It also includes the district handbook and contact information that may be helpful throughout the year. Keep this calendar handy for reference throughout the 2016-2017 school year.

Besides state law which *requires* daily attendance for all students when school is in session, **experience tells us that a child cannot reach his/her fullest academic potential if they are not in school.** It is the parent or guardian's responsibility to get the child to school each day the child is not ill. The following are ACCEPTABLE EXCUSES for absence:

1. Student illness
2. Death in the family
3. Professional appointments which cannot be scheduled outside of school hours
4. Religious holidays

Please be aware that parents/guardians may still receive an automated phone call from the district if the student arrives after attendance has been taken in the classroom. A tardy will be considered excused if the parent/guardian properly informs the school of the reason for being late.

### **ATTENDANCE PLAN...**

Please visit the Peoria Public Schools website for the district's attendance policy [www.peoriapublicschool.org](http://www.peoriapublicschool.org)

### **ADMINISTRATION OF STUDENT MEDICATION**

Teachers and other non-administrative school employees, including school nurses and non-certified registered professional nurses, are not required to administer medication to students. Parent(s) and/or guardian(s) are responsible for administering medication(s) to their children. Administering medication during school hours or school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. If medication is required to be administered, the school is required to have a Form 615 on file (administering of medication at school) which gives the school permission to administer the specific medication(s).

### **MEDICAL EXAMINATIONS & IMMUNIZATIONS**

Medical examinations and immunization compliance are required of all students in the Peoria Public Schools upon entrance into the school district on the first day of school, August 17<sup>th</sup>, 2016. A. State statutes require physical examinations of all students entering Pre-Kindergarten, Kindergarten (or 1<sup>st</sup> Grade, if student didn't attend Kindergarten), 6<sup>th</sup> Grade, 9<sup>th</sup> Grade, or students new to Illinois.

State law requires immunization of all school children against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. One measles booster is required for all students (K-12<sup>th</sup>), and a proof of one Tdap vaccine is required for 6<sup>th</sup> through 12<sup>th</sup> Grades. Hepatitis B immunization is required for students entering Pre-Kindergarten and 5<sup>th</sup> through 12<sup>th</sup> Grades. The Hib vaccination is required for Pre-Kindergarten entry. The chicken pox vaccination, or proof of immunity, is required for all Pre-Kindergarten through 12<sup>th</sup> Grade students. Lead screening is required for all students entering school under the age of six (Kindergarten).

### **DENTAL AND EYE EXAMINATIONS**

Dental exams are required for students in Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> Grades, while eye exams are now required for children entering Kindergarten or enrolling in 1<sup>st</sup> through 12<sup>th</sup> Grades for the first time in an Illinois school. The eye exam is to be performed only by a qualified eye doctor (optometrist or ophthalmologist).

### **EMERGENCY CARDS/INFORMATION**

An emergency card or online information site is filled out during open registration. Please fill out this information completely. Records must include **at least three working phone numbers at all times. No one will be allowed to remove a child from the school unless listed on the emergency contact card.** Always have identification available when signing a child out of the building.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please report any/all changes of either your address or phone number to the school office immediately following the change in order for us to maintain accurate and up to date records. This is vital in case of an emergency situation. Unlisted telephone numbers are held strictly confidential and will not be given out to anyone.

### **EMERGENCY NOTIFICATION**

Please be sure to have current and accurate information regarding the address and phone numbers of those persons whom you wish for us to call in the event of an emergency. It is not unusual for circumstances to arise which require parent notification (illness, injury, etc.). It is MOST IMPORTANT that we are able to contact you, or someone designated by you, who will attend to your child's needs. Your assistance in this matter is essential in order for us to ensure a safe environment for ALL of our students. Please be sure you list three contact numbers for each child's registration.

### **ARRIVAL PROCEDURES**

#### **All:**

- Teachers and staff will be on hand to monitor the students beginning at 7:15 AM.
- All students may enter the building at 7:15 AM.
- There is no supervision prior to 7:15 AM.
- Students are not allowed to play or meander around the playground prior to the start of school.
- All students receive breakfast on their way to class. Students should be reading (AR, Self-Selected Reading, Writing Journal, etc.) during this time to establish focus and prepare for the day.
- Upon entering school, students are to report directly to their classroom for breakfast and morning reading/writing time.
- Students are to leave school grounds immediately after dismissal. For scheduled after-school events, students should leave or be picked-up immediately upon completion of the event. The police department may be contacted regarding any student left at school beyond a reasonable amount of time.

