

## ***Mission Statement***

*The mission of Lincoln International Studies School, a magnet school focused on international studies, languages and technology, is to ensure that all children become responsible, self-motivated achievers through a challenging, enriched, integrated curriculum that develops the unique talents of each child and celebrates diversity in partnership with staff, families and community members in a safe, child-centered environment.*

## ***We Believe...***

- *that all children can succeed and have the right to learn in a safe and orderly environment.*
- *that children are responsible for their own behaviors and that education is a partnership with parents and the community.*
- *in the dignity and worth of each child and that they are unique with unique needs and strengths.*
- *that a bilingual and international education will foster independent and critical thinking skills, exploration, and experimentation, which will help each child develop to their capacity and reach their fullest potential.*

**Office Number** – 269.337.0640

**Principal** - Kimberly M. Parker-DeVauld

**Asst. Principal** - Sandra Van Erkel

**Lead Secretary** – Marjorie Alexander

**Child Accounting Secretary** – Beverly Henson

**Office Paraprofessional** – Israel Catarino

# TABLE OF CONTENTS

<b>PROCESSES AND PROCEDURES</b>	<b>4</b>
OPENING AND DISMISSAL TIMES:	4
PARENT PICK UP & DROP OFF:	4
VISITORS/GUESTS & SECURITY:	4
BREAKFAST/LUNCH PROGRAM:	4
ATTENDANCE:	4
STUDENT REGISTRATION:	5
RELEASE OF STUDENTS:	5
TELEPHONE CALLS:	6
MEDICATION:	6
SCHOOL CLOSINGS/INCLIMATE WEATHER:	6
<i>Delays or Severe Weather:</i>	6
<i>Inside Recess:</i>	7
<i>Outside Recess:</i>	7
IMMUNIZATIONS:	7
ILLNESS POLICIES:	7
<i>Lice:</i>	7
<i>Ringworm and Pink Eye:</i>	7
<i>Flu/Fever:</i>	7
VACATIONS:	7
BIRTHDAYS:	8
SUPPLIES:	8
<b>CURRICULUM</b>	<b>9</b>
ACADEMY OF CULTURAL EXPLORATION:	9
ACADEMY OF LANGUAGE IMMERSION:	9
LANGUAGE ARTS:	10
MATH:	10
SCIENCE:	10
SOCIAL STUDIES:	10
SPANISH:	10
MUSIC EDUCATION:	10
PHYSICAL EDUCATION:	11
ART EDUCATION:	11
HEALTH EDUCATION:	11
ACADEMICALLY TALENTED (A/T) PROGRAM:	11
ASSESSMENT/TESTING:	11
INTERNATIONAL RESEARCH CENTER (SCHOOL LIBRARY):	12
ENRICHMENT OPPORTUNITIES:	12
YEARLY LISS ACTIVITIES:	12
<b>HOME-SCHOOL PARTNERSHIP</b>	<b>13</b>
FAMILY INVOLVEMENT EXPECTATION:	13
PARENT CONFERENCES AND MIDQUARTER PROGRESS REPORTS:	13
HOMEWORK:	13
SIT (SCHOOL IMPROVEMENT TEAM)	14
PTO (PARENT/TEACHER ORGANIZATION)	14
HOME-SCHOOL COMMUNICATION:	14
SERVICE TEAM MEETINGS:	14
HOW YOU CAN HELP:	15

FAMILY SUPPORT SERVICES: .....	17
<b>STANDARDS AND EXPECTATIONS</b> .....	<b>18</b>
RESPECT, RESPONSIBILITY, CARING AND CITIZENSHIP .....	18
LINCOLN CODE OF CONDUCT: .....	19
RE-ENTRY MEETINGS: .....	19
LINCOLN STANDARDS AND DRESS CODE: .....	20
PERSONAL PROPERTY: .....	20
TOYS: .....	20
BUS CONDUCT:.....	21
FIELD TRIPS: .....	21
PLANNER/ASSIGNMENT NOTEBOOKS: .....	21
QUESTIONS OR CONCERNS:.....	21

**APPENDIX**

- A. Behavior Rubric
- B. Behavior Referral Form
- C. Lincoln School Pledge
- D. DIBELS benchmark Chart

# **Processes and Procedures**

## **Opening and Dismissal Times:**



8:00 am School begins  
8:10 am Tardy bell rings  
3:05 pm Dismissal

Half-Day Schedule  
11:15 am Dismissal

## **Parent Pick Up & Drop Off:**

Students may be dropped off in the Lincoln parking lot near the student “drop-off” site. If you will be entering the building with your child, please park in a designated parking space. Please **DO NOT** park or drop off your children on Parsons Street. This area is designated for bus drop-off and pick-up ONLY. The front of the school building is a NO PARKING ZONE. Please be aware that parking on the school side of Burdick Street may result in a parking ticket.

