



Dear Lincoln Families,

The staff at Lincoln Elementary is committed to high expectations for all students. It is our belief that we are partners together in the education of your children. We want all students to develop skills that will lead to college and future careers. We want all students to have 21st century skills that allow them to be globally literate citizens in a rapidly changing world.

To help make things easier for our students and parents, we have compiled this student handbook in which you will find an assortment of information that will answer questions you might have about Lincoln Elementary. Please read it thoroughly and then keep it where you can refer to it throughout the year.

Your best resources for up to date information can be found on our website <http://li.tfsd.org>. We utilize a variety of communication tools, so every family can be engaged and involved in the educational learning experience of their child.

We encourage parents to visit Lincoln often and become actively involved in their child's education. Whatever your interest and time available, we have a place for you in our school to be involved. The time you spend at Lincoln will pay big dividends in your child's future. Parent involvement makes a big difference in student achievement.

We appreciate you, our Lincoln family, and anticipate a terrific year.

Sincerely,

Mrs. McKenzie
Principal

Mrs. Brewer
Assistant Principal

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The Leader in Me™

great happens here



We are beginning the process of helping children develop leadership skills. **The Leader in Me** is based on the *7 Habits of Highly Effective People*, by Stephen Covey.

All students are them learn their



taught the 7 Habits and we refer to throughout the day as students regular academic subjects.



reported responsible

Later in the year, classes will be offered to parents so they can learn about the habits and how to incorporate them at home. Families using the 7 Habits have that their children are more and help out more at home.



Children like to feel needed and to have a purpose. By using the leadership model, we hope to develop confidence and responsibility in all of our Lincoln students.



For more information, there is a section of our website devoted to The Leader in Me at <http://li.tfsd.org>.

OUR PHILOSOPHY

We believe all students should have the opportunity to achieve the skills needed to succeed in life. This includes being academic achievers, clear communicators, responsible citizens, complex thinkers, and quality producers, with the realization that learning is a lifelong process. It is our belief students achieve self-esteem by experiencing successes and meeting educational challenges. Students should have the confidence to make reasonable and responsible choices.



TFSD MISSION

Our mission is to provide a quality education necessary for students to be successful in life.

TWIN FALLS SCHOOL DISTRICT #411 AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The School District Office is accessible to the physically disabled. Interpreters for persons with hearing impairments, and Braille or taped information for persons with visual impairments, can be provided upon five days' notice. For arrangements contact Mike Gemar, Director of Support Services, 733-8456, ext. 3753.

OUR LEARNING STANDARDS



Our mission will be accomplished when students are:

☀ **ACADEMIC ACHIEVERS**

who demonstrate competency within measurable learning standards,

☀ **CLEAR COMMUNICATORS**

who can effectively transfer information by listening, speaking, reading, and writing,

☀ **RESPONSIBLE CITIZENS**

who understand the roles and duties of the citizens and how to improve the quality of life in their communities,

☀ **COMPLEX THINKERS**

who use resources, apply academic knowledge to reason, solve problems, and make decisions; and

☀ **QUALITY PRODUCERS**

whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.

SPECIAL NEEDS

Lincoln Elementary School does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap.

All interested persons, including those with impaired vision or hearing, may obtain information concerning the existence and location of Twin Falls School District services, including Section 504, special education, activities, and facilities that are accessible to and usable by persons with disabilities by contacting Mike Gemar, Director of Support Services, 733-8456, ext. 3753, 201 Main Avenue West. To access TDD/TTY relay call 733-8456 and ask for the TDD/TTY phone number and state the approximate time the message will be sent or call 733-6900 and ask for the ADA Coordinator. 504 questions about Lincoln students should be directed to Mrs. Brewer, Vice Principal (733-4229).