#### **Car Drop-off:**

- Due to the nature of the parking lot and position of school, car traffic in the front of the school must **adhere to the signs and traffic laws** to promote a safe school zone for Lincoln students. **It is extremely dangerous to let a passenger (student) out of the car if the car they are exiting is not pulled up DIRECTLY and ENTIRELY to the designated drop-off points.** Further, in order to promote a quick and easy drop-off, the signs or cones in the front of the school strictly prohibit parking. The front of the school is a **NO PARKING ZONE** during school hours (school days from 7:00 AM - 3:00 PM). Cars are not allowed to drop off students in the circle drive of the school. This area is designated for busses only.
- Do not illegally park your car for even a short amount of time to simply walk your child into school as this is an unlawful violation of the signs and cones located in the parking lot and front of the school.

- If you are walking your child into the school, it is imperative that you park your car in an area designated for visitor parking. Do not block walkways, driveways or other residential parking areas.
- Furthermore, in order to avoid nuisance, do not honk horns unless absolutely necessary.

#### **Bus Riders:**

- The buses will be dropping students off in the circle drive on the side of the building.
- Students are expected to exit the bus, enter the building through the gym doors, and go directly to their assigned area.

#### **Bicycles and Skateboards:**

- Students may ride bikes to school and secure within the front gate.
- Lincoln does not assume any responsibility for bikes and the student is responsible for securing bikes.
- Students may not ride bikes on the sidewalks by the bus circle and in the courtyard during afternoon dismissal.
- Skateboards must remain in the lockers during the day.

### **DISMISSAL PROCEDURES**

#### **All:**

- Children are required to follow all dismissal procedures.
- All students will be dismissed by their classroom teacher. Teachers and staff will supervise and monitor students' departure.
- Kindergarten through 5<sup>th</sup> Grade students who walk or are picked up by an older sibling or parent will be dismissed by their classroom teacher. Kindergarten through 5<sup>th</sup> Grade students are to remain in their classrooms until the teacher checks them off the roster for release to parent, bus, or after-school activity.
- Students in grades 6-8 will have a few minutes to make it to the buses in the front circle.
- All non-bus riding students will exit out the courtyard by the teacher parking lot. All students should be off campus 10 minutes after dismissal unless they are participating in an extended day program, athletic event/practice, rehearsal, or detention for a staff member.
- Students are not allowed to play or meander around the school or playground after school.
- Students who have not departed the school by 2:45 PM will be supervised by the administrative staff or designee. Fees may be incurred for this supervision service. Furthermore, any student in the building not assigned to a before or after-school activity will be placed in our Main Office. After 3:30 PM, students still not picked up will be released to District #150 Resource Officer or Peoria Police Department.
- **If there is a change from the regular procedures for your child (i.e. change in person picking up, attend after-school instead of riding bus, etc.), parents must submit written verification/notification to the Main Office in advance. Authorization to change dismissal procedures for a child WILL NOT be granted via a phone call because office staff cannot verify the caller's identity.** Photo identification is expected for everyone (including parents) picking up a child. Prior authorization must always be established by the parent/guardian for anyone designated to pick up your child.
- Parents wishing to pick up their child early from school should notify the office in writing prior to the request for early dismissal. Once in class, students are expected to remain in class. Absences (unexcused/excused) will be granted only in emergency situations or with a current doctor's note. Students leaving early from school for any reason will receive a half-day absence.

#### **Car Pick-up:**

- Car traffic in the front of the school **must adhere to the signs, cones and traffic laws** to promote a safe school zone for Lincoln students. **It is extremely dangerous to let a passenger (student) into the car if the car is not DIRECTLY and ENTIRELY pulled up to a permissible drop-off area.** Further, in

order to promote a quick and easy departure, the signs indicate that directly in the front of the school is a **NO PARKING ZONE**.

- It is imperative that parents/drivers fully adhere to these laws.
- Do not park your car in a no parking area to walk into the school to get your child as this is an unlawful violation of the signs located in front of the school.
- If you go into the school for your child, park your car in an area designated for visitor parking.
- Honking horns to signal a child to the car is an annoyance that disrupts an orderly dismissal.

#### **Bus Riders:**

- The buses will be departing from the side of the school.
- Students will be supervised by staff while traveling from their classroom to their designated bus area by staff.

