LINCOLN ELEMENTARY SCHOOL

STUDENT AND PARENT INFORMATION HANDBOOK

2012 – 2013

Lincoln School
Second and Third Grade
Susan Johnson, Principal
501 S. Lincoln Ave.
Phone: 815-284-7726
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www.dixonschools.org

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Lincoln Elementary School

501 S. Lincoln Ave.
Dixon, Illinois 61021
Susan Johnson, Principal
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Dear Parents and Student,

Welcome to Lincoln School! Lincoln School has very strong team concept. Our staff knows that in order to achieve at high levels and reach our goals we all need to do our part. This means students, parents, and faculty/staff must all do their part to help make our school a great place to learn. Success in any team effort is dependent on all members fulfilling their responsibilities.

Lincoln School's Student-Parent Handbook outlines the policies and procedures of our school. Please read it and become familiar with all policies and procedures of our school.

I strongly urge anyone having questions or concerns about a school matter to call the school and discuss the matter with myself or another staff member. If you choose to visit the school to discuss the matter, please stop in the office first, even if your visit does not involve office business.

Again, welcome to Lincoln School's Team! We look forward to working with you to ensure that both you and your child have a great school year.

Sincerely,

Ms. Susan Johnson
Lincoln School Principal

SCHOOL HOURS

Our normal daily schedule is: **7:45 A.M. - 2:15 P.M.**
On early dismissal days our schedule is: **7:45 A.M. – 11:00 A.M.**

Pupils are not to arrive at school before **7:15 A.M**. Bused pupils may be an exception to this rule. Pupils arriving earlier than **7:15 A.M.** present a supervisory problem for our staff and because of the traffic around the building, an unnecessary traffic hazard.

When children are dismissed at the end of the day, they are expected to leave the school premises. After school supervision is not provided.

BUILDING VISITORS

We welcome and encourage all parents to visit their child's class "in action" as this helps the students to understand that the school and home are working together for a better educational experience. Please schedule your visit with your child's teacher. **All visitors must notify the office of their presence in the school building.**

All elementary school visitors are asked to report to the office, show proper ID (driver's license or state ID) and obtain a badge. If you are bringing in a book, lunch or for whatever reason, we ask that you come to the office and we will call the student down to the office. All parent/child meetings should be conducted in our office during school hours. This is for the protection of our students.

BUILDING SAFETY PROCEDURES

All building doors are locked during the day. Please use the front door with the speaker system. An office worker will unlock the door to allow you into the school. ALL visitors and volunteers must stop in the office to have your ID (drivers license or state ID) scanned. The scan checks visitors' ID against a sex offender data base. A visitor's badge will then be issued. When leaving, visitors and volunteers must return the badge and sign out. Thank you for your cooperation with this important safety procedure.

STUDENT DROP OFF AND PICK UP

STUDENTS ARE NOT TO BE DROPPED OFF OR PICKED UP IN THE STAFF PARKING LOTS!

1. Set a good example. Model safe ways to cross streets.
2. Sterling Road on the west side of Washington School is now a one-way street heading south. In the morning, the east side of the street is for drop off of students only. Please do not park in this area if you are walking your child in to the school. Parking is available on the west side of Sterling Road.
3. Instruct your child where and how to wait for you after school. Children who do not ride a bus will be dismissed through the front doors of the school. The children should not have to cross through traffic to meet you. If possible, PLEASE use a street that does not have bus traffic to pick up your child(ren).
4. NO double-parking on streets which border the schools.
5. Do not park in the handicapped parking without the proper permit displayed.
6. Pick your child(ren) up at an established time and try to be punctual. Please send a note in the Bee Book if you are changing your after school routine. If we do not receive written notification of changes we will follow the normal routine you have established for after school.

Be patient about buses and their use of the flashers and stop arms. The drivers will be checking for cars prior to activating stop arms and lights. It is illegal to pass a school bus that has the flashers and stop arms activated. The Dixon Police Department enforces the law and will issue citations for violations.