LINCOLN ELEMENTARY STAFF

School website: <http://li.tfsd.org>

Principal Mrs. Cheri McKenzie
Assistant Principal Mrs. Michelle Brewer
Secretary Mrs. Tracy Underwood
Counselor Mrs. Erika Willsey

Kindergarten

Mrs. Ali Seamons Rm 1
Ms. Amy Valentiner Rm 2
Flex Room Rm 3
Mrs. Kristen Bloxham Rm 4

First Grade

Mrs. Nicole Mix Rm 5
Mrs. Amy Lent Rm 6
Mrs. Ashley Carpenter Rm 7
Ms. Katrina Hall Rm 8

Second Grade

Mrs. Jessyca Tubbs Rm 9
Mrs. Tiffany Patterson Rm 10
Ms. Stacey Swafford Rm 11
Mrs. Renda Human Rm 12

Specialists

Mrs. Abby Snow – Physical Education
Mrs. Benita Remaley – Music
Mrs. Becky Flanary – Computer Lab
Mrs. Jill Hinton – Library
Ms. Martha Fiala – English Language Learners
Mrs. Shawna Murri – English Language Learners
Mrs. Cindy Braun – Title I Reading/Math
Ms. Samantha Fritz – Title I/Behavior Interventionist
Mrs. Jami Humphrey – Instructional Coach

Support Services

Mrs. Cathie Standley – Speech & Language Pathologist
Mrs. Jamie Garcia – Resource Teacher, Grades K-2
Ms. Ashley Galaites – Resource Teacher, Grades 3-5

Third Grade

Ms. Ingrid Melendez Rm 19
Ms. Jenni Mussio Rm 20
Ms. Tana Schroeder Rm 21
Ms. Hannah Blair Rm 21

Fourth Grade

Mrs. Danyell Alger Rm 22
Mrs. Courtney Day Rm 23
Mrs. Alexis Boyle Rm 24

Fifth Grade

Mrs. Tanna Fajardo Rm 13
Ms. Alison Emmons Rm 14
Mrs. Carli Moffitt Rm 15
Ms. Ashley Remaley Rm 17



TWIN FALLS SCHOOL DISTRICT #411

2019-2020 CALENDAR

Aug 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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SEP 2019

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Oct 2019

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Nov 2019

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Dec 2019

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JAN 2020

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August

- 7 Middle and High School Registrations
See School Website for Details
- 8 Middle and High School Registrations
See School Website for Details
- 9 Middle and High School Registrations
See School Website for Details
- 12 Summer Institute/In-Service
- 13 Summer Institute/In-Service
- 14 1/2 Opening Day
1/2 Day Building Retreat
- 15 Teacher Workday
- 16 Teacher Workday
- 19 First Day of School
- 30 Early Dismissal for Students and Staff
No School 1/2 Day Kindergarten

September

- 2 Labor Day - No School
- 13 Data Day - No School

October

- 18 End of 1st Quarter (42 Student Days)
Teacher Workday
No School All Grades
- 23 Kindergarten Parent/Student/Teacher
Conferences
No School Kindergarten
- 24 District Wide Parent/Student/Teacher
Conferences
No School All Grades
- 25 No School All Grades

November

- 25 ICS Teacher In-Service
No School All Grades
- 26 ICS Teacher In-Service
No School All Grades
- 27 Thanksgiving Break
No School Nov. 25-29

December

- 20 End of 2nd Quarter (38 Student Days)
End of 1st Semester (80 Student Days)
Early Dismissal
No School 1/2 Day Kindergarten
1/2 Day Report Cards
- 23 Christmas Vacation
No School Dec 23 - Jan 5

January

- 6 School Resumes

February

- 17 Presidents' Day - No School
- 18 ICS Teacher In-Service
No School All Grades

March

- 6 End of 3rd Quarter (43 Student Days)
Early Dismissal
No School 1/2 Day Kindergarten
1/2 Day Report Cards
- 17 CRHS/TFHS-Advisor/Parent/Student
Registration Conferences
- 18 CRHS/TFHS-Advisor/Parent/Student
Registration Conferences
Kindergarten Parent/Student/Teacher
Conferences
No School Kindergarten

- 19 Elementary and Middle School
Parent/Student/Teacher Conferences
CRHS/TFHS - Jr. Boards/Sr. Projects
No School All Grades
- 20 No School All Grades
- 23 Spring Break-No School March 23-27
- 30 School Resumes