#### **STUDENT ATHLETICS AND EXTRA-CURRICULAR ELIGIBILITY**

(Board Policy 6:190)

Lincoln Kindergarten through 8<sup>th</sup> Grade students are responsible for maintaining athletic and extra-curricular eligibility with the following academic, attendance, health records, and disciplinary standards:

- Students may not participate in any athletics unless they have a current physical on file. No exceptions. Lincoln students participating in ALL athletic programs, including cheerleading, must have a physical exam in order to compete. The exam must have been administered within a year before the particular athletic activity begins. Fifth grade students would satisfy this requirement with their mandated school physical. Sixth, seventh, and eighth grade students will have to have a new physical. A copy must be given to the office.
- Students cannot have any cumulative grades of “D” or “F” in any subjects.
- Students’ grades at the end of the week determine eligibility for the following week. Eligibility status cannot be changed until the end of the following week. Eligibility is determined weekly and is based on a cumulative score from the previous week. (According to Peoria Public School’s policy, cumulative score is defined as what grade a child would receive if they transferred to another school/district). Ineligible students are notified on the first day of each school week with a note attached to their planner. These students are not allowed to participate in athletics and other extra-curricular events during that school week. Ineligibility notes are expected to be signed by a parent/guardian and returned to the homeroom teacher the following school day.
- A student who is absent the day of the athletic event or extra-curricular activity will not be allowed to participate.
- Major referrals earned for behavior infractions may result in loss of eligibility.
- Any student who is suspended from school for any reason loses the right to participate. Suspension results in dismissal from the team/activity for the duration of the season.
- Because it is a privilege to represent Lincoln, students will be expected to conduct themselves appropriately during their athletic/extra-curricular season. Good sportsmanship and professionalism are expected at all times. **Administration reserves the right to remove students from a team/group/event for failing to represent Lincoln K-8 School in a positive manner.**
- Students must meet additional expectations as required by their coach/sponsor.

#### **LOST AND FOUND**

Items that are found by students should be put in the Lost and Found box or turned into the office. The Lost and Found box is located off the cafeteria. If you have lost clothing articles, look there. If you have lost other types of items (i.e., rings, watches, books, etc.) look there first and then check in the front office. Smaller items are usually turned into the office. The school is NOT responsible for any items brought to school and then lost.

## **PERSONAL ITEMS**

- Students are not to bring electronic equipment (**i.e.: headphones, MP3 players, iPods, Walkman radios, hand-held video games, etc.**) to school. If a student is caught with electronic equipment, the device(s) will be confiscated. Repeated offenses will cause the device to be held in the office until a parent or guardian picks them up. The school will assume NO responsibility for electronic devices that are lost, stolen or damaged at school.
- Unless money is needed for a specific purpose, please do not bring excessive cash to school.

**Again, if any item or cash is lost, stolen or damaged, the school accepts NO responsibility or liability for the item.**

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection (i.e., holding hands, hugging, kissing, etc.) will not be tolerated on school property. These actions will not be tolerated in the classroom, hallways, playground, lunchroom, etc. and are subject to disciplinary actions.

## **TELEPHONE**

**THE SCHOOL PHONE IS FOR SCHOOL BUSINESS ONLY.** Students are not to use the office phone for last minute arrangements that should have been made at home that morning or the night before. Emergency use is permissible, with permission of the principal or the secretary. Students are not to be excused from class to make phone calls, unless, of course, it is an emergency.

## **LOCKER SEARCHES**

Throughout the year, students' lockers, desks, book bags, etc. may be searched. Searches of such areas may be based on any reasonable suspicion of illegality, breach of school discipline, or for administrative purposes. If warranted, disciplinary action may be taken as the result of material found in the locker regardless of the reason for conducting the search.

## **DISCIPLINE POLICY**

We follow the district's discipline as laid out in the Board Policy 7:190. You can find a copy of this policy on the district's web site under Board of Education. In order for students to do their best in school, a safe and orderly learning environment must exist. Nothing should be allowed to stop the teaching and learning process. Our school discipline policies were designed by our staff to give students every opportunity to make good choices.

## **ELITE "STEPS TO A PEACEFUL RESOLUTION"**

A conflict is a problem between two or more people. There are three responses to a conflict. These responses are:

1. Soft: Avoidance or denial – you pretend there is no problem.
2. **Medium:** Acknowledge problem exists and handle with maturity.
3. Hard: Confrontation- You fight with the other person or threaten them physically or verbally.

**\*\*\* At school we expect students to follow the "Medium" response.**

Steps to a peaceful resolution:

1. (Always think before you act first!) Resolve the problem maturely by discussing the problem with one of the adults listed below in a way that is good for everyone.
2. Tell your teacher or nearest adult. Ask for **ELITE** mediation if needed.
3. Tell an administrator.
4. Tell your parent or guardian.

### **DISTRICT POLICY BULLYING AND HARASSMENT**

No person, including students and district staff, should be subject to bullying or harassment. Accordingly, aggressive behavior, bullying, hazing, intimidation, and harassment including, but not limited to harassment based on sex, color, race, religion, national origin, physical or mental disability, sexual orientation, or other protected group are prohibited while in school, on school property, on school buses, at designated school bus stops, at school sponsored or school-sanctioned events, or in any communication that bears a reasonable relationship to school, or in any communication that uses school computer, networks, or systems. We follow the district's discipline as laid out in the Board Policy 7:20. You can find a copy of this policy on the district's web site under Board of Education.

