



**Lincoln  
Elementary  
School**

PARENT-  
STUDENT  
HANDBOOK

*Welcome To Lincoln Elementary School,*

*It is a pleasure to welcome all of our Lincoln families to the start of a new school year. We are confident this school year will bring many exciting challenges and opportunities to each of our students.*

*We have designed this handbook to provide you with important information about school activities, policies, and procedures.*

*We will hold ourselves to high expectations in meeting the instructional needs of each student. Our curriculum is designed to offer the instructional content required in our ever-changing and increasingly technological society. On behalf of the Lincoln staff, we invite parents and guardians to become actively involved in your child's education. Please feel free to visit school and become familiar with the program of instruction presented to your child.*

*We look forward to working with each of you during the school year. Thank You!*

*Sincerely,*

*Jane M. Gennerman  
Principal*

### **Family Contact Information**

During the school year, if there are any changes in your home, work, or emergency information, please inform office personnel about such changes ASAP. Also, notify school personnel when there are changes in caregivers for your child(ren), even for short periods of time, or if there is a change to the regular after-school pick-up routine.

### **School Hours**

School begins at 8:30 A.M. and ends at 3:30 P.M. In the morning, students should not be on the school grounds prior to 8:15 A.M., as there is no adult supervision until that time. The first bell rings at 8:30 A.M. **All students are expected to be seated at their desks in their homerooms by 8:40 A.M., and will be marked tardy if they are late.** Students and/or parents should only be in the building prior to these times if arrangements have been made with the teacher. Please stop in the office if entering the building early. School lets out at 3:30 P.M., and all students should be picked up promptly at this time.

### **School Closing Information**

Information about weather-related school closings or delays is available on the school-closing hotline, 262-268-6066, on the school district website, [www.pwssd.k12.wi.us](http://www.pwssd.k12.wi.us), and on local radio and television stations. Parents with updated phone numbers in PowerSchool may receive notification via a phone call and/or text.

### **School Visitation/Visitor Pass**

Parents and guardians are welcome to visit our school at any time. Visitors to the school are required to sign in at the office counter and wear a "Visitor Pass" badge at all times while in the school building.

Parents and guardians requesting the opportunity to observe a classroom should see the school principal in making arrangements for such a visit. There is always the potential for distraction when visitors enter a classroom. Therefore, the school administration reserves the right to permit or deny access to a classroom.

### **Emergency Drills**

In accordance with state regulations, all staff and students are trained and prepared to respond to various emergency situations that may arise in or around Lincoln School. These emergency procedures are practiced throughout the school year.

### **School Security**

School security is a priority. Please be advised that all school entrances, with the exception of the East Doors to the School Office, will be locked during the school day. We are attempting to maintain very vigilant guidelines as people enter and exit the school building and you will be required to **sign in at the school office whenever you are visiting.** We appreciate your cooperation in following all security guidelines in the school. **Please note that there is a video security system in place at the east entrance to the school.**

### **Notes From the Pride (School Announcements)**

The “Notes from the Pride” school announcements are sent home via email to families each week during the school year. The announcements contain timely information about school events, an updated school calendar, information from the Parents Association of Lincoln School, Inc. (PALS) organization, attachments of different flyers and brochures, and sometimes pictures and highlights of events at LES. The announcements are an important vehicle for communication with all of our families.

We strive to provide our families with interesting and important information. If you have suggestions for improving this communication, please do not hesitate to contact school personnel with your ideas.

The weekly announcements are sent by email to families who have provided us with their email addresses. Paper copies of the announcements will be sent to families upon request.

### **Wednesday (Blue) Envelope**

We will send home important information to parents with our weekly “Wednesday Envelopes.” We would like parents to get into the habit of looking for a large blue envelope sent home each Wednesday with school information. The Wednesday Envelope has proven effective in providing parents with timely school information. Select information will only be sent home with the oldest child in a family. Please note, homeroom teachers use a variety of approaches of written communication with parents. Check with your child’s teacher to learn more about these methods.

### **Report Cards/Progress Reports**

Students’ academic progress is reported to parents at the end of each semester. Teachers maintain close contacts with parents in many ways throughout the school year. Teachers are always expected to make immediate contact with parents in the event school performance is of a concern. Parents are encouraged to contact teachers whenever they have questions about their child’s progress at school.

### **Homework Belief Statement**

Lincoln Elementary School views homework as a tool used in the learning process in partnership with families. The homework that is sent home provides children practice toward achieving proficiency on learning targets; this may include projects to enhance curricular topics. Homework is not considered a way to measure and report student understanding; it is a step toward learning. At Lincoln Elementary School, the majority of the homework is reading/language based and could include unfinished classwork. We believe all students should read nightly to build strong reading skills and habits.