May

- 18 TFHS Graduation
- 19 CRHS Graduation
- 20 MVHS Graduation
- 21 End of 4th Quarter (47 Student Days)
End of 2nd Semester (90 Student Days)
Last Day of School-Early Dismissal
1/2 Day Report Cards
No School 1/2 Day Kindergarten
School Year - 170 Days
- 22 1/2 Analyze Assessments and Goals
1/2 Day Teacher Workday

FEB 2020

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MAR 2020

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MAY 2020

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JUN 2020

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JUL 2020

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TWIN FALLS SCHOOL DISTRICT DRESS CODE

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger.

The Dress for Success code supports workplace norms for appropriate attire. It is our belief that schools are in the business of learning, which necessitates discipline by the individual student in all areas such as language, behavior, attendance, and dress.

Students are to observe the following guidelines regarding student attire:

1. Shirts must have a modest neckline (no cleavage) and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube, off-the-shoulder, halter tops, or muscle shirts will be allowed. No backless, strapless, or half tops are to be worn.
2. Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see-through, excessively tight or torn, or revealing attire is permitted.
3. Shorts and skirts must be no shorter than mid-thigh at the elementary level (K-5) and just above the knee at the secondary level (6-12).
4. Pants must be worn at hip-level or higher (no excessive bagging or sagging).
5. No pajamas, slippers, or sleepwear of any kind is allowed.
6. Hats or head coverings (including sunglasses) of any kind are not allowed.
7. Shoes must be worn at all times.

8. Students are prohibited from wearing or carrying clothing, accessories or jewelry, or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following:
 - a) Drug usage, including alcohol and tobacco;
 - b) Controlled substances of any kind;
 - c) Drug paraphernalia;
 - d) Gangs;
 - e) Violence, hate groups, racial separation;
 - f) Sexually explicit, lewd, indecent, or offensive material; or
 - g) Illegal acts.

9. Visible body piercing or magnetic/glued jewelry on face, eyes, arms, hands, tongue, and feet is prohibited. Earrings and nose studs are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.

10. Excessive or extreme make-up is not allowed.

There may be exclusions to the dress code policy for religious or health reasons.

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

The building administrator or designee may determine appropriate attire options for special activity days.

LEGAL REFERENCE: Idaho Code Section 33-512

ADOPTED: 12/08/08

AMENDED: 7/08/13



Twin Falls School District – Title 1
Lincoln Elementary School
2019-2020 Student/Parent/School Compact



We want your child to be successful. In order for that to happen, we know that we must work together and support one another in that effort. Please read and sign this agreement, signifying your support.

Student Responsibility

❖ **Responsibilities**

- ✓ I will strive for 100% attendance, including no tardies or early pick-ups.
- ✓ I will treat all school staff with respect.
- ✓ I will treat my fellow students with respect.
- ✓ I will follow all school rules and procedures responsibly.
- ✓ I will give my best effort at schoolwork, even when it seems difficult.
- ✓ I will pay attention in my classes, and participate in class activities.
- ✓ I will ask for help when I need it.
- ✓ I will complete all homework assignments.

Parent Responsibility

❖ **Communication**

- ✓ Attend scheduled conferences and meetings with staff.
- ✓ Let the school know about any characteristics, problems, or medical concerns pertinent to your child.
- ✓ Read notes and respond in a timely manner.
- ✓ When you have a concern or problem; contact the persons involved and discuss the matter.

❖ **Support Learning**

- ✓ Check for homework and progress reports on a regular basis.
- ✓ Provide a time and place to do homework, and check to see that it is being done.
- ✓ Guide and encourage your child to do well.
- ✓ Strive for my child to have 100% attendance, including no tardies or early pick-ups.

❖ **Provide Mutual Support**

- ✓ Volunteer and visit the school as often as possible, as well as attending parent-teacher conferences.
- ✓ Attend organized events.
- ✓ Speak positively about the school and staff.
- ✓ Parents will be invited to attend curriculum training.