### **BULLYING**

It is the policy of this school district to prohibit student bullying in all forms.

**Bullying is a form of verbal or physical aggression and it occurs when a person who feels they are more powerful will harass another individual whoever they may be, to intentional and unprovoked verbal and/or physical action which results in the victim feeling broken(stress, injury, discomfort) at any school site or activity. Bullying may also occur as various forms of hazing including initiation. Students who engage in such conduct shall be subject to a range of punishment to in school or out of school suspension, change of placement and/or expulsion. Examples or types of bullying may include, but are not limited to:**

- Physical bullying includes punching, shoving, poking, strangling, hair pulling, beating, biting, aggressive tickling and other similar behavior.
- Verbal bullying includes such acts as hurtful name-calling, teasing, gossip, rejecting, terrorizing, extorting, humiliating, blackmailing, isolating, ostracizing, peer pressure and other similar behavior.

Bullying can be a single incident; however, in most cases bullying is a repeated harmful action on the part of the bully. Bullying may be initiated by a single student or a group of students. Bullying causes not only harm to the individual victim but also interrupts the educational atmosphere of a school and may cause retaliation

If an incident is determined to be bullying, a district bullying form may be completed. The student(s) will receive a warning and parent contact may be made. If the bullying continues, appropriate consequences will follow.

### **BOOK BAGS, BACKPACKS, AND PURSES**

Book bags, backpacks, string bags and purses must remain in lockers during the day.

### **CELL PHONE/ELECTRONICS POLICY**

All cell phones and electronics (radios, iPods, tape players, gaming systems, etc.) are to be out of sight and turned off before entering school grounds. During the school day, cell phones and electronics are to be off, not in use at any time, and locked in the student's locker. During the school day, communication between parents/guardians and students must occur via the office phone. Cell phones and other electronics revealed and/or in use during the school day may be confiscated and turned over to the main office. On the first offense, the parent/guardian may pick up the phone/electronic device in the main office. On the second offense, the phone/electronic device must be retrieved by a parent/guardian and the student may be subject

to disciplinary action. **Subsequent infractions will result in additional discipline including confiscating the phone/electronic device until the end of the semester/year. Neither Lincoln K-8 School nor Peoria Public Schools are responsible for the care or safety of any confiscated items.**

### **INTERNET POLICY** (Board Policy 6:235, 6:236, 6:237)

We now have the ability to enhance our students' education through the use of the Internet. The Internet offers vast, diverse and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. With this educational opportunity also comes responsibility. Users should read carefully the Authorization for Internet Access Procedures, which can be found on the district's website, the student calendar, the registration packet, or by coming into the school office. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember also that the user is legally responsible for his/her actions. Any questions or concerns regarding these procedures should be directed to the Principal or his/her designee. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material.

### **COMMUNICATIONS WITH PARENTS**

Your child will bring home a monthly/weekly grade level school newsletter. It will be sent home at the beginning of each month/week and contains general information important to parents. Special flyers may be sent out as reminders of special dates and opportunities. Also, we frequently use the Blackboard Connect phone system to notify and/or remind families of holidays, parent conferences, and other events. Our Blackboard Connect phone calling system requires up-to-date phone numbers. Please be sure to notify the office whenever you update to a new phone number.

### **STUDENT/PARENT/TEACHER CONFERENCES**

Parent-teacher conferences will be held **October 16, 2019** (the time TBA). Attendance at these conferences is very important. Parents are encouraged to have 100% attendance. Students will be attending and contribute to their student-led conference.

### **FIELD TRIPS**

Classrooms/Grade Level Teams may take field trips during the school year. We teach students that they are representing our entire school during these trips. It is our experience that Lincoln students have always demonstrated outstanding behavior on previous trips. Field trips are provided to enrich the educational program and give children experiences they may not otherwise have. We are often interested in parents being chaperones. Family member chaperones that are not parents must be 21 years or older. This is a wonderful way to be involved in your child's education. All rules, policies, and procedures apply. Information slips are typically sent home at least one week prior to the field trip and parental signatures are necessary for a child to attend, unless it is a district sponsored field trip.

### **EMERGENCY DRILLS**

Several times throughout the year, we will have disaster drill practice for the possibility of tornado or fire. Additionally, we practice Code Red Drills, which cover other types of emergency situations in the school. These emergencies include intruders, violent behaviors, disruptive confrontations, medical emergencies, etc. In order for school officials, personnel, School Resource Officers, and emergency teams to operate effectively, children are expected to cooperate fully with the procedures/expectations. Students not cooperating may receive disciplinary consequences. Peoria Public School District #150 Board Policy 4:170 states, "Students are expected to take all emergency drills seriously by following directions as given and showing respect to all persons involved." Also, official from the Peoria Fire Department or Peoria Police Department may be in attendance. The following drills will take place at some time during the year:

- Fire Drills – Upon hearing the fire alarm sound, students will walk quickly and safely evacuate the building following designated routes to safe locations. Staff will account for students and remain with their class.