Please help ensure your child(ren)'s safety and do not allow students to walk between the buses OR parked cars to get to your vehicle. Use crosswalks and/or cross only at corners. Please help us teach children the proper way to cross busy streets.

Student's safety is constantly reemphasized throughout the year. To help improve bus safety, some of the buses may be equipped with video and audio recording equipment. These recordings may be used in student disciplinary matters. In addition, if parents can assist us with traffic management, a safer environment may result. We appreciate your immediate attention to this.

TRANSPORTATION / BUS POLICIES

Dixon Public Schools contracts Illinois Central Bus Company to provide transportation for our students:

Illinois Central Bus Company,
1335 Franklin Grove Road
Dixon, IL 61021
Phone: 815-284-8600

Bus transportation will be provided for any student in the District who resides 1 ½ miles or more from the student's home school. If a student resides within 1 ½ miles of their home school but has a serious crossing hazard determined by the District than bus transportation would be provided. Special Education students will be provided transportation as indicated on the student's individual education plan. The District may provide transportation to and from school-sponsored activities. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

RULES ON THE BUS

1. The driver is in charge of the pupils and the bus. Pupils must follow the driver's directions.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule.
3. Pupils should never stand in the roadway while waiting for the bus.
4. No eating or drinking on the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No "horseplay" permitted.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Pupils must not try to get off the bus or move about within the bus while it is in motion.
9. Pupils must observe instructions from the driver when leaving the bus.
10. Any damage to a bus by a student must be paid for by the student's parent or guardian.
11. The driver will not discharge riders at places other than the regular bus stop near the home or at school unless by proper authorization from parent or the principal of the school.
12. If a non-bus student is to use the bus to ride with another child to his/her home, a note submitted to the bus driver signed and dated by the parent and countersigned by the building principal, teacher, or secretary is necessary.
13. When bus rules are broken the driver writes a "Bus Conduct Notice" which is sent to the school office. Each notice is discussed with the student by a school official and copies of the notice are sent home with the student or mailed.
14. At the end of the school day, students wait behind their designated waiting areas until the supervisor on duty releases them to the bus.

RULES ON THE PLAYGROUND

1. Students should not be on school property until 7:15 a.m. and should leave immediately at the end of the day. As soon as students arrive for breakfast, they should go to the cafeteria and then rejoin others on the playground. Students are expected to go directly to the blacktop or playground and wait for the bell to line up. Students are to walk around the building, not cut through the building to the playground.
2. Students are to stay on the blacktop area or designated play areas.
3. No student should ever leave school grounds without permission. They must ask an adult to retrieve balls and other play equipment which go off school property.
4. In snow, students without snow pants and boots will play on the blacktop only.
5. Running and sliding on ice patches is dangerous and not allowed.
6. Slides are to go down, not climb up. Playground equipment should be used in a safe manner.
7. Skateboards, heelies, CD, MP3 players, IPod's, radios, remote control toys, electronic toys and games, roller blades, trading cards or other items of similar nature are not allowed on the playground.
8. Students are expected to follow directions issued by **ALL** school personnel.
9. School property should never be damaged or defaced. Parents will be held responsible for damages.
11. Foul/abusive language, name-calling/harassment, and bullying will not be tolerated.
12. Students are not to bring to school any object that would endanger the safety of the students or others.
13. Matches, lighter, cigarettes, and tobacco are not allowed on school grounds.
14. Games/activities that cause physical harm or damage are not allowed. No games involving tackling are permitted.
15. Hard baseballs or bats are not allowed.
16. No throwing snowballs.
17. When the 7:45 a.m. bell rings, students are to line up and wait for their teachers to lead them into the building.
18. If parents request that their child remain inside during recess, a doctor's note will be required for any duration longer than two days.