School Responsibility

❖ Communication

- ✓ Rules and expectations will be sent home at the first of the year, both school-wide and classroom.
- ✓ Academic progress reported regularly—formal reports at midterm and the end of the quarter.
- ✓ Phone calls and emails returned in a timely manner. (The same day if possible.)
- ✓ Correspondence sent home in parents' home language if necessary and when possible.

❖ Support Learning

- ✓ Teachers will teach the district curriculum as has been developed, and will provide a progressive and quality education with technology integration.
- ✓ Provide a safe, respectful, and responsive school environment.
- ✓ Teachers will use effective instructional strategies.
- ✓ When needed and when possible, students will have additional instructional time in the form of summer school and Title One teachers.

❖ Provide Mutual Support

- ✓ Survey parents for volunteering interests.
- ✓ Make phone calls when there is a problem or concern.
- ✓ Provide programs, activities, and events that encourage learning and are of interest to students and families.
- ✓ Parents will be provided training on the classroom subjects when requested.

LINCOLN ELEMENTARY SCHOOL

2019-2020 BELL SCHEDULE

7:35 am Doors Open for Breakfast
Teacher Contract Day Begins

7:35 am Playground Supervision Begins

7:55 am 1st Bell Rings – Students Line Up

8:00 am School Begins



9:30-9:45 am Recess for Kinder and First Grade
9:40-9:55 am Recess for Second and Third Grade
9:50- 10:05 am Recess Second Grade
10:05-10:20 am Recess Fourth Grade
10:25-10:40 am Recess Fifth Grade



11:00 am ½ Kinder Dismissal
10:30 am ½ Kinder dismissal on MONDAYS

LUNCH

11:00-11:40 pm Full-Day Kinder
11:20-12:00 pm 1st Grade
11:05-11:45 pm 2nd Grade
11:30-12:10 pm 3rd Grade
11:35-12:10 pm 4th Grade
11:40-12:20 pm 5th Grade



12:00 pm ½ Kindergarten Begins
11:40 am ½ Kinder begins on MONDAYS

1:15-1:30 pm Recess for Kinder & First Grade
1:45-2:00 pm Recess for Second & Fourth Grade
1:25-1:40 pm Recess for Third Grade
1:55-2:10 pm Recess for Grades Fifth

3:00 pm Dismissal
3:45 pm Teachers Off-Duty

Students will have a 2:00 dismissal every Monday to provide teachers time to collaborate.

STUDENT BEHAVIOR

The staff at Lincoln Elementary School is continuing a school-wide discipline plan. Our school-wide plan is a positive one that reinforces good behavior. Most discipline problems are small and can be handled by the classroom teacher with the cooperation of the parent. When the disturbance is severe or continuing, the administrators will become involved.

We anticipate an excellent school year and feel that learning can best take place when the student body is well-disciplined. We encourage your support in this effort.

There are a few general rules that are necessary for maintaining safety and order in the school. Each classroom has additional classroom rules designed by the teacher and students. Please refer to the district website (www.tfsd.org) for the complete district policy on student rights and responsibilities.

The areas of misconduct that we consider most serious are: unnecessary roughness; bullying (including physical, verbal, psychological abuse or cyber-bullying); harassment, intimidation or injury to another student; defiance of authority and flagrant disregard of school rules; abuse and destruction of school or personal property; misuse of playground equipment; and truancy from school.

GENERAL BUILDING RULES & BEHAVIOR EXPECTATIONS

- Lincoln hallways are "Quiet Zones".
- Before school, students must enter through the back doors unless accompanied by a parent/guardian.
- Students will be courteous and respectful to others. Swearing and back-talking are not allowed.
- Hats, caps, or sunglasses will not be worn inside the building.
- Students are expected to dress in an appropriate and modest manner (see the Dress Code on pages 10-11).
- Students will respect the property of the school. Writing on desks, walls, books, and damaging or defacing school property are considered vandalism and will be treated accordingly.
- Students are only allowed to bring electronic devices to school if they have had a parent/guardian sign a Computing Device and Network Acceptable Use Agreement, and if they are used for educational reasons at the discretion of school personnel or classroom teacher (e.g., iPods, cell phones, cameras, e-readers, etc).