If a student is away from their class when a fire drill occurs, they should exit the building using the nearest door and join their class once safely outside.

- Tornado Drills – Following an announcement of “take shelter”, students will move to a designated location. They will remain in this location until the “all clear” is given and any threat has passed. In the event of a real tornado and an “all clear” is not given by the end of the school day, students will remain in their secure location until an “all clear” is given.
- Code Red Lockdown – During an all school lockdown, no one will be allowed to enter or leave the building without permission of the principal or his/her designee.

### **SCHOOL BREAKFAST**

All students receive breakfast and lunch at no cost. The breakfast program will take place in our classrooms. Students who arrive late will be permitted to eat breakfast as available.

- Breakfast Grab & Go Bags are available every school day from 7:15 a.m. until 7:30 a.m. Students must arrive to class promptly.
- All students have access to a free, school-supplied breakfast in the classroom.
- Breakfast routines will be established and explained by individual homeroom teachers.
- Breakfast must be eaten in the classroom during the designated time.
- Outside food and beverage is not allowed.

### **LUNCHROOM/RECESS**

In order to feed children in the most effective way, we group children by grade level. Children will have choices for lunch from two or three menus each day. Each group of children has 30 minutes to eat with possible time to play outdoors (weather permitting) or gymnasium prior to/after lunch. Students are expected to exhibit good behavior at lunch and lunch recess. Students are expected to treat the cafeteria staff with respect. They should remain in a single file line in front of the serving tables and not take any extra food unless given permission by the cafeteria manager. Once the student sits down, they should not get up again unless permission is given. At no time should a student leave the cafeteria without permission. Students may be placed on a time-out in the cafeteria. For recess, a student may be placed by the building, fence, or other designated time-out area. Any actions which are disrespectful, dangerous, intimidating or bullying will be disciplined by lunch/recess officials and/or administration.

If you plan to bring lunch to your student for a special occasion or event, please bring it to the main office a few minutes before their lunch period is scheduled to begin. If a parent brings food for a student, they must remain to eat with the student.

- No soda/cola/pop is allowed in the cafeteria during lunch hours. Please refrain from sending it to school with your student.
- No sunflower seeds, candy, gum, or bags of chips (unless part of a cold lunch/individual size) are allowed in the cafeteria during lunch hours.
- Treats to celebrate special events will not be allowed in the cafeteria during lunch hours.
- Bathroom breaks BEFORE coming to the cafeteria – no bathroom passes during lunch unless medical note
- Students are expected to exhibit good behavior at lunch and recess time.
- All students are expected to use the Phrases for Success when talking to cafeteria staff
- When socializing in the cafeteria there should be no yelling or screaming. Inside voices only.
- Students should only be conversing with neighboring students sitting next to them.
- The same seat a student is sitting in before they get their food is the SAME seat they must sit in before they get their food

## **PLAYGROUND RULES**

- Once school doors are open in the morning, students must come inside
- After school, students must go home before you can play on the playground
- No throwing of wood chips, rocks, or anything else on the ground
- No pushing or shoving
- No horseplaying

## **COMMUNITY TRAFFIC PATTERNS**

- Always walk on the right side of the road.
- Always look before you cross traffic.
- NEVER walk in the middle of the road.
- Absolutely no running!
- Inside voices when traveling in the hallways
- If you are not with your class, then you MUST have a pass to be in the hallway
- NEVER touch the classmate in front of you or behind you when walking
- No horseplaying

## **RESTROOM RULES**

- All students must use assigned restrooms.
- NEVER go to the bathroom unless you have a pass (emergency/doctor/ teacher only)
- There is to be no rough-housing, inappropriate behavior, or social gatherings in the restroom at any time.
- Students should always flush the toilets, always wash their hands, and throw away trash.
- If you see something that needs to be cleaned or addressed report to the office staff.
- Vandalism – if you are the last one in and see vandalism and do not report it, you will accept responsibility
- No horseplaying

## **INCLEMENT WEATHER**

When the outside temperature is below 15° F, we will not send students outside for lunch/recess.

Each student should have hat, coat, gloves, boots, etc. to wear outside at lunch recess on days when it is snowy, cold, wet, etc.

These items are also required for regular PE class that may be outside for a short time during inclement weather.