A crossing guard is located at the corner of Parsons and Burdick St.

When picking up your child, parents must park in the parking lot.

## **Visitors/Guests & Security:**

LISS welcomes families and community members to visit our building and volunteer their time. All visitors to the building are required to sign-in at the office and receive a visitor badge. We do however, ask that parents and other visitors refrain from visiting during the Literacy Block to ensure that students have uninterrupted time for Reading and

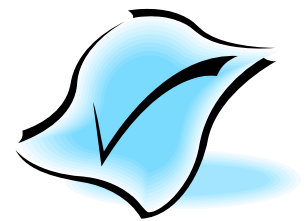
Writing. Please check with your child’s teacher for a schedule of classroom specials and subject areas. Your cooperation is requested for the safety, security and academic success of all students.

## **Breakfast/Lunch Program:**

Mrs. Sue Olivares is the Cafeteria Director. She can be reached from 9:00 am – 11am by calling 337-0640 or leaving a message with the office staff. Students are offered breakfast and lunch daily. Students are offered breakfast only on half-days of school. Monthly menus are sent home with students at the end of each month. Forms to apply for free/reduced meals are available in the office. Parents must reapply for free/reduced meals each year. Please pre-pay for meals on Tuesday of each week.

## **Attendance:**

It is the law in the State of Michigan and the policy of the Kalamazoo Public School District that your child is in attendance and on time everyday. Please be advised that an educational neglect petition can be filed with the 9<sup>th</sup> Judicial Circuit Court (family court) if your child is not in school and on time consistently. Please review the following to familiarize yourself with our school attendance policy:



- School begins promptly at **8:00 am (first bell)**.
- Tardy bell rings at **8:10 am (second bell)**.
- A half-day absence (AM absence) will be recorded if your child comes to school after **10:30 am**.
- A half-day absence (PM absence) will be recorded if your child leaves school before **1:30 am**.

We do realize that some absences cannot be avoided; however, attendance is very important for your child's academic success. ***Absences in excess of ten full days*** may be reported to the Clock Program and/or the 9<sup>th</sup> Judicial Circuit Court.

- To assist us in verifying your child's whereabouts, please contact the LISS office at 337-0640 by 9:00 am **each** day your child will be absent.
- Please send a note to school with your child on the day that he/she will be returning to class. Your note will be attached to our daily attendance form for verification. Either of the following is acceptable: Doctor/Dentist/Counseling appointment slip or Parent/Guardian note that indicates your child was not in school due to an illness or death in the family.

### **Student Registration:**

The student registration is **our way of contacting you**, and our means of identification for your child. If you have special information for us regarding custody, sitter information, visitation, or any other instructions, it must be noted on the student registration form.

If there are any legal issues involving your child, we must have copies of court orders to make sure that your child is protected.

**When you have a change of address or phone number, please notify the office promptly so that your information can be kept current.**

### **Release of Students:**

Children may be released from school to authorized persons ONLY. Authorized adults are listed on the Student Registration and on file in the office.

Each year, parents will be asked to designate, in writing, any persons who are authorized to pick their child up from school. When your child needs to leave school during the day for any reason, you **MUST** come to the office and sign him/her out. If returning the same day, it is necessary to sign your child in.

***Students will not be released to any individual that is not listed on the registration. Also, information regarding the student will not be given out except to agencies or other authorized individuals.***

## Telephone Calls:

All staff at LISS have voicemail accounts. In order to protect student instructional time, office personnel will not disrupt classrooms for student or teacher messages. All calls will be routed to voicemail or a message will be taken and placed in the teacher's mailbox.

Students cannot use the school phones unless there is an emergency. Please ensure that your child is aware of any changes to their dismissal plan prior to coming to school. If the teacher does not have a written note from you, we will follow the normal dismissal plan.