- If, for safety reasons, you send a cell phone with your child, it should be turned in to the teacher at the beginning of the day and picked up at the end of the day. If a student chooses to keep it in their possession, the school is not responsible if it is stolen or broken. If it is seen or heard during school hours, it will be stored in the office until after school.
- ***Students who bring knives or weapons to school will be subject to expulsion.***

BEFORE SCHOOL EXPECTATIONS

- Students should go straight to the playground upon arrival.
- Students arriving for breakfast may enter the blacktop doors at 7:30 am. They should not arrive on school grounds prior to 7:30 am if they are eating breakfast.
- All students should not arrive before 7:30 am. Adult supervision is not provided before this time.
- After eating breakfast, immediately exit to the playground, following the hallway rules.
- Students must get a pass to use the bathroom.
- Unaccompanied kindergartners should go to the back playground area until the bell rings.
- Students should be dropped off in the front of the school or by the blacktop off Castleford Street. Do not park in or block the faculty parking lot.
- Wheeled modes of transportation (ie: bikes, skateboards, scooters) should be walked while on school grounds. Skates must be removed and carried. Skate shoes are never allowed.

BATHROOM EXPECTATIONS

- Flush after using the toilet.
- Wash hands before leaving the bathroom.
- Playing, climbing, and loitering in the bathroom are not allowed.
- Writing on the walls is considered vandalism and will be handled accordingly.



ASSEMBLY EXPECTATIONS

- Classroom teachers remain with their classes.
- Level zero voices while entering and exiting.
- Disruptive behavior during performances will result in removal.

HALLWAY EXPECTATIONS

- Hallways are "Quiet Zones" (level zero voices).
- Each student must have a pass.
- Walk close together in line.
- The teacher escorts the class at all times.
- Students are not allowed in the building at lunch time unless they have a pass.
- No loitering in the hall.

CAFETERIA EXPECTATIONS

- Teachers escort their classes and seat them while monitoring all students.
- Students must remain seated until they raise their hand to be dismissed.
- If a student needs more condiments or wants something from the share basket, she/he must raise their hand and the adult on duty will retrieve it for them.
- Level 2 voices are allowed (quiet conversation).
- Use good table manners.
- Students may get extra food and milk only once and if all food is eaten first.
- Students may eat only their food.
- Only leave sealed food and milk in the share basket.
- Students who bring cold lunch may buy milk for \$.45. Lunch and milk are free only if the whole meal is taken.
- All food and drinks must be consumed in the cafeteria.
- Lunch boxes should be placed in a box outside the lunchroom.



BEHAVIOR WITH GUEST TEACHERS

- Any student using inappropriate behavior that prevents the guest teacher from teaching, or students from learning, will not be permitted to remain in the classroom.

PLAYGROUND BEHAVIOR EXPECTATIONS

- A hall pass is required to enter the building.
- Follow playground rules.

SOME BASIC PLAYGROUND RULES:

- Students will play safely so they do not hurt themselves or others. Some examples of unsafe activities include: fighting, kicking, throwing objects, tackling, dog-piling, cracking-the-whip, climbing trees or fences, going outside of school property, having weapons (including toy weapons), etc.
- WHISTLE means STOP, LOOK at the adult on duty, and LISTEN for directions!
- You may swing on bars as long as you hold on with both hands.
- Jumping from the top of the monkey bars or big toy is not allowed.
- Running up the slides is not allowed.
- You may not stand or sit on top of the “hand-over-hand” bars.
- No “chicken fighting”.
- Snowball throwing and intentionally sliding on ice is never allowed.
- Equipment is provided for the following activities: soccer, kickball, four-square, basketball, football, tether ball, kickball, softball, jump rope.
- Do not cross the out-of-bounds yellow lines around outside buildings.
- If students choose to bring equipment from home, the school is not responsible if it is stolen or broken. If it is not used in a safe manner, it will be stored in the office until the parents can come to pick it up.



