

Lincoln Elementary School Supplement
Parent and Student Handbook



August 2024
to
May 2025

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*The Miles City Public Elementary School District Parent and Student Handbook, updated and approved in May of 2024 now replaces the following contents:

Supervision of Students

Hot Lunch & Breakfast Prices

Tardies

Dress code

Retention and promotion

Security cameras and videotaping of students

Standard Response Protocols; Lockdown, Evacuation, Hold in place, Shelter in place

STAFF & EXTENSIONS

Principal	Tracy Pare	422
Secretary	Sheila Brown	412
3rd Grade	Wendy Deming	411
	Deborah Kloster	405
	Paula Hopkins	416
4th Grade	Tanneil Kuchynka	409
	Courtney Burky	415
	Kenneth Hardy	407
5th Grade	Duane Giddis	403
	Jessica Richard	432
Art	Keely Perkins	443
Counselor	Danielle Ray	431
Librarian	Anna Matthews	434
Music	Janet Morgenstern	433
P.E.	Keri Dusatko	408
Title I Reading/Math	Melissa Giddis	410
Special Education	Mark Leinard	423
	Lori Donnelly	402
CSCT	Michelle Smith	438
	Kelly Schmidt	
CSCT Therapist	Ellie Carman	
Speech	Mandi Bastian	
Occupational Therapy		Erica Norland
Head Custodian	Wes Madsen	441
Paraprofessionals		
	Tara Larimore	417
	Tate Klein	
	Ashley Hutchings	
	Danette Walker	
Custodian	Paul Willems	
Lunch Helper	Clara Wright	

BELL SCHEDULE

7:30 Playground/breakfast supervision begins
7:45 Bell/School Starts
9:15-9:30 3rd Recess
9:30 - 9:45 4-5 Recess
11:45 - 12:05 3rd Lunch 3rd recess 12:05-12:20
12:00-12:20 4th Lunch 4th recess 12:20-12:35
12:15-12:35 5th Lunch 5th recess 12:35-12:50

3:45 School Dismissed

HOT LUNCH & BREAKFAST

Breakfast is served from **7:30-7:45** in the lunchroom and starts on the second day of school, and students need to be there no later than **7:35** to eat breakfast.. Hot lunch will be served through the last full day of school. The breakfast count is done on the day prior to the actual day (Students wishing to have breakfast on Monday need to sign up the previous Friday). Breakfast items are not to leave the lunchroom and cannot be held over from the before school time to snack or recess times. Students can return to the playground for the remainder of the recess time after having completed their meal. Breakfast will be served through the last full day of school.

CLOSED CAMPUS

For student safety and liability purposes, Lincoln Elementary School operates with a closed campus, meaning children are not allowed to leave the school grounds once they have arrived, unless permission by a parent/legal guardian has been granted and the student has been appropriately signed out. Lincoln uses a Lunch Pass, which must be signed by a parent/legal guardian, for those students who live nearby and wish to walk home for lunch. For those leaving campus with a parent, we ask that they be signed out in the office.

HOMEWORK/MAKEUP WORK

For every day a student is absent, excused or unexcused, they will have 2 days to complete the missed material. Anything beyond the allotted time may be recorded as a "0" in the grade book. In the event that a student is absent for 1-2 consecutive days regardless of the reason, missed work will be made up within a reasonable amount of time. Students being absent for 2 or more consecutive days will be able to pick-up all missed work from the office should the parent/guardian call in advance to schedule a pick-up time. For extended absences, homework will not be given out prior to the absence, unless arrangements are made between the family and the school staff.

LOST AND FOUND ITEMS

Lost and found items are placed in the main hallway for a reasonable period of time so that they can be reclaimed. PLEASE help out by looking through our lost and found area periodically for lost items and by clearly marking your child's property and possessions. All items left at the school upon the conclusion of the semester will be donated to a local charity.