***Any emergency changes to a student's normal dismissal plan must be received in the office BEFORE 2:30 PM; otherwise, we can not guarantee that your child will receive the message.***

## Medication:

Students are not allowed to carry prescription or over-the-counter medications (including cold medications, aspirin, cough drops, etc.) while in school or on the bus. In the event that your child should need medication during the school day, please follow these guidelines:



- A parent must deliver the medication directly to the school office.
- The office must have written instructions from the child's

doctor for both prescription and over-the-counter medications, which indicate the frequency and dosage to be dispensed.

- The office must have written permission from the parent to dispense the medication as prescribed by the physician. (*A school form must be completed*)
- All medications must be in the original container and should include the student's name, name of the medication, dosage and frequency. Please ask your pharmacist to dispense the medication in two containers, one for school and one for home.

## School Closings/Inclimate Weather:

**Snow Days:** Please turn on your TV (channel 3, 8, 17 or 41) or your radio (WKZO – 590 , WKMI – 1360 AM or WQLR 106.5 FM). You may also check channel 3's website@ [www.wvmt.com](http://www.wvmt.com) for school closings. The superintendents' office will try to have



school notices to the above stations by 6:00 am.

## **Delays or Severe Weather:**

If there is going to be a delay in the starting time it will be announced on the above stations. Please do NOT call the Administration Building or Lincoln school.

In the case of severe weather, Lincoln International Studies School

adheres to the Kalamazoo Public Schools policy of keeping all of our children safe. In the case of tornado or other severe weather the students will remain at Lincoln, with supervision, until it is safe to transport them home. If the parent or guardian would like to transport the student home it is necessary to sign the student out at the office.

### **Inside Recess:**

Students have inside recess when the temperature and/or wind-chill are below 20 degrees Fahrenheit or there is a rainy/wet condition.

### **Outside Recess:**

Our students will have outside recess anytime the temperature is above 20 degrees. Please have your student dressed for the weather – snow pants, boots, hat, mittens, etc.

*If your child is not well enough to go out for recess, s/he is probably not well enough to be in school.*

*Students will not be allowed to stay in without a written note from their physician.*

### **Immunizations:**

#### **Kindergarten**

students are required by state law to have immunizations before entering school. Please check to make sure that your child is up to date. Students whose immunizations are not current will be excluded from school until they have been updated. The State of Michigan



also states that every student must have a hearing and vision test before entering kindergarten. These tests are offered by the Kalamazoo County Health Department free of cost.

**6<sup>th</sup> grade students** are required to have their immunizations updated at the beginning of their 6<sup>th</sup> grade year. Most of our students have all of their immunizations by this age however; some have missed being immunized for Varicella (chicken pox). If your child has had chicken pox there is a form in the office that parents can sign that will document this disease.

### **Illness Policies:**

**Lice:** If your student has head lice, s/he will be excluded from school until there are no nits left in the hair.



**Ringworm and Pink Eye:** Must be seen and treated by a Doctor for 24 hours before returning to school.

**Flu/Fever:** If your child is running a fever, throwing up, has diarrhea or coughing, please keep him/her home from school. This protects your child from contracting other illnesses as well as protecting the other students from contracting an illness from your child.

### **Vacations:**

**Vacations during school days are strongly discouraged.** When students are absent from school for

vacations, they often receive the message that school is not important or that attendance is not necessary. Quite the contrary is true. It is extremely difficult to make up for lost class time (such as class discussion, demonstrations, new material, and skills taught). Merely doing the "paperwork" cannot capture much of what goes on in the classroom. In cases where students are granted prearranged absences, course work will generally be made up when they return to school. Failure to complete assignments in the allotted time will result in loss of credit. After a student is absent over 10 days, the parents and school officials will have a conference to determine appropriate action. The student is responsible for all work missed during an absence and will be given a reasonable amount of make-up time (usually one day for each day missed). ***Please do not ask teachers to pre-plan assignments for any unexcused absence.***

### **Birthdays:**

Please make arrangements with your child's teacher prior to bringing a treat to school. Please do not send party invitations to school **UNLESS each child in the class is to receive an invitation.** Balloons and flowers **should not** be delivered to students at school. If you send treats for a student's birthday for the whole class to have at lunch, please be sure to include the proper eating utensils. (Cupcakes are preferred over cake.)

### **Supplies:**

A common list of needed supplies for each teacher is listed below. Teachers in need of special materials and/or additional supplies may notify families at the beginning of the year of their requests. All materials brought to school are considered community supplies and will be shared by the class as a whole. Special supplies that students do not want to share should be kept at home. An at-home set of supplies is essential for homework completion.