AFTER-SCHOOL ARRANGEMENTS

Any messages received after 2:30 pm are NOT guaranteed to be delivered. After-school arrangements should be made prior to sending your students to school each day. Students without a note will follow their normal routine to home after school.



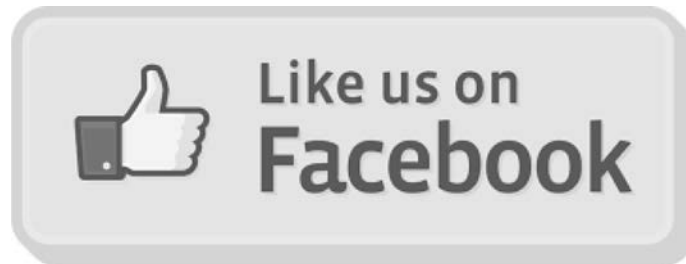
AFTER-SCHOOL EXPECTATIONS

- Students should be picked up in a pre-arranged location. Do not stop in the middle of the street and call for your student. This is unsafe. Do not block crosswalks, or the faculty parking lot.
- Handicap parking is reserved for those with valid handicap parking permits.
- Students not riding the bus must leave school grounds immediately.
- Use the crosswalks at all times. Jaywalking is dangerous and illegal. Student patrols assist students at crosswalks.
- Wheeled modes of transportation (ie: bikes, skateboards, scooters) should be walked while on school grounds. Skates must be removed and carried. Skate shoes are never allowed.

COMMUNICATION WITH TEACHERS

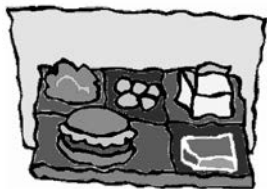
Please be sure to read your student's grade-level newsletter each week. Newsletters and teacher contact information is also available on the school's website at <http://li.tfsd.org>. E-mail is an excellent way to communicate with your child's teacher.

Be sure to 'Like' us on Facebook for updates and information.



ATTENDANCE

Good attendance is necessary to ensure learning. We ask that parents make sure their children are in school daily and on time. If an absence is necessary due to illness or emergency, please call the school to excuse your child. Call 737-5208 and then you're your teacher's extension. You will be given this number by your teacher at the beginning of the year. Please keep this in an accessible place. At approximately 8:30 am, the office starts calling parents whose children are absent and have not been excused by phone call or note. Letters are sent to parents when students have missed 7, 11, and 15+ days. Tardy letters are sent home, and a phone call given, every 10 tardies. Excessive absences or tardies can result in referral to the Status Offenders program or Attendance Court through Juvenile Justice.



BREAKFAST AND HOT LUNCH

Lincoln provides both breakfast and lunch programs in our cafeteria. **Breakfast and lunch will be provided free of charge for all students this year.** Milk for students not choosing hot lunch is \$.45. Adult lunches are \$4.55 and breakfast for adults is \$3.30. Monthly menus are on the school website at www.tfsd.org.

Lunchroom behavior should not detract from a safe and enjoyable mealtime. Students should practice good manners and be neat and quiet in the lunchroom. Please, NO POP, CHIPS, OR CANDY should be brought to school.

BUS TRANSPORTATION

Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. Parental permission must be given for students to ride a different bus or alter his/her regular schedule. Questions concerning bus transportation may be directed to the Mid-Columbia Bus Company, 733-8003.



CONFERENCES

Student-led conferences are scheduled for all students at the end of the first and third quarters. Conferences may be arranged at any other time by contacting the teacher.



COUNSELING SERVICES

Counseling is provided at all elementary schools in Twin Falls to help students deal with problems that may interfere with their educational success. Erika Willsey is available at Lincoln School on a full-time basis to provide classroom presentations, individual and group counseling, and consultations with teachers and parents. Teachers or parents may refer students for counseling. Parents may contact Mrs. Willsey by calling the school office at 733-1321 or her direct line at 737-5208 ext 3421.

MEDIA CENTER/LIBRARY

The Lincoln library has thousands of books available for students to check out each week. All students (1st-5th) check out books. Each student is responsible for the return of the books on time and in good condition. Fines are charged for damaged and lost books.