## **PEORIA PUBLIC SCHOOLS TRANSPORTATION POLICIES & PROCEDURES**

Bus route information for families is available in the office. Issues or problems with transportation can be made by calling 693-4418. Unless a student's pathway crosses a hazardous thoroughfare, students who reside less than 1-1/2 miles from school may request bus service; the charges are as follows:

	<u>Payments</u> <u>For the Year</u> <u>(1 payment)</u>	<u>Payments</u> <u>By the Semester</u> <u>(2 payments)</u>	<u>Payments</u> <u>By the School Month</u> <u>(9 payments)</u>
1 child	\$150.00	\$65.00	\$14.45
2 children	\$178.00	\$89.00	\$19.80
3 or more children	\$202.00	\$101.00	\$22.45

Arrangements may be made to pay the full semester or full year amount on a monthly basis. The monthly payments are not a plan for transportation by the month. Fees are to be paid in advance or by the monthly payment. If they are not paying monthly and payment is not made, transportation should be notified and service will be terminated. If they owe from the previous school year, they will be denied bus service.

Rate to be charged for transportation for students who move into the District after school begins:

1 child	\$ .73 per day
2 children	\$1.01 per day
3 or more children	\$1.15 per day

To make the arrangements, please contact Transportation Services at 693-4418.

### **SCHOOL BUS MISCONDUCT**

Peoria Public Schools' policy states that unsafe or inappropriate conduct while traveling to and from the bus stop, at a bus stops, or while riding the bus may result in disciplinary action.

The strength of this program is drawn from the consistent application and enforcement of the program at all levels. The success of the zero-tolerance program relies on swift intervention by the drivers, monitors, the transportation department, school administrators, and parents. The bus driver will refer student misconduct to the Principal/Assistant Principal, who will then discuss the matter with the student. Appropriate warning or bus suspension(s) will be communicated to the student in person and to the parent or guardian by telephone and/or in writing. Students have the privilege of riding district transportation. However, when a student fails to practice safe and/or proper conduct, this privilege may be suspended (days, weeks, semesters, or entire school year). The parent will become solely responsible for getting their child to and from school during transportation/bus suspensions.

Students who are transported on buses, or other vehicles provided by the district are under the authority of the driver who is operating the vehicle. Students are also required to follow district policies, regulations and rules while being transported. Parents are requested to review transportation rules with students and encourage appropriate behavior. Drivers have the authority and the responsibility to stop a bus or proceed to campus, if in the driver's opinion, student(s)' behavior has impaired his or her ability to safely operate the bus.

Buses can sometimes be delayed due to traffic conditions, street construction or bus mechanical problems. Children are advised to be at the bus stop no more than 10 and no less than 5 minutes before their scheduled pickup time.

### **SPECIFIC RULES FOR DISTRICT VEHICLES**

**The following specific rules must be followed on all district vehicles:**

- Obey the driver/monitor at all times.
- All students must ride their assigned bus to and from their assigned stop only. If you wish your child to ride a different bus or get off at a different stop, it is necessary that the school office receive and approve, a signed and dated note from a parent or guardian, otherwise neither the teacher nor the bus driver will allow your child to take a different bus.
- Remain properly seated (facing forward, feet towards the floor and out of the aisle, back against the seat back) until the bus or vehicle has completely stopped and the door has been opened.
- Keep the aisles clear: no feet, bags or musical instruments are allowed in the aisles. Backpacks must be held in laps.
- Keep hands, arms, feet, legs and head inside the vehicle.
- Keep windows up at all times unless instructed otherwise by the driver.
- Do not throw anything at the bus, inside the bus or from the bus.
- No eating, drinking or chewing food, gum, or candy allowed on school buses.
- Maintain orderly conduct at bus stops or other designated loading/unloading spots.
- Weapons, tobacco, alcohol, drugs, laser pointers, balloons of any kind and skateboards are prohibited.
- Glass items, large items or sharp objects are not to be transported on school buses.
- Animals and insects are not allowed on school buses. If these are needed for class purposes, it is recommended that parents transport them to and from school.

- No headphones of any kind are allowed to be used while on the bus. No cell phones, cameras or MP3-type players may be used or out of backpacks at any time on the bus. These items may be confiscated if seen. The District will not investigate if these types of items become lost or stolen.
- No verbal or visual profanity, no gang signing, and no screaming while on the bus. Talk quietly or in a normal indoor conversational voice at all times.
- No perfumes, hairsprays, colognes, fragranced items or other aerosols may be sprayed on the bus or immediately before boarding the bus due to potential for serious respiratory reaction by others. Parents and other non-Peoria Public Schools students are prohibited from entering the bus.
- All athletic-type balls must be transported in a backpack or athletic-type bag.