#### Community Supplies:

- 2 boxes of 24ct Crayola Crayons
- 1 ream of Copy Paper
- 2 reams of Notebook Paper
- 2 - 12ct packs of pencils
- 2 boxes of Kleenex

It is helpful if each student brings in the necessary community supplies in the beginning of the school-year.



## Curriculum

*LISS is committed to providing all students with a rigorous academic curriculum that meets their individual needs. Teachers are trained in differentiated instruction and curriculum development with a strong emphasis on literacy and integrated instruction. Each classroom has a 2- hour language arts block and a 1-hour math block with integrated science and social studies. Throughout all content areas, there is a focus on international studies with the goal of developing "Global Citizens".*

**The following general time and emphasis guidelines are recommended for each classroom:**

*All classrooms in grades K-6 attend Specials weekly.*

**Music**—Two 30-minute sessions a week

**Gym**—Two 30-minute sessions a week

**Art**—One 50- minute session a week

**Computer Lab**—One 30 - 45 minute session every week

**Instrumental**—Grades 5-6 (students must sign up to take classes)

### **Academy of Cultural Exploration:**

#### **Global Citizenship through Service Learning**

*Through cultural immersion, teachers weave international studies, global concepts and service learning into the curriculum. Each grade level*

*focuses on a continent and each classroom studies a specific country within that continent.*

Program Includes:

- Integrated International Studies with a focus on service to others
- Quarterly Celebrations of Learning
- Whole-day Integrated International Studies on Friday of each week
- Spanish Language Instruction for 30-40 minutes a day, five days a week in grades 1-6. Three days per week in Kindergarten.

### **Academy of Language Immersion:**

#### **Cultural Understanding through Language Immersion**

*Through language immersion, teachers weave global concepts and cultural studies into the curriculum. Each classroom studies a Latin American country to facilitate the development of positive cross-cultural attitudes and behaviors.*

Program includes:

- 50/50 Two-Way Immersion
- Monthly celebrations of learning focused on celebrations throughout Latin America
- Quarterly explorations of content through authentic hands-on, interactive presentations utilizing community resources

**Language Arts:**

Kindergarten through fifth grade uses the Harcourt comprehensive language arts program which includes essential skills instruction in the areas of Phonics, Phonemic Awareness, Fluency, Comprehension and Vocabulary. Our goal is to provide students with skills that will enhance their listening, speaking, spelling, reading and writing abilities.

Sixth graders, in preparation for their transition to middle school, have a more in-depth focus on literature using the Macmillan-McGraw Hill Elements of Literature program.

**Math:**

Math instruction in grades kindergarten through fifth grade is intended to promote a high level of achievement in Computational, Conceptual, and Problem Solving areas. To achieve these aims teachers use the Everyday Chicago mathematics program.

In the sixth grade, teachers use the Passports program by Houghton-Mifflin.

**Science:**

To develop student's skills in the areas of Scientific Literacy, Principles of Life, Earth & Physical Sciences, teachers use the Scott-Foresman Discover the Wonder science program for all classrooms kindergarten through sixth grade.

**Social Studies:**

With the goal of developing student's knowledge and skills in the areas of History, Economics,

Government, and Geography, teachers use the McMillan-McGrawhill Social Studies Program.

Students focus on themselves in kindergarten, their families in first grade, their community in second grade, Michigan in fourth grade, the United States in fifth grade, and Canada and Latin America in sixth grade.

To facilitate active, hands-on learning experiences, teachers in the fifth grade use History Alive.

**Spanish:**

Students who take Spanish as a foreign language in the Academy of Cultural Exploration are taught using the Total Physical Response methods of instruction. Through the use of manipulatives, music, pictures, games, literature, drama, mimicry, scenarios and peer tutoring students acquire conversational Spanish language skills.

Native English speaking students in the Academy of Language Immersion learn Spanish as a second language through content area studies, while native Spanish speakers strengthen and enhance their native language literacy skills through daily immersion.

**Music Education:**

Through weekly music instruction students are encouraged to use their musical intelligence, interest and skill as an aid to successful learning and achievement in all areas of the curriculum. Students at LISS learn to appreciate the music of many

cultures through history and technique. Band and Orchestra is available to students beginning in the fifth grade.

### **Physical Education:**

The physical education program is designed to provide students with a high quality instructional program that incorporates developmentally appropriate experiences, practice time, and feedback based on the individual needs of each student. Development is achieved through active participation in various physical activities.