### **Absences**

When an absence is necessary, the student’s parent/guardian must notify the school office at **262-268-5801** by 9:00 A.M. on the day of the absence. Please indicate the reason for the absence when you call the school. Parents/guardians should contact the school each day their son/daughter is absent. The student returning from an excused or unexcused absence is responsible for completing missed work as assigned by teachers.

(cont. on next page)

Daily attendance is a responsibility that is shared by parents/guardians, students, and the school. Regular and punctual attendance is important and necessary if your child is to secure the fullest benefits from the curriculum and instruction offered. Inconsistent attendance and tardiness interrupts the continuity of a planned program and calls negative attention to the student.

The school administration may require a medical excuse if the number of parent/guardian excused absences is deemed excessive or totals more than 10 days per school year. Studies show there is a direct correlation to student attendance and academic success. Please try to arrange doctor and dental appointments so as not to interfere with the school day.

### **Pre-Excused Absences**

If a family vacation has been planned during the school year, please fill out a Pre-Excused Absence Form in the office and submit it to the school office for approval by the principal. The form will then go to the teacher to fill out all homework assignments to be completed while away or prior to leaving. The completed Pre-Excused Absence Form will then be sent home with the student.

### **Requests to Leave School Early**

A request to have your child excused early from school should be sent with the child on or before the day of the early dismissal. Both the office and teacher should be notified of any appointments that have been arranged during the day. The time and reason for leaving should be included. Parents should report to the office to pick up his/her child and the student must be signed out. Please try to arrange doctor and dental appointments so as not to interfere with the school day.

### **Illness or Emergency at School**

If your child becomes ill or injured, the office staff will contact you. Therefore, it is very important that you provide the school with complete and accurate emergency information in Infosnap, our online registration program.

If your child has had a fever, diarrhea, or has been vomiting, he/she may not attend school for 24 hours following the conclusion of symptoms.

### **Accidents**

All student injuries that occur on school property or at a school sponsored event, must be reported to the office by the student or the supervising adult immediately.

### **Student Insurance**

The Port Washington-Saukville School District does not provide any form of health or accident insurance for student injuries at school or at school related functions (field trips, athletic events, etc.). The school district does make accident insurance available through Student Assurance Services, Inc. of Stillwater, Minnesota. An informational packet providing the details of the insurance program is sent home in the Wednesday Envelopes the first week of school.

### **Dispensing Medication**

Prescription medication requires that a Medication Consent Form be completed by the parents **and** the physician before school personnel will be permitted to dispense medication. Non-Prescription medication requires a Medication Consent Form be completed by the parent only. All medications must be in the original containers with the appropriate label and must be kept in the school office.

### **Student Immunizations**

Wisconsin State Law requires immunizations for all students. This law also requires that proof of immunization be submitted to the school office. Specific immunization requirements are available in the school office.

### **Student Dress**

Clothes students wear to school should be neat, clean, and not distract from the learning environment. Clothing displaying inappropriate language, pictures, promotions of alcohol or tobacco use are prohibited as well as clothing that is revealing, distracting, or unsafe (e.g., midriff shirts, extremely tight or baggy pants, etc.). Students attending school with inappropriate dress will be required to call home and ask appropriate clothing be brought to school. Students are not permitted to wear hats in school during the school day.

### **Toys/Electronics at School**

We ask that students not bring toys (e.g., sports equipment, sports cards, Pokémon cards), or any item that may interfere with the educational process. Additional items brought to school must be kept in backpacks, and because we do not have a secured area for coats/backpacks, their safety is not guaranteed during the school day. If taken out at school, such items will be removed and returned at the discretion of staff (including cell phones and other electronic devices).

### **School and Classroom Libraries**

The school and classroom libraries provide students with reading material for enjoyment and additional learning opportunities. Please make sure your child takes care of these materials and returns them in a timely fashion.

### **Care of Textbooks**

Textbooks, library books, and other special materials are critical to the instructional process and are provided with no cost to the student. Damaged or lost books/materials are the responsibility of the student.

### **Field Trips**

Field trips provide all students with unique educational opportunities and directly support school district curriculum. Whenever field trips are planned for students, parents are asked to sign and return a permission slip. Please return the permission slip by the due date. **If trips require chaperone assistance, parents and guardians will need to have a background check completed by the district. This will be provided by your child's classroom teacher or the school office.**

### **Food Policy**

Food is to be consumed in the lunchroom only, with the exception of classroom snack time. Students may not have gum, candy, or soda in the hallway or classroom unless approved by a staff member.