SMART WATCHES, CELL PHONES, BIKES, TOYS, ETC. AT SCHOOL

***District procedure; changed and approved 5/24**

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Items such as Pokemon cards, laser pens, lighters, matches, toy guns, water guns, pocket knives, pets, etc. should not be brought to school and may be confiscated. Any item (including fidget spinners and sensory items) that become a distraction, to your students or others, in the learning environment may be confiscated. **Cell phones, smart watches, cameras, and video recorders may be brought to school, but can NOT be turned on during school hours of 7:30-4:00 without permission from the principal.** If they are not kept turned off, they will be confiscated. If they are used to take or share obscene, pornographic, lewd, or otherwise illegal images, the police may be called to investigate. Confiscated property is given to the principal and may be returned to you, the parent, at the end of the day or the end of the school year.

Scooters (non-electric), bikes, and skateboards are allowed, but must be stored in the designated areas and must not be ridden on school property.

DISTRACTIBLE ITEMS

Students who bring items to school that possess a potential distraction to others will be asked to put away such items immediately. Should the student fail to cooperate with staff requests, the item(s) will be taken away and returned to the student upon the conclusion of the day. Repeated offenses will result in notification of parent/guardian and the confiscation of item(s) by staff to be given directly to parent/guardian by the administration. Deliveries to students during school hours, such as flowers, gifts, or drinks, will be kept in the office and given to students at the end of the day. Students are allowed to bring birthday treats, which the teacher will decide when to distribute.

BUILDING SECURITY & CAMERAS

By 7:30 AM all exterior doors will be locked. Individuals wishing to gain access to the building will need to do so through the NW entrance where they will need to ring the doorbell to be buzzed in. Everyone must check-in at the office to pick up students, deliver messages, make

deliveries or to drop items off. Security Cameras are located at the NW building entrance as well as on the exterior of the lunchroom building and may be utilized by school staff as needed.

These are terms that may be used by Miles City Public Schools in case of emergency. We will also place a definition of these terms on the website at:

<https://www.milescityschools.org/>

SCHOOL RULES

Remember, you are a representative of Lincoln School. These rules have been established for the safety of ALL students!

General Expectations

While on the school grounds or in the building(s), you will:

- Follow directions immediately.
- Always keep hands, feet, and objects to yourself.
- Use appropriate language (Speak with good purpose).
- Take care of other students' property and school property.
- Use appropriate voice level for the environment you're in.
- Keep toys and non-school items at home.
- Not use Public Demonstration of Affection (PDA) at Lincoln School.

Hallway Expectations

While moving in the hallway and on the stairs:

- Follow directions immediately.
- Always keep hands, feet, and objects to yourself.
- Use appropriate language (Speak with good purpose).
- Take care of other students' property and school property.
- Keep toys and non-school items at home.
- Use appropriate voice level for the environment you're in.

Lunchroom Expectations

While in the lunchroom, you will:

- Use a Level 2 Voice
- Use polite conversation (Speak with good purpose)
- Use your best manners
- Stay in line order

- Clean up after yourself
- Keep hands, feet and other objects to yourself
- Sit on your bottom
- Help others

Playground Expectations

To prevent injuries to yourself and others, you will:

- Use up to a Level 4 voice level
- Follow directions
- Bring equipment inside
- Follow game rules
- Use equipment appropriately
- Use appropriate language/actions (Speak with good purpose)
- Be a person of integrity
- Include others
- Be flexible
- Not slide on the ice or snow
- Not throw or kick ice/snow/rocks
- Not bring food/drink/candy on the playground
- Ask permission before leaving the playground or entering the school building for any reason
- Not spit
- Walk your bicycle, scooter, or skateboard while on school property

Before School Playground Rules

Follow the playground rules noted above. Please stay off the dock area for the lunch truck deliveries.

After School Playground Rules

Afterschool time is not recess time. Students need to leave the school grounds after school unless they are registered to participate in a school sponsored activity.

- Use the crosswalks when crossing the street.

Consequences of Poor Decisions

Reflection Ticket/ Mild Incident (less formal)

- Loss of next scheduled AM recess
- Not officially recorded
- More minor in nature

Pink Slip/Moderate to Severe (formal)

- Phone call home
- Officially recorded in Powerschool
- Student completion of Office Discipline Referral Form.
- Appropriate detention time will be assigned.