### **Art Education:**

The art education program here at LISS teaches students the elements and principles of art alongside an appreciation of art history and art techniques. A large emphasis is given to multicultural art and artists.

### **Health Education:**

In fifth and sixth grade, students receive a semester of reproductive health instruction that is aligned to state standards and benchmarks. The focus of instruction at this level is on healthy habits and lifestyles.

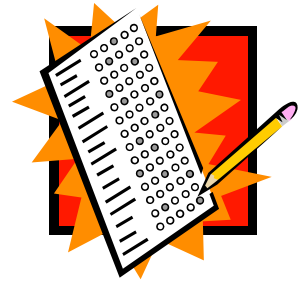
### **Academically Talented (A/T)**

#### **Program:**

Primary students receive a one (1) hour a week integrated cluster with daily classroom enrichment. Intermediate students receive a two (2) hour a week integrated cluster study with daily classroom enrichment.

### **Assessment/Testing:**

Teachers continuously assess students' academic progress through performance observation, flexible groupings, portfolios, and written formal/informal assessments. A computerized District assessment called EdPerformance is given at the beginning and end of each year for grades 2-6.



KPS gives two standardized tests, the IOWA Tests of Basic Skills which are given in grades 1, 2, 3, 4 and 6 each spring and the Math, Language Arts, Science, and Social Studies MEAP Tests that are given in the fall.

The DIBELS assessment (*Dynamic Indicators for Basic Early Literacy Skills*) is given to all students in grades K-6 in the fall, winter, and spring. This assessment indicates student's literacy progress in fluency. Students are expected to be at or above the benchmark rate of reading. Students who fall below benchmark level will receive literacy interventions throughout the year and will also be assessed on a regular basis. The goal is to have all students reading at or above benchmark level by the end of 3rd grade in their native language. Please see Appendix D for grade level benchmarks.

**International research Center**  
**(school library):**

Students are allowed to check out materials from our school library on a regular basis. Materials are due every two weeks but may be returned before their due date. All overdue materials must be returned before a student is allowed to check out additional materials. Lost or damaged materials will require payment or restitution before a student is allowed to check out materials again.

The Accelerated Reading program operates in all classrooms throughout the building and offers Lincoln students incentives to improve their reading skills. Students can test on computers in the research center with teacher permission.

The International Research Center is also open on Monday nights from 5:30 PM to 7:30 PM for family reading and study time.

**Enrichment Opportunities:**

- Destination Imagination
- Proud to Be Me
- United Nations
- International Peacekeepers
- Peer Mediators
- Girl's and Boy's Basketball
- Multicultural Play
- Recess Readers
- Choir
- Instrumental (5th and 6th grade)
- Black History Quiz Bowl
- After-school programs
- Alternative recess clubs

**Yearly LISS Activities:**

- Open House
- Back-to-School Picnic
- Math Night
- Holiday Hop
- Black History Month Quiz Bowl
- Literacy Night
- International Night
- Bring Your Parent to School Day
- Hands Across the Border
- Spanish Camp
- Various field trips and other hands-on learning opportunities

*All activity days and times are publicized in weekly newsletters.*



## **Home-School Partnership**

### **Family Involvement Expectation:**

Parent Involvement is essential in helping students achieve success in school. We believe that each student's education is a shared responsibility between parents, community, and staff. Staff members at LISS are committed to providing an excellent education for each student that attends Lincoln International Studies School. To ensure the success of every student, we expect that parents will:

- Volunteer for at least one after school activity each year.
- Volunteer for classroom activities each year (at least five hours each semester)
- Sign a Home-School partnership agreement
- Develop a schedule for homework and daily at-home reading activities

### **Parent Conferences and Midquarter Progress Reports:**

- Parent/Teacher Conferences are held in the fall and the spring, at this time report cards are also given to parents.
- Report cards are sent home with students in the winter and mailed home in the summer.
- LISS uses the computerized grading program called GradeQuick. All students in grades 4-6 receive weekly or bi-weekly grade reports to keep families informed of their student's progress on a regular basis.

- Meetings with teachers, academic facilitators, or the principal to discuss academic concerns are welcomed any time by appointment.
- Beginning in the fall of 2005 all Lincoln students will engage in student-led conferencing
- Students in grades 4-6 maintaining a "B" or better will be recognized quarterly on the Principal's Honor Roll.