RULES IN THE BUILDING

1. In severe weather, students will wait inside in the designated area of the building.
2. Gum is prohibited. Candy is permitted at lunch and parties.
3. If students must bring money to school, a check is preferable, in a sealed envelope with the student's name, teacher's name and what the money is for written on the front. Students should not carry additional sums of money.
4. Trading cards of any kind are not allowed at school.
5. Items which will cause disruption to school routine will be confiscated, and appropriate consequences will be assigned.
6. Students may not be in the building before 7:15 a.m. without a teacher pass.
7. Hats should be removed in the building.
8. Students should not cause any disturbance or disorder while in the school building or on the school grounds. Walk in the corridors at all times, refrain from loud talking, and close lockers quietly.

9. To maintain a proper and safe learning environment, we ask parents to please wait outside at the end of the day. This maintains acceptable noise levels in the building.
10. When the wheelchair lift is in use, please use the other staircase or wait until the lift is parked and in the upright position .

Students at the elementary school have been taught proper assembly and audience behavior. Please help support our efforts at school programs by taking a seat during the program and keep talking to a minimum.We ask that children be seated with their parents and that they are helped to maintain quiet.

RULES IN THE CAFETERIA

The lunchroom is an extension of the classroom. PBIS charts are posted in the lunchroom identifying expected behaviors. Discipline is used in accordance to the frequency and severity of the offense. All parents are encouraged to discuss with their children the correct behavior in the lunchroom.

GENERAL DISIPLINE PROCEDURES

When evaluating disciplinary actions, the following criteria will be considered:

- Seriousness of offence
- Past History
- Resulting impact on the educational environment
- Appropriateness of the consequence
- Best interest of the student

Disciplinary action for misconduct may include the following:

1. Parent contact (call or letter) and conference with student
2. Parent contact (call or letter) and one (1) detention
3. Parent contact (call or letter) and two (2) detentions
4. Parent contact (call or letter) and four (4) detentions
5. Parent contact - suspension 1 to 10 days
6. Parent contact - Expulsion

COLD WEATHER PLAYGROUND POLICY

It is school policy to have students remain outdoors before school or during recess whenever possible. The factors used in determining this decision are: temperature, wind chill, and precipitation. During cold weather, we will use the following guidelines when deciding if students will go outside during their lunch period:
If the actual temperature is below eighteen (18) degrees or the wind chill is below zero (0) degrees, students will be allowed inside the building. **Please be sure your child(ren) come to school properly dressed and with coats, hats and gloves.**

CELL PHONES

Cell phones are to be turned off upon arriving to school, and they must remain off until the end of the school day. Staff has the authority to confiscate visible and audible cell phones during school hours. Confiscated cell phones will be returned to students at the end of the school day. Multiple offences may result in the parent being asked to come to school and pick up the cell phone.

IMPORTANCE OF GOOD ATTENDANCE

Regular attendance is essential to a child's learning. Every day that he/she is absent from school is a day lost to instruction and can never be completely made up. When a child misses too many days, the following effects may result:

1. The child loses interest in school because school and education becomes less important and insignificant.
2. Child will miss valuable instruction and may fall behind.
3. Attitude toward education in general may deteriorate.
4. Emotional and/or social problems may appear.
5. Excuses to stay home rather than reasons to attend school may become easier and easier for the child.

STUDENT ABSENCES

State law requires that parents call the school when their children are absent for any reason. If the parents do not call, the school will be required by law to call you either at home or at work. If we do not hear from you by 10:00 a.m. the truant officer may be contacted.

To assist you in making the call, the Dixon Public Schools have installed a telephone answering system so that phone calls can be made during non-office hours. Please observe the following procedure in making your calls:

1. Call before 8:00 a.m.
2. Use the school's main phone line 815-284-7726.
3. State the child's name, grade and teacher.
4. State the reason for the absence.
5. State the date(s) of the absence – if you know the child will be absent for more than one day, please list all dates and one call will be sufficient for that absence.