Reflection Ticket Procedure

1. Students may receive a Reflection Ticket when they:
 - Willfully contradict a staff/school directive or expectation.
 - Demonstrate inappropriate: behaviors, language, or topics of discussion.
 - Failure to utilize the time available for the completion of work/assignment.
2. Reflection ticket will be brought to the lunchroom during morning recess by the student.
3. Reflection Ticket will be signed and dated by appropriate school personnel.
4. Reflection Ticket administrator will dismiss students after the recess bell.
 - Use tables on the West end of the lunchroom
 - If a student is late 5 minutes or more, they will earn another reflection ticket to be completed the following school day.
 - Students will sit at an arms length away from other students with their heads down on the table during this time.
 - Students will remain quiet and not communicate with one another.
 - Time will be served during the next scheduled AM recess.
5. Students are expected to return their signed Reflection Ticket to the individual who issued it.
6. Multiple Reflection Tickets issued during a quarter can result in an Office Referral Form (Pink Slip).
7. Any noncompliance results in an automatic Office Referral Form.

Pink Slip Procedure

1. A student who receives an Office Referral Form (Pink Slip-moderate to severe) will proceed to the school office to meet with the administrator.
2. The school administrator and student will discuss alternatives to the reason the student has been sent to the office.
3. School administrator will call a parent/guardian to report the incident and consequences.
4. Record of incident, consequences, and phone call will be made in Infinite Campus and shared with appropriate school staff via email.

5. If the student receives multiple Pink Slips/Office Discipline Referrals in a Quarter:
 - Upon the 2nd in a quarter, the student will be issued up to 4 hours of In School Suspension (ISS) or lunch detention.
 - Upon the 4th in a quarter, the student will be issued up to a full day ISS.
 - Any Pink Slips/Office Discipline Referrals exceeding 4 in a quarter will be dealt with on an individual basis.
6. The number of Pink Slips/Office Discipline Referrals per student will reset at the start of each quarter.
7. **School administration reserves the right to modify disciplinary measures as needed.**

Self-Injury / Suicide Risk Protocol

Terms and Definitions

At risk for self-injury/suicide is defined as: Any student who indicated through actions, speech, or writings that he/she may be at risk of harming himself/herself physically.

SCT: Student Crisis Team: A predefined group of staff who will be familiar with response guidelines for student crisis consisting of Guidance Counselor and School Administration and other appropriate personnel.

Protocol

1. Upon observation of at-risk behaviors suspicion of risk for self-injury, the school staff member will immediately contact the counselor or principal.
 2. The identified child will be accompanied by an adult to the main office or to the school counselor's office when it is time to interview and assess the child's level of risk.
- ~If the child is thought to be at an imminent risk of self-injurious behavior, the parents will be notified to come to the school and pick up their child to have them evaluated at the emergency room.
- ~If the risk is not thought to be imminent, the child's parents will be contacted and asked to come to the school and discuss their child's emotional state with the counselor and recommendations will be made to take their child to the appropriate professional (i.e. child's pediatrician, mental health counselor, therapist) for further evaluation and intervention. The school counselor will then follow-up with the parents on what the further intervention was and how they may provide any more assistance.

FERPA (Pay special attention to last paragraph)

The Family Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These are:

The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make

arrangements for access and notify you of the time and place where the records may be inspected.

The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will inform you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.