### **Homework:**

Homework is designed to give students an opportunity to practice the skills they have learned in class. It is also a way to develop a healthy habit of organizing and using time efficiently to support academic achievement. Individual classroom teachers have their own policies that are outlined in the beginning of the year.

LISS would like for all students to participate in literacy enrichment every night. We encourage all parents to read with your children, let them read to you, and talk to them about your day, practice basic math facts and solve real-world problems.



Students in grades K-3 should read with or to someone for a minimum of 30 minutes each night. Students in grades 4-6 should read for a minimum of 60 minutes each evening to develop and enhance their literacy skills.

### **SIT (School Improvement Team)**

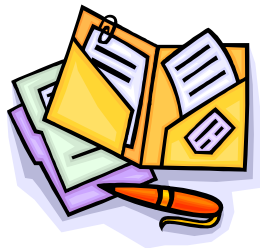
All parents and community members are welcome to join SIT. Meetings are held every 3<sup>rd</sup> Tuesday of the month at 4:00 pm in the school Library. This is an excellent way to help promote the school's vision and maintain academic excellence for all students. Your participation is greatly appreciated.

### **PTO (Parent/Teacher Organization)**

All parents are invited and welcome to join the monthly PTO meetings. Meetings are held every 3<sup>rd</sup> Tuesday of the month at 6:30 pm. Childcare is available. This is an excellent way to get involved in your child's education and meet other families.

### **Home-School Communication:**

- Friday folders are sent home with weekly communications from the school and community at the end of each week.
- A weekly calendar of events is included in the Friday Folder.
- Classroom and school newsletters are sent home frequently. Please check your child's Friday Folder each week.
- Weekly updates on events can be obtained by calling the event hotline: 337-0640 ext. \_\_\_\_\_



### **Visit our website @**

[www.kalamazoopublicschools.com/education/school/school.php?sectionid=19](http://www.kalamazoopublicschools.com/education/school/school.php?sectionid=19)

- Please contact the office to make an appointment to speak with the principal, classroom teachers, or support staff @ 337-0640.

### **Service Team Meetings:**

Service Team serves as a resource for parents and teachers as we try to meet the academic and social needs of



each student. When a student has an academic or behavioral concern a Service Team meeting is scheduled. These meetings are a collaborative effort to create an individualized plan of success for students. The team is comprised of parents/guardians, principal, classroom teacher, support staff, and the school psychologist. Community service agencies may be invited if thought helpful. Meetings may meet throughout the year to check student progress and make modifications as necessary. *Please call 337-0640 to request a meeting.*

## How you can help:

Parents can support their child as a learner by encouraging completion of homework, sharing respect for the school and teachers, and demonstrating a value for the work children do in school. This kind of home-school connection sends a strong message to the students.



## LISS encourages parents to take pride in their child's school and become a partner:

### • **Come to school to assist.**

1. Share information with a student or class about a hobby.
2. Share information with a student or a class about a career.
3. Share information with students about a country you visited or lived in.
4. Tutor one or a small group of students in reading, math, or other area.
5. Help coach an athletic team.
6. Help check a student's written work.
7. Help put out a school or classroom newsletter (can also be done at home).
8. Help sew or paint a display.
9. Help build something (such as a loft in a classroom or new playground).
10. Help students work on a final exhibition or project

(can also be done at home or workplace).

11. Help answer the schools' phone.
12. Help plan a new playground for the school.
13. Help plan a theme-based presentation for students.
14. Help present a theme-based program for students.
15. Demonstrate cooking from a particular country or culture to students.
16. Share a particular expertise with faculty (such as use of computers, dealing with disruptive students).
17. Help students plan and build an outdoor garden or other project to beautify the outside of the school.
18. Help coach students competing in an academic competition (such as Odyssey of the Mind, Future Problem Solving, Math Masters).
19. Help bring senior citizens to school to watch a student production.

### • **Help arrange learning opportunities in the community.**

1. Help set up an internship or apprenticeship for a student at your business, organization, or agency.
2. Host a one-day 'shadow study' for one or a small group of students about

- your career in business or some other organization.
  - 3. Go on a local field trip with a teacher and a group of students.
  - 4. Go on an extended (3-5 day) cross-country field trip with a teacher & students.
  - 5. Contact a particular local business or organization regarding possible cooperation.
  - 6. Help to create a natural area outside the building where students can learn.
- **Serve on an advisory or decision-making committee.**
  - 7. Serve on the school-wide site council.
  - 8. Serve on a school committee that reports to the site council.
  - 9. Serve on a district committee representing the school.
  - 10. Serve as an officer in the school's PTA.
  - 11. Help organize a parent organization for the school.
  - 12. Help design a parent and or student survey for the school.
  - 13. Help conduct and or tabulate results of a parent survey regarding the school.