LOST AND FOUND

Many items are lost and found during the school year. When items of clothing are found, they are hung on the coat racks in the hallway across from the music room. Smaller valuable items are placed in the office. If your child loses an item, we encourage them to check those areas. Unclaimed items are donated to charity at the end of each semester.

MEDICATION POLICY

According to state policy, we are required to dispense medications only for students with long-term chronic illness or disability where failure to take the medication would jeopardize the child's health. In order to do so:

1. A physician's order for administration of medication must be on file in the school. These forms are available at the school office.
2. The medication must be in the original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked.
3. No medications can be kept in the classroom. All medication must be stored in a lockable area in the office.
4. Certain medication (e.g. inhalers) can be self-administered if the physician and parents sign forms to be kept in the office and inform appropriate school personnel.



FAMILIES AND SCHOOL TOGETHER

Instead of having a PTA or PTO, we have formed a Lincoln Parent Advisory Committee (LPAC). LPAC meets monthly and determines carnivals, fund raisers, etc. Please ask your teacher how to help. Every classroom should have a lead parent who can contact other parents to help for holiday parties, activities, etc.

We encourage families to be involved at Lincoln. We strive to strengthen our school, family, and community partnerships. Whatever your interest and time available, we have a place for you in our school to be involved. We encourage families to visit Lincoln often and become actively involved in their child's education. The time you spend at Lincoln will pay big dividends in your child's future. Parent involvement makes a big difference in student achievement.

Please consider assisting with any of these items, and let us know in the office or by email if you are interested:

1. Classroom Room Parents/Holiday Parties
2. Food Sales With Student Leaders
3. Student Lighthouse Team
4. Volunteer Appreciation in Spring
5. Fall Picture Day
6. Spring Picture Day
7. Hearing/Vision Screenings
8. Bi-Monthly Principal's Meeting
9. Title 1 Family Events
10. Teacher Appreciation Week
11. Welcoming New Families
12. Leader in Me Activities
13. End of the Year School Carnival
14. Tutoring for Second Language Students
15. Share Your Career
16. Share a Second Language
17. Spirit Wear
18. Reward Parties During the School Year
19. Just Call!



SCHOOL PICTURES

School pictures are taken by a professional photographer in the fall in order to be available by Christmas. Re-takes are scheduled after the original orders have been returned. Pictures may be purchased at a nominal cost.

STUDENT CHECK-OUT & VISITOR PROCEDURES

To ensure student safety, all parents, guardians, and visitors need to enter through the front doors and go directly to the office. Visitors will need to provide their driver's license to obtain a visitor nametag that must remain visible at all times. When students are checked out due to illness or appointments they must be signed out through the office. Only authorized individuals will be allowed to check out students. Photo Identification may be requested.

STUDENT INJURIES AND INSURANCE

Even with great precautions and close supervision, students do have accidents at school. It is necessary for us to have current, accurate address and phone numbers to call in case of an emergency. Remember, our ability to contact someone immediately may be critical to your child's health.



Parents need to be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for student medical expenses. This is the responsibility of the parents. An independent insurance company makes student medical insurance available to families for their individual purchase. Brochures are given to students at the beginning of the school year and are available in the school office.

TECHNOLOGY/CHROMEBOOKS

Lincoln Elementary is constantly updating technology to ensure students have access and opportunities to skills that will prepare them for college and future careers. Every classroom at Lincoln has access to Chromebooks for student use as well as Wi-Fi throughout our school building.



This year we will continue to use Chromebooks and tablets to further extend learning with technology. Students will be engaged with Google Apps for Education. Students will be developing skills for collaboration, research, typing, presentations, critical thinking, problem solving, and other 21st century skills. Students have access to one weekly lesson with the computer teacher. Please talk with administrators if you have any questions.

TELEPHONE USE

Students may use the telephone in case of emergencies, illness, or by permission from the staff. There are telephones in all classrooms so, if you receive a call from the school, you will have to identify your child or children to determine who called you.



It is imperative that you keep us informed of any changes in your telephone numbers so that we can contact you in case of emergency. Many times last year we had to make emergency medical decisions because we had no working phone numbers for parents or emergency contacts. Also, please make sure your voicemail is set-up and working.