### **Food Allergies**

You may be notified by your child's classroom teacher if there are students with food allergies in the classroom. In the event that a student does have an allergy, snacks or treats may be limited for safety reasons.

### **Lunch Program**

Daily Lunch for Grades K-4:	\$2.60
Adult Lunch (no milk)	\$3.95
Milk	40¢

Payments for students' lunch accounts can be made at each school prior to the start of the regular school day. Checks should be made payable to: PWSSD—Food Service. You can also put money onto students' accounts clicking [e-Funds](#), or go to the PWSSD website under "Parents."

Lunch information including school menus can be found on the district website, [www.pwssd.k12.wi.us](http://www.pwssd.k12.wi.us), under "Parents." Paper copies of the lunch menu may be picked up in the school office.

Milk in half-pint cartons will be available for those who bring their own cold lunches. The cost per carton will be 40¢.

A program providing milk to Early Childhood students is \$6.00 for the school year.

Please contact the school office for information regarding the free and reduced-price lunches or the Early Childhood milk program covered under the federal subsidy program.

### **Recess**

All students will be expected to go outside for recess unless it is raining or the temperature/wind chill is below zero degrees. If all students are kept inside, they will remain in classrooms and participate in alternate activities. Students with a doctor's excuse will be provided alternate recess options as needed.

### **Bicycle Safety**

Student safety is a primary concern. We ask students who ride bikes to school to adhere to the following safety rules:

1. Riders are expected to follow all rules of the road as provided in the Port Washington/Saukville communities.
2. Bicycles should always be locked in the school bike rack.
3. Bicycles are not to be ridden on school property when large numbers of students are present.

### **Scooters, Roller Blades, and Skateboards**

Scooters, rollerblades, and skateboards may be used to commute to school; however, for safety reasons, they are not to be used on school property.

1 property when large numbers of students are present.

### **School Bus Safety**

Students who rely upon bus transportation are expected to conduct themselves in a safe and courteous manner while waiting for and riding the school bus. The Johnson Bus Company has established the following rules for bus safety:

1. No standing while the bus is in motion.
2. Arms and legs must stay inside the bus at all times.
3. No eating or drinking on the bus.
4. No yelling, cursing, or fighting.
5. No throwing of objects on or at the bus, smoking, or other dangerous behaviors.
6. Students must have a parent note signed by a principal in order to ride the school bus to a friend's house or be dropped off at any location other than their normal bus stop.

*Refusal to comply with school rules will result in a referral from the bus company with appropriate disciplinary action taken by the school administration.*

### **Birthday Party Invitations**

Periodically, students come to school with birthday party invitations for some of their classmates. Young children do not understand why they are not invited to a party when other classmates receive an invitation. To help prevent hurt feelings, please do not send party invitations to school. Please take care of such matters outside of the school day. Your understanding and help with this issue are greatly appreciated. *\*You may contact your child's teacher with questions regarding invitations.*



# Port Washington-Saukville School District

## IMPORTANT POLICIES

### Student Attendance

School districts are required by Section 118.16(4)(d) of the Wisconsin State Statutes to provide each student enrolled in district schools with a copy of established school attendance policies. In addition, school districts are required by S.118.15(l)(0) of the state statutes to notify students and their parents or guardians of the following at the beginning of each school term:

- (1) their right to request the school board to provide the student with program or curriculum modifications as outlined in S.118.15 (1) (d) of the state statutes, and
- (2) the decision-making process to be used in responding to such requests under S.118.15(l)(dm) and (e) of the state statutes.

**Habitual Truant** – A student who is absent from school without an acceptable excuse [S.118.16(4) and S.118.15 Wis. Stats.] for part or all of five or more days on which school is held during a semester. This definition is found in 118.16(1)(a), Wis. Stats.

### Title I Statement

As a school district that receives federal Title I money to assist student learning, we are required to inform parents that they have the right to request the following information on the professional qualifications of their children’s teachers: whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches; whether the teacher has an emergency or provisional license; what degrees the teacher holds and the field of discipline of his or her certification or degree; and whether their child is being provided services by paraprofessionals and if so, their qualifications. If you have questions regarding this information please contact your child’s building principal.