**Violations of bus rider rules have been divided into major and minor behaviors. Punishment for gross disobedience or misconduct on the bus will be at the discretion of the administrator (Principal/Assistant Principal).**

### **DISCIPLINARY ACTION FOR VIOLATION OF TRANSPORTATION RULES**

In emergency situation, or serious violations, transportation privileges may be revoked without prior notice. Suspension of transportation privileges for up to one school year may be imposed at the Principal's discretion.

### **PARENTS RESPONSIBILITY TO TRANSPORT**

The withdrawal of transportation privileges does not relieve parent(s) of the responsibility of sending the student to school. A parent's inability to transport or arrange transportation for the child will not be considered as a basis for revoking a bus suspension.

### **TEXTBOOK FEES**

Kindergarten	\$50.00
Grades 1 through 4	\$55.00

- These fees are waived for those qualifying (Fee Waiver Forms are available in the office).
- Separate payments should be made for each child. Make checks or money orders payable to **PEORIA BOARD OF EDUCATION.**
- Fees may also be paid on line. Online system available at [www.psd150.org](http://www.psd150.org), click Family Access.

### **Textbooks: (Costs, due dates, etc. will be updated to align with Peoria Public Schools policies)**

Textbooks will be issued to each student the first day of school. **Textbook rental fee is \$55.00 for the year, if the book bill is paid by October 1. If the book bill is paid after this date it will be \$110.00.** Payments may be made using Family Access (online system available at [www.psd150.org](http://www.psd150.org), click Family Access). If you are not a Family Access user, you may get a user id by calling the Information Technology Department at 672-6761.

### **Fees can be waived for those qualifying (fee waiver form available online).**

Textbooks will be checked to students on the day they are issued— each book has a unique number. Any books that are lost or damaged must be paid for at the full purchase price; consequently students should be cautious about leaving them on the playground or bus, loose in the halls, or loaning them to a classmate. Textbooks should not be torn, written in or damaged in any way. Books should not be marked in any places other than the name, room, school and year at the front. **Each student is responsible for his/her books. Parents will be billed for lost or damaged books.**

### **TRANSFERRING OF STUDENTS**

If you find that you will be leaving Lincoln K-8 School, please try to notify the school several days ahead of your departure. Since it takes a minimum of several hours to adequately complete the transfer process, this

will allow everyone ample time to complete this process. If your child will be going to another District 150 school, he/she will take his/her books with them. If the transfer is to be to a school outside of the district, no books will be sent. All student records will be sent directly to the new school immediately following our receiving a release form which you, the parent, have signed at the new school. Requests may be faxed to the school at 693-0499. This process will help to avoid any lost or damaged student records.

### **STUDENT RECORDS**

Students' temporary records are subject to periodic review for purposes of removing all information, which is out-of-date, inaccurate or irrelevant. You are entitled to copies of these records prior to their destruction. Please be advised that these records will be destroyed on June 6, 2019.

### **DIVORCED PARENTS ACCESS TO STUDENT RECORDS**

If a request for access to a student's records is made by a parent not having legal custody, information will be released unless a copy of a court order giving access to only one parent or other guardian is on file at the school.

### **FAMILY ACCESS**

Family Access provides parents immediate access to students' school information through the Internet. Creating an account will provide another opportunity for you to participate in your child's education at your convenience. Parents/guardians who have given an e-mail address when registering may follow the steps as outlined on the district web page - [www.psd150.org](http://www.psd150.org) and click on the "Family Access" icon. If you have not provided an e-mail address, you may contact the Research Department to activate an account. One account will provide access to information for all of your children enrolled in Peoria Public Schools.

Parents will be able to access information in the following areas:

- Contact Information
- Student Demographic Information
- Student Attendance
- Test Scores
- Student Schedule
- Calendar
- Food Service
- Fees and payment

We strongly encourage you to register for this access and use it to monitor and stay involved in your child's educational progress.

### **ASSESSMENTS**

Throughout the year, students at all grade levels will participate in a number of assessments/tests. Our Mission states, "All students at Lincoln K-8 School will learn academic, social, and emotional skills that will prepare them for college or career."

To achieve this mission, these tests are administered to various grades throughout the school and parents are given notification concerning when these will occur. The tests given include but are not limited to: NWEA and PARCC assessments, as well as teacher-made assessments. Many exams are computerized; parents may request children's scores from the classroom teacher.

### **HOMEWORK POLICY**

Homework may be issued Monday through Thursday. Successful readers spend time reading alone and/or to someone at home nightly (20 minute minimum). Students are expected to complete all assigned every night. Classroom grades are based, in part, on homework. If a child is unable to complete his/her homework due to unforeseen "situations" at home, a note should be sent with the child as an excuse. The certified teacher has discretion over homework assignments and associated grading.