DEFINITION OF ABSENCE

Excused Absences - for illness, doctor/dental appointments, court appearances, late buses, death in family, and other family emergencies, and extra curricular activities.
NOTE: You may receive occasional letters from the school office regarding the number of absences your child has incurred.

Unexcused Absences - for absences not described above – oversleeping, car problems, school not notified by parent of absence and over one days of absence due to a lice infestation.

NOTE: Students with three (3) or more unexcused absences will be turned over to the Lee/Ogle Regional Office of Education.

Prearranged Absences - for family vacations (five days maximum), religious observance, and others approved by the administrator. Requests for prearranged absences require a two day notice.These require the student to obtain homework for the days of the absence and have this work completed upon return.

NOTE: The above list is not all inclusive. Situations not covered above, or exceptions to the above will be handled on an individual basis with the building principal.

In cases of communicable diseases, a child may return to school when he/she has recovered and the danger of carrying the disease is past. **If a child had strep throat or RSV (a respiratory illness), a doctor's written excuse is required upon the child returning to school.** No doctor's excuse is required for other communicable diseases unless the school nurse, principal or other school official requests it. The District Health Services Coordinator recommends that a child maintain a normal temperature for 24 hours before returning to school. Any student requiring crutches, cane, wheelchair, etc. to attend class must present a doctor's note specifying same for admittance.

EXCESSIVE ABSENCES REQUIRE MEDICAL NOTE

After ten (10) excused absences per school year, the school may require you to acquire a medical note from a physician stating the specific medical reasons for the student's continued absences. The physician note must be received within one week of the absence. If not then the absences would be unexcused. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state the specific days that a student is excused from school and be signed by a doctor.

STUDENT TARDY POLICY

Being on time is an important part of being successful in life and is essential to a child's learning. When a child is late for school it is very disruptive to their classroom and the teacher who has already begun teaching. Students who take excessive time in the hallway getting ready to enter the classroom may also be considered tardy.

When a child is tardy from school for any reason, a parent must accompany the child upon his/her return to school to receive a tardy slip and explain the reason for their tardiness. Students must check into the office upon arrival at school if they are tardy. They can not enter the classroom without the tardy slip. This is necessary for office staff to keep track of attendance. After a student has been tardy during the same quarter, this policy is in effect:

1. Two or more unexcused tardies will result in parents receiving a phone call or letter from principal / school.
2. Chronic unexcused tardies will result in parents being referred to Lee/Ogle Regional Office of Education. The Lee/Ogle Regional Office Attendance Coordinator will call and set up meeting.

DEPARTURE OF STUDENTS DURING SCHOOL HOURS

If your child must leave school during the day for a medical or dental appointment, the parent/guardian must send a written note to the office or contact the school secretary by phone. School officials may find it necessary to verify a change in release time or the identity of the person picking the child up. Parents are required to pick up their child in the office at which time a parent signature will be necessary for the child to be released. Students will not be released from classrooms or playground without approval from the office.

- **Only persons listed on the enrollment card are authorized to pick up a student.**

Upon returning to school a note from the doctor, dentist or orthodontist office is required. The parent should accompany the child and sign them back in at the office.

SICK DURING SCHOOL HOURS

Students from time to time become ill at school. The emergency numbers on the enrollment card are most important at this time, so school personnel can reach someone to aid them in making the best decision for the child. Please keep the office updated of any changes in your emergency contacts.

P.E. POLICY

P.E. classes are required by the State of Illinois. The school will require a doctor's note if the parent requested a P.E. restriction for their child to miss more than one P.E. class. Students are required to have gym shoes as P.E. is a daily requirement.

VACATION POLICY

Family trips/vacations will be excused for a maximum of five (5) days per school year. More than five (5) days will be considered unexcused. Notification of family trips/vacations must be made at least ten (10) days in advance. If possible, all family trips should be planned so students will not miss school. If your child has excessive absences, vacation days may not be approved. Please consider testing schedules and other school events when planning vacations. The district calendar is available on the district's website to assist you in planning for family vacations.