TEXTBOOKS AND SUPPLIES



Textbooks are provided by the Twin Falls School District for student use during the school year. Students are responsible for care of textbooks, library books, and other school equipment and property. Students will be charged for lost and damaged books and equipment.

Students are expected to furnish pencils, paper, and other items used on a regular basis in the classroom. Each grade provides a supply list at the start of the school year and they are also available on our website.

VIDEO SURVEILLANCE*

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on district property, and to safeguard district facilities and equipment.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the school district to investigate violations of school district and/or building policies.



*A complete copy of this policy can be obtained from the school or district office.



VOLUNTEERS

ALL VOLUNTEERS must fill out a volunteer background check request form and provide a copy of a driver's license this year, even if it has been done in the past. This form can be found on the school website or received at the front office. We can make copies of licenses in the office if needed. No adult can participate on field trips or volunteer in classrooms without receiving prior and proper approval. This district requirement is to ensure the safety of our students.

TWIN FALLS SCHOOL DISTRICT

SUBSTANCE ABUSE POLICY & PROCEDURES

*The complete policy is available at
www.tfsd.org/YourDistrict/Policy*

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

The following is a brief description of the district policy:

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES

VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

ALCOHOL OR CONTROLLED SUBSTANCES

REFERRAL TO LAW ENFORCEMENT

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

ENFORCEMENT PROCEDURES

1. **Suspension/Expulsion**
2. **Referral to Law Enforcement**
3. **Search and Seizure**
4. **Parent Contact**
5. **Conduct Contract**
6. **Drug, Alcohol, and Tobacco Assessment/Treatment**

NON-DISCIPLINARY PROCEDURES

Non-disciplinary procedures will apply to students who self-refer or who are referred by parents, peers, staff, or through other referrals. Students who voluntarily reveal to professional staff members that they have been or are involved in the use of controlled substances/drugs, and students who turn in controlled substances/drugs to a staff member for disposal will have the confidentiality and anonymity of their communications fully respected. Individuals who are concerned about a student's behavior or possible chemical involvements should contact the Student Assistance Specialist and/or school administration.



Twin Falls School District 2019-2020 Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. The full FERPA document can be found at:

<http://www.tfsd.k12.id.us/tfsd/Forms/FERPA%20Notice%202015-16.pdf>

***Twin Falls School District
Attn: Eva Craner
201 Main Ave. W
Twin Falls, ID 83301***

The Twin Falls School District has designated the following information as directory information:

- **Student’s name**
- **Address**
- **Telephone listing**
- **Electronic mail address (e-mail)**
- **Photograph** *of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district’s or school’s newsletters, in the school setting and on the district’s or school’s web site;*
- **Major field of study**
- **Date and place of birth**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic team**
- **Dates of attendance, degrees and awards received**
- **Most recent previous school or school district**

MEDIA RELEASE

Throughout the course of the school year, the media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities.

The Twin Falls School District includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA Opt-Out Form, and we will exclude them from any media photos or publications. If you have not completed an Opt-Out Form, your student will be allowed to participate in human interest stories. The TFSD Student Opt-Out Form is located on the TFSD website www.tfsd.org under quick links for parents and students. *In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate.*

PPRA

PPRA affords parents and eligible students certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to inspect and consent or opt out of:

1. The administration of surveys that contain questions from one or more of eight protected areas:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, antisocial, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - Religious practices, affiliations or beliefs; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing.
3. Any non-emergency, invasive physical examination or screening.

If you have any questions regarding the information provided in this notice, please contact Eva Craner at 733-6900.

Thank you!

The media release opt-out form is also located on the Lincoln website for your convenience. (ha.tfsd.org)





Teacher _____

Grade _____

Please complete the following form, cut it out, and return it to the classroom teacher.

This is to verify that _____ (student name) and his/her parent(s) or guardian(s) have read the student handbook and agree to abide by the rules stated in it.

Student signature _____

Parent/Guardian signature _____

Date _____