Parents, you can help your child when you:

- Check each day to see what assignments your child has and if he/she understands how to do them.
- Help set a specific time for doing the homework without interruption, preferably in the afternoon or early evening.
- Help provide a quiet corner for study.
- Let the child do his/her own work.
- Check the work to make sure he/she understands what he/she did.
- Ask him or her to tell you what he/she has been studying and what he/she has learned.

### **CLASSROOM EFFORT EXPECTATIONS**

- Students will listen and pay attention in class.
- Students will participate in their learning. This includes asking/answering questions and participating in class discussions.
- Students will contribute to partner/group tasks. This especially includes “Engagement” activities.
- Students will carry their planner with them at all times and use it appropriately.
- Students will bring all necessary supplies to each class.
- Students will complete all work, both in and out of the classroom. Students with homework folders (Kindergarten through 5<sup>th</sup>) will take them home, get them signed (as needed), and return them each day.
- Students who are absent will have 2 days for each excused absence (a note, not a call, is necessary for the absence to be considered excused) to make up missed work.
- Students will involve their parent/guardian as part of their educational team.
- Students will give their best effort on all required assessments.

### **STUDENT PLANNER EXPECTATIONS AND USE**

- All 5<sup>th</sup> – 8<sup>th</sup> grade students will receive a planner at no cost. Replacement planners will be available for purchase in the main office at a cost of \$5.00.
- All 5<sup>th</sup> – 8<sup>th</sup> grade students must carry their planner with them at all times.
- Planners are to be used for daily assignments, quizzes, tests, and upcoming events/activities.
- Teachers and parents should utilize planners as a communication piece.
- Parents are expected to read and sign their student’s planner each school day.
- Ineligibility notices/warnings will be attached to the planner on a weekly basis.
- K-4 students will be provided with homework folders at no cost to the parents.

### **MAKE-UP WORK**

Missing assignments shall be marked as a zero in the Skyward Gradebook. A student, who is present but did not turn in an assignment, shall be provided the opportunity to make up the assignment. The earned grade on the missing assignment will lose one letter grade per day until that assignment turns into an “F”. If the assignment is not turned in, it would still be marked as a zero.

### **Excused Absence**

For a non-attendance day to be an excused absence, a note would be required from the student’s recognized guardian within two (2) attendance days of the student’s return to school. Excused students will be given a zero and the assignment will be labeled as missing. The student will be allowed two (2) days for every one day of excused absence to make up missing assignments. A student who completes the assignments within the time guidelines shall receive full credit. The grade would then replace the zero. Work not submitted would still be given a zero.

### **Unexcused Absence**

Students with an unexcused absence, including suspensions, shall be given a zero but they shall be allowed to make up the work for full credit. Students will be allowed one (1) day for every day of unexcused absence, in-school suspension, or suspension. A student who completes the assignment within the time guidelines shall receive full credit. The grade would then replace the zero given. Work not turned in would still be given a zero. On the tenth (10) day of absence from any course, the student would automatically be given an “F”, in that course, for the semester.

### All Absences

If an absence(s) occur(s) at the end of the grading period, the student will be given a zero. A student who completes the assignment(s) within the time guidelines shall receive full credit. The grade would then replace the zero given and the new grade would be issued. Work not turned in would still be given a zero.

Grade K-8: Students with more than five (5) absences in a grading period, including unexcused and out-of-school suspensions, will be subject to an “F” for that grading period. In excess of (20) absences during the school year, a student will be subject to retention. Parents of students who believe excessive absences (causing failure to participate in graduation exercises; sports ineligibility; or the retention or loss of credit) are due to extenuating circumstances (documentation required), may appeal the decision to the principal or his/her designee in writing.

### PROGRESS REPORTS

Progress reports (Kindergarten optional) are sent home midway through quarters to inform parents of their child’s progress. Any questions regarding progress should be addressed to the homeroom teacher and may be done by phone or at a special conference. Grades are issued on the district scale (90% - 100% = A). There are no plus or minus grades.

### GRADE REPORTING

- Progress Report 1– 9/18/19
- Mid Term 1 – 10/16/19
- Progress Report 2 – 11/20/19
- **Semester 1 – 1/8/20**
- Progress Report 3 – 2/12/20
- Mid Term 2 – 3/18/20
- Progress Report 4 – 4/29/20
- **Semester 2 – 5/22/20**

### GRADING SCALE

Grades awarded on the report card shall be equivalent to the following percentages:

- A= 90 to 100
- B= 80 to 89
- C= 70 to 79
- D= 60 to 69
- F= 59 and below

Kindergarten will utilize a skill-based report card with grade designations as determined by the District.

### HONOR ROLL

Student achievement is extremely important at Lincoln K-8 School. We celebrate the following each quarter:

- Principal’s Honor Roll            All A’s
- Honor Roll                            All A’s and B’s
- Perfect Attendance                No absences/Perfect Attendance