AIMSWeb and MAP TESTING

AIMSWeb benchmark testing takes place three times per year for all students. The testing schedule is as follows:

Fall Benchmark:	September 4 – September 21
Winter Benchmark:	January 7 – January 25
Spring Benchmark:	April 22 – May 10

CLOSING OF SCHOOLS IN BAD WEATHER

Dixon Public Schools may follow one of four plans when severe weather conditions jeopardize the safety of student and staff.

Plan 1 -	Close all schools.
Plan 2 -	Start school one hour later than normal.
Plan 3 -	Dismiss school one hour earlier.
Plan 4 -	Dismiss school after one hour of instruction.

Dixon Public Schools uses the ALERT NOW rapid notification system to inform parents of cancellation or postponements through the telephone system.

The ALERT NOW "Standard" network launches calls to the parents about weather-related cancellation or postponements. If you have caller ID, the District's phone number – 284-7722- will show up on your caller ID. It is very important that you listen to the recorded message that comes through your phone when the District launches an ALERT NOW call.

Information concerning the closing of schools will also be given on area radio stations and will be broadcast on local TV stations

CLOSING OF SCHOOLS DUE TO MAJOR EMERGENCY OR CRISIS

In the event of a major crisis emergency (one that would call for the evacuation of students and for intervention of police, fire, and other outside agencies):

- The ALERT NOW "Standard" network launches calls to the parents about the emergency. If you have caller ID, the District's phone number – 284-7722 will show up on your caller ID. It is very important that you listen to the recorded message that comes through your phone when the District launches an ALERT NOW call.

- Do not come to the school to check on the safety of your child. Listen to the local radio stations for directions to a "pick up" area for students. It will likely be away from the school.

- Do not call 9-1-1 for information. Your call will only tie up lines of communication for those agencies who are working to resolve the problem. Again, listen to the local radio stations for information. Those stations will receive and announce all of the relevant information that is known at the time.

WAIVER OF STUDENT FEES

Fees for textbooks, other instructional materials, and all other required fees are waived for students who meet the eligibility criteria for fee waiver. Fee waivers are determined by the same guidelines as the free lunch and breakfast program. Students receiving a fee waiver are **NOT** exempt from charges for lost and damaged books, materials, supplies and equipment. Fee waiver applications are available at registration and school offices.

BREAKFAST PROGRAM

All students may eat breakfast in the cafeteria from 7:15 am – 7:40 am. The cost is free to students on free lunch; **$.30** to those on reduced lunch; and **$.80** to all others.
Breakfast money should be sent in a separate envelope from lunch money and marked with your child's name, teachers name and that it is breakfast money. Please see that your child has time to eat a nutritious breakfast. This provides for an enhanced learning environment.

LUNCH PROGRAM

All students attending the elementary schools may participate in the lunch program. Lunch money should be brought to school in an envelope marked with the student name, classroom teacher and dollar amount. Students should turn this envelope into their classroom teacher. Parents may also turn lunch money into the school office or put money on their lunch account at www.mylunchmoney.com.

The student price for a complete hot lunch that includes milk or juice is **$2.20** and **$.40** for those on reduced lunch. Free or reduced lunch students who choose to bring a cold lunch will not receive free milk or juice. If the parent desires them to have milk or juice they will be required to purchase it at regular price.
Milk or juice is available for those students carrying sack lunches or for those who wish to purchase an extra milk or juice with their hot lunch. Milk is **$.55** and Juice is **$.65**. Students may purchase milk in the same manner as their lunch. Students may also pay cash on a daily basis in the lunch line. All students must pay **$.55** for milk if purchased alone, regardless of their lunch status.

It is the policy of Arbor Management that students may not charge meals.