- **Share information or advocate for the school.**
  - 14. Serve as a member of a 'telephone tree' to distribute information quickly.
  - 15. Write a letter to legislators about the school.
  - 16. Write a letter to school board members about the school.
  - 17. Go to a school board meeting to advocate for the school.
  - 18. Go to another school to provide information about this school.
  - 19. Help design a brochure or booklet about the school.
  - 20. Help translate information from the school into a language other than English.
  - 21. Help translate at a parent-teacher conference for people who don't speak English well.
  - 22. Provide transportation to a parent-teacher conference for a parent who needs a ride.
  - 23. Write an article for publication in a magazine about the school's activities.
  - 24. Help arrange for a political leader (mayor, city council, state representative, member of Congress) to visit the school.

- **Increase financial resources available to the school.**

25. Help write a proposal that would bring new resources to the school.
26. Donate materials to the school.
27. Arrange for a business or other organization to donate materials to the school.
28. Help with a fundraiser for the school.

- **Help other parents develop their parenting skills.**

29. Help teach a class for parents on ways they can be stronger parents.
30. Help produce a videotape for parents on ways they can be more effective parents.
31. Help write, publish, and distribute a list of parenting tips.

### **Family Support Services:**

For families in need of additional help and support, the staff at LISS can work with you to ensure that all of your needs are met. Resources include, but are not limited to:

- Functional Behavior Assessments
- Individual Behavior Plans
- Conflict Resolution
- Peer mentoring programs
- ADD/ADHD support
- Section 504 monitoring
- Warm Kids
- Agency referrals
- Community Mental Health Connections
- Basic Needs Pantry

Please contact the office for more information.

# Standards and Expectations



*The Lincoln leaders expect that students will:*

- Speak kindly, speak with respect for one another and always use appropriate language
- Move with care and safety in the building, be on time, and take care of school property as well as the property of others.
- Find solutions which do not involve physical contact, listen to others and solve problems in a fair and reasonable manner
- Keep themselves and others safe by using equipment properly, playing safe games and leaving dangerous items at home
- Practice the four pillars of success daily  
*Respect, Responsibility, Caring and Citizenship*

*At Lincoln International Studies School we place a high value on citizenship.* Teachers have behavior management plans in their classrooms that include the Social Responsibility System where students are required to take responsibility for the choices they make. We believe that communication is very

important and parents will be contacted when their student is having difficulty meeting the standards.

Students will not be allowed to disrupt the learning of others, and when problems arise, they will be directed to take responsibility for the natural consequences of their actions. Consequences may include time-out in class, time-out in another classroom, recess detention, or referral to our Success Center, which is staffed by a Behavior Specialist and a Home Support Specialist.

It is the duty and responsibility of the Behavior Specialist to work with students and parents to correct and redirect inappropriate behaviors. In doing so, the Behavior Specialist may, counsel students, assign them to group programs, work with outside agencies to obtain support for families, and/or determine and implement appropriate consequences for misbehavior.

Our expectation is that all students will take responsibility for their own learning and as a result, consequences will ensure that, as often as possible, students will remain in an academic environment. We want students to understand that no matter how they behave, their learning and education comes first and is not negotiable.

If a student is repeatedly disruptive and/or is involved in acts of violence, consequences will include, but are not limited to, the following:

- Suspension in school but away from their classroom
- Suspension to another Building
- Detention After School
- Saturday Detention
- Recess Detention
- Restitution, and/or
- Suspension at home

Parents are responsible for transportation to and from out of school detentions. If a student does not attend after-school or Saturday detention, they will not be allowed to return to school unless and until a parent arranges to supervise their classroom behavior for one full academic day. Our goal is to keep the focus on teaching and learning while helping students to become productive, global citizens. If you are concerned about your student's academic or social/emotional well-being, please contact their classroom teacher.

**LISS has a zero tolerance policy for violence.**

*Students who participate in violent behavior as defined in the Lincoln Code of Conduct will lose their privilege of being in school.*

**Lincoln Code of Conduct:**

We believe that all of our school community is entitled to participate in a welcoming and safe environment that fosters respect and celebrates diversity. Our discipline procedures follow the policies of the Board Of Education and are in line with the Student Code of Conduct.