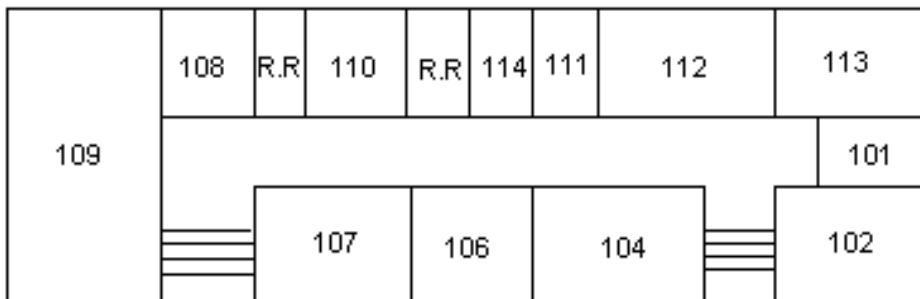
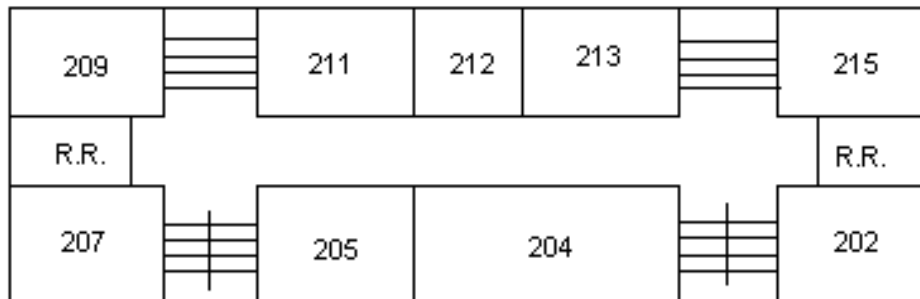
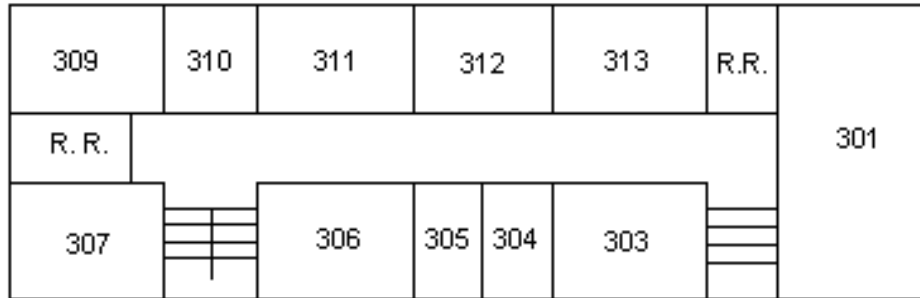
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Miles City Elementary School District, to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

We do have the right to disclose directory information from education records without your consent to other educators and government agencies. We also have the right to provide directory information to others who may need it. Directory information includes information such as your child's name, dates of attendance, grade level, honors and awards, participation in school activities, and pictures. (For example, this allows us to send The Star the Honor Roll, put your child's picture in the yearbook, give class lists to students for valentines, etc.) **As a guardian, you may request that none of your child's directory information is ever released (this excludes educators and government agencies).**

South



- | | | | | | |
|-----|-----------------------|-----|-----------------------|-----|---------------------------|
| 101 | Teacher Workroom | 201 | Boys Restroom | 301 | Auditorium |
| 102 | | 202 | Resource- Leinard | 302 | Storage Room |
| 103 | Storage under stairs | 203 | Stair Well | 303 | 5th-Giddis |
| 104 | BackPack Program | 204 | Library | 304 | Work Room |
| 105 | Storage Room | 205 | 3rd Kloster | 305 | Work Room |
| 106 | CSCT | 206 | Stair Well | 306 | Closed room |
| 107 | Boiler Rm | 207 | Title Reading | 307 | Closed room |
| 108 | P.E.- Dusatko | 208 | Girls Restroom | 308 | Boys Restroom |
| 109 | Gym | 209 | Storage | 309 | 4 th -Kuchynka |
| 110 | Storage Room | 210 | Stair Well | 310 | Closed Room |
| 111 | Storage Room | 211 | 3 rd Hurst | 311 | 4th Burky |
| 112 | Computer Lab | 212 | Office | 312 | Counselor- Ray |
| 113 | 5th grade Health Room | 213 | Art-Small | 313 | 5th-Miller |
| 114 | Teachers Lounge | 215 | Resource | 314 | Girls Restroom |

Acknowledgement of Online Reading

Lincoln Elementary School
Student and Parent Information Handbook

I, _____, the parent/guardian of _____
Print parent/guardian name print student name

have been given a copy of and have read the contents of the Lincoln Student and Parent Information Handbook to my child.

(Parent signature)

(Date)

FERPA PERMISSION SLIP

I, _____, the parent/guardian of _____
Print parent/guardian name print student name

have read the FERPA information on page 11 and I understand that my child's directory information will ONLY be given to those people who have a legitimate need for it. I do not object to the school giving my child's directory information to those people who have a legitimate need for it. If I do object, I have completed the form and have sent it to the school.

(Parent signature)

(Date)