MEDICATION DURING SCHOOL HOURS

Students should not take **any** medication during school hours or during school-related activities.
The health services coordinator, acting upon the written request of the parent or legal guardian, and under the written instruction of the student's physician, may give prescription or non-prescription medication to that student only when the student's health would be jeopardized without the medicine.

A "Self Medication Authorization Form" must be on file in the nurse's office and the following conditions must be met:

- A signed order by a physician with specific directions for administration must be submitted to the school nurse (district health services coordinator) and the necessity for taking the medicine during the day, the illness or disease involved the benefits of the medication and the side effects. This information is to be provided by the physician at least annually.
- **Medication must be brought to school by an adult in the original recently dated prescription container from the pharmacy or physician's office properly labeled.**
  You should contact your pharmacy for an extra bottle for school usage.

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the same "Self Medication Authorization Form" is completed and on file in the office.

The principal is responsible for providing a locked storage facility for medication. The school district reserves the right to reject any request for a school employee to administer medication. Students will be self-administering their own medication which will be kept locked in the main/nursing office of the school attended.

Notice to Medicaid Eligible Students and Parents

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to eligible children are partially reimbursable. Unless you object in writing, Dixon Public Schools will claim Medicaid/Kid Care reimbursement for services provided to eligible students. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

HEAD CHECKS

Head checks are conducted as needed during the year. The current District policy pertaining to head lice shall be enforced.

REPORT CARDS

All students will receive a report card four times a year.

The Parent/Teacher conferences are scheduled each fall. In addition, other conferences will be scheduled as necessary by the teacher. The schedule of conferences represents only our planned sessions. If at any time during the year you feel a conference is necessary, please call the school office and we will make the conference arrangements for you. Parents are encouraged to discuss the conference with their child.

For families requesting a copy of a student's report card to be sent to another address, please supply the classroom teacher with a large self addressed, stamped envelope for each quarter of the school year.

LUMEN/PARENT PORTAL

Dixon Public Schools offers Lumen as another way to check on your child(ren)'s progress in school. Lumen is a web site that allows you to access your student's information- such as their schedule, grades, attendance and discipline. If you have already signed up for Lumen, there is no need to sign up again. If you have not yet signed up, then you will need to complete a sign up form available on our web site. Return the form to your child's school or send it to the District office. To access Lumen, you will need internet access and you will need to provide us with a pass code. Your user log in name will be your first initial and 5 characters of your last name.

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RETENTION / PROMOTION

The Board of Education, as a result of state legislation, has adopted a policy regarding social promotion (promoting to next grade based on age or other social reasons unrelated to a student's academic performance). The legislation states, "Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, and assessment results. Throughout the year, student progress will be monitored and students at risk of retention will be identified.

Once students are identified as being at risk of retention, steps will be taken to help students achieve satisfactory performance.

Lincoln Elementary School uses a Response to Intervention (RtI) approach to help students make progress towards our academic and social goals. This process involves identifying each student's needs and assigning the proper amount of time and instructional methods to meet those needs. These interventions will be monitored frequently to assess their effectiveness.

PERSONAL APPEARANCE

All students should take pride in their dress and grooming. Teachers will assist in helping students develop attitudes and judgments concerning appropriate dress and grooming. Students should dress modestly. Clothing worn should in no way distract from the classroom work or school activities nor create a danger to the health and safety of the student. Clothing with inappropriate pictures or slogans will not be allowed. Students will be asked to turn their shirts inside out, or be given a t-shirt from the school supply. Exposed midriffs, halter tops are not allowed. Flip flops should not be worn to school for safety reasons. They have been the result of numerous falls on the playground, stairwells and hallways. If at any time a child's appearance becomes a disruption to the learning environment, parents will be notified to correct the situation. Your cooperation will be appreciated.

LOST OR STOLEN ITEMS

Dixon Public Schools are not responsible for lost or stolen items. Please do not bring items of value to school.