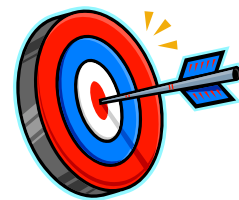
In an effort to ensure timely, consistent, and appropriate intervention, Lincoln uses an Intervention Rubric as guidance for all discipline decisions. The severity of the inappropriate behavior will determine the level of consequence. Student behavior is handled most effectively when parents, students, and staff work together. Parents are encouraged to review and discuss the rubric with their students throughout the year and are expected to support staff and administration in matters of student discipline. Our goal is to develop global citizens who are self-disciplined, responsible, and respectful. The Rubric can be found in Appendix A.

When students engage in sustained inappropriate behavior, the staff and administration at LISS will work with parents to develop an individualized behavior plan and/or may require outside intervention with a counselor.

**Re-entry Meetings:**

Students who have lost their privilege to be in school and are sent home **MUST**

**have a scheduled reentry meeting with the principal, Assistant Principal or Success Center Staff in order to return.** Please contact the office at 337-0640 to set an appointment if you have not received one in advance.



## Lincoln Standards and Dress Code:

- No sagging clothing  
*All pants and other bottoms must be around the waist*
- No midriffs showing
- Midriff shirts, spaghetti straps, backless tops, tube tops or see-through mesh shirts are not allowed
- No headgear in the building unless specified by administration
  - No hats
  - No bandanas
  - No wave caps (do rags)
  - No sweatbands around the head or around the wrist
- All shorts/skirts need to be below the length of the fingertips at the side
- Dress promoting and/or advertising alcohol, tobacco drugs or dress that is sexually explicit is not allowed
- No candy or pop in the lunchroom
- No sharing or trading of food
- When walking in the building all students must have their hands behind their back
- Students must have a pass whenever they are in the hallway without an adult

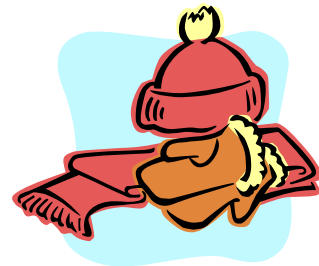
*We ask that all items be clearly marked with student's name or initials. (backpacks, mittens, coats, gloves, scarves etc.)*



Students may not wear hats, headbands, or jackets in the classroom. Students who are inappropriately dressed will call home for alternative clothing.

## Lost & Found:

The school has a Lost & Found. Please check the box when visiting if you are missing items.



## Personal Property:

The school is not responsible for lost, stolen, or damaged possessions. Valuable items should not be brought/kept at schools.

## Toys:

Toys are potentially disruptive to the learning environment and **SHOULD NOT BE BROUGHT TO SCHOOL**. It is impossible to assure that personal items are cared for and not damaged. Toys for students to explore creatively are provided in all classrooms.

Toy guns/knives/swords are considered weapons and **MAY NOT** be brought to school at any time. **This is considered a serious offence and will be dealt with in a serious manner up to and including suspension and/or expulsion from school.**

### **Bus Conduct:**

Students are required to sit Back-to-Back and Bottom-to-Bottom on the school bus. Bus videotapes are used on most buses. Students who do not follow these expectations will lose their privilege to ride the bus. In this case, parents are responsible for ensuring that their student arrives at school on time and every day.

### **Field Trips:**

Field Trips are an extension of classroom learning. Students participate in a variety of field trips within walking distance to the school and off campus. Please complete the parent permission slips and return them to school as soon as possible.



### **Planner/Assignment Notebooks:**

The planner/assignment book is issued to students in grades 4-6 for these purposes:

1. It encourages students to develop habits of organization and planning.
2. It serves as a place to record the class work and homework assignments each day.
3. It provides an effective and regular means of communication between home and school.

It is the student's responsibility to have this book in each class and to enter the information.



Students are to have their parent's review this notebook daily as a way to keep them informed about the content of student classes and assignments. It is also the student's responsibility to know the information and procedures described in the student planner pages.

*Students in grades 4-6 are expected to purchase a planner from the school at a cost of \$4.00 each.*

### **Questions or Concerns:**

Students benefit greatly when parents and school staff members work together. When a question or concern arises, please speak with your student's teacher first. If the problem cannot be resolved at this level, parents can call the office to make an appointment with the principal.