### Nondiscrimination and Harassment Policies

It is the policy that the Port Washington-Saukville School District shall not discriminate in the provision of services or programs against any person because of that person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures (Wis. Stats. S.118.13 and P19.) The school district is also committed to equal educational opportunity for all students in the district. Any inquiries or concerns related to nondiscrimination or harassment should be addressed to the appropriate school district personnel listed below. Should there be grounds for a complaint, a written statement of the complaint shall be prepared by the complainant, and directed to the appropriate individual or position holder listed below. Discrimination complaint forms can also be obtained from the offices listed below as well as from the Office of the Superintendent, 100 West Monroe Street, Port Washington, WI 53074. The following administrators are designated to discuss concerns and/or receive complaints:

**Duane Woelfel**, Director of Special Services (268-6079), [duane.woelfel@pwssd.k12.wi.us](mailto:duane.woelfel@pwssd.k12.wi.us)

100 W Monroe St, Port Washington WI 53074

S.118.13 Wisconsin Statutes (Prohibits discrimination as described in paragraph 1 above)

(*Student Concerns*) S.504 of the Rehabilitation Act of 1973 (Prohibits discrimination on basis of handicap)

Title IX of Federal Educational Amendments of 1972 (Prohibits discrimination on basis of sex)

S.111.36 Wisconsin Statutes; 14th Amendment Title IX of Federal Educational Amendments of 1972 (Prohibits discrimination on basis of sex – adults or students)

**James A. Froemming**, Director of Business Services (268-6000), [james.froemming@pwssd.k12.wi.us](mailto:james.froemming@pwssd.k12.wi.us)

100 W Monroe St, Port Washington WI 53074

(*Adult Concerns*) S.504 of the Rehabilitation Act of 1973 (Prohibits discrimination on basis of handicap)

*Reference: Board policy 2260, 5517, 5518*

## Student Harassment and Bullying

Harassment of any student by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. All forms of harassment taking place at school or under the school's supervision, including sexual harassment and bullying, will not be tolerated.

The Administrative Council must establish a Student Code of Conduct which contains language prohibiting any form of sexual harassment and any use of race, gender, age, color, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or other legally protected characteristic or other verbal or physical harassment.

The Student Code of Conduct must also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

Each building principal will be responsible for including the Student Code of Conduct in appropriate student handbooks.

Harassment refers to a wide spectrum of offensive behavior. The term commonly refers to behavior intended to disturb or upset and, when the term is used in the legal sense, it refers to behaviors which are found threatening or disturbing.

**Bullying** includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, and false accusations.

**Cyber-bullying** involves the use of information and communication technologies (including computers, cell phones, and other electronic devices) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

**Hazing** shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**Harassment**, as related to discriminatory behavior, includes any verbal or non-verbal expression related to race, gender, age, color, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or other legally protected characteristic, and any conduct that creates a hostile, intimidating, or offensive learning environment. This includes derogatory misuse of humor that would be offensive to others.

**Sexual harassment** refers to persistent and unwanted sexual advances where the consequences of refusing are potentially very disadvantageous to the victim. This includes the misuse of humor that would be offensive to others.

1. Quid pro quo sexual harassment occurs when benefits, including better grades and preferential treatment, are made contingent on the provision of sexual favors, or when the rejection of a sexual advance or request for sexual favors results in a tangible detriment or loss of the kind described above.

#### **Student Harassment and Bullying – continued**

1. Hostile environment sexual harassment occurs when a pattern of unwanted sexual activity such as touching, comments, and/or gestures creates an uncomfortable or unsafe environment, or prevents the subject from participating in or benefiting from a program. This type of harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor.

Behaviors characterized as harassment per the adopted definitions, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment shall be subject to disciplinary action which may include, but not be limited to, suspension or expulsion from the District. Forms of harassment by anyone to anyone as defined in this policy are prohibited under this policy.

Reports of harassment are to be investigated promptly by the principal who will submit a report to the Superintendent. Persisting problems will be referred to the Superintendent or designee. Anyone, including staff members, students, and third parties, found to have violated this policy and/or the Student Code of Conduct shall be subject to disciplinary action which may include, but not be limited to, suspension, or expulsion from the District. The harassment by a student against a District staff member, a student of this District, or a third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Students found guilty of this will be subject to discipline in accordance with law, the Student Code of Conduct, and School Board policy.

Legal reference:

Sections 118.13, 947.013, Wis. Stats.

42 U.S.C. 2000d

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

Civil Rights Act, 42 U.S.C. 1983

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5518 – Student Sexual Harassment

Student Code of Conduct

Employee agreements

Adopted: 6/18/01

Revised: 10/8/07; 6/14/10

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074-  
Duane.Woelfel@pwssd.k12.wi.us