LEGAL NAMES ON SCHOOL RECORDS

Each year some parents request the school use names other than the legal name of their child. Since school records are permanent and may be called into court as evidence, the school must use only the child's legal name. The name which appears on the birth certificate, unless the name has been changed through adoption or through the court, will be the name used in school records.

ILLINOIS SEX OFFENDER INFORMATION

The Illinois State Police maintain a complete list of all registered sex offenders in the state of Illinois. This list can be accessed at the Illinois State Police web site (http://samnet.isp.state.il.us) A current list of registered sex offenders in Lee and Ogle County is maintained in the office of the school principal.

SEX EQUITY POLICY

The Dixon Public School District has adopted a sex equity policy statement and established a sex discrimination grievance procedure. Copies may be obtained in the school or district office.

STUDENTS WITH DISABILITIES

Dixon Public Schools will provide a free appropriate public education for students between the ages of 3 and 21 and that qualify for special education services. Students with disabilities will be educated with non disabled peers to the greatest extent possible. Behavioral interventions will be used with students with disabilities in order to promote appropriate behaviors. Students that have an identified disability will receive disciplinary action that is appropriate and respectful to their particular disability.

SEARCH OF LOCKERS AND DESKS

The School reserves the right to search a student's desk and locker under the following circumstances:

1. Information leading to the search and seizure are independent of the police.
2. The primary purpose of the search is to secure evidence of student misconduct for school disciplinary purposes
3. The search is conducted on the reasonable ground for believing that something contrary to school rules or significantly detrimental to the school and its student will be found.

TELEPHONE USE

The telephone in the school office is for school use. Only on rare occasions should a student find it necessary to use a telephone at school. Students are not permitted to use the office phone unless given permission by the school secretary, principal, or health aide.

DISTRICT WEB SITE

The Dixon Public School's web site address is www.dixonschools.org. This web site contains information concerning District Schools, District general information, and other important links for community members. In compliance with State law, the School District's current annual budget, itemized by receipts and expenditures, is posted on the School District's internet web site under the heading DPS Budget.

SCHOOL DELIVERIES

Please refrain from sending deliveries to school such as balloons and flower arrangements. If sent, these deliveries will remain in the office until the end of the day. Please be aware balloons and flower arrangements can not be transported on the bus.

PARTY INVITATIONS

We would like to remind parents of the following procedures regarding the distribution of invitations for parties such as birthdays and holiday parties:

In an attempt to help students and families, the elementary schools in Dixon have redone our policy on birthday invitations. The schools will now allow invitations to be put in Wednesday envelopes/STAR books **if every child in a class gets an invitation.** The invitations need to be to the school office no later than Monday of the week they are to go out. For an accurate count of students in a given class, please call the school's office. Our school volunteers will put the invitations in our Wednesday envelopes/STAR books.

If you have any questions, please contact the office and the principal will be happy to discuss this with you.

BIRTHDAY AND PARTY TREATS

Only pre-packaged or commercially made treats will be accepted for birthday/party treats.

NO CHILD LEFT BEHIND

When asked, schools are to inform parents of the teaching credentials of their children's teachers and certification of their children's teaching assistants. If you wish to know the college degree and teaching credentials of your child's teacher or the certification of your child's teaching assistant, please call the principal's office and we will be happy to provide you with that information.

Child Abuse Prevention
Curriculum Review and Parent's Rights

Our goal is to work with parents in providing a quality education for our children. Within our health education program, units on Child Abuse prevention are presented through presentations by the YWCA. The Kindergarten and First Grade curricula focus on Body Safety, Good Touch/Bad Touch, and Abuse Prevention.

As is true with any of the curriculum taught by Dixon Public Schools, the materials have been approved for instructional use by both the District-Wide Curriculum Committee and the Dixon School Board. Parents are welcome to preview these materials by appointment or by calling the school. The materials used in the presentations are age appropriate.

Although we think that this is an important part of your child's health education program, it is your right to withhold your child from those lessons that deal with sex education. If you wish to exercise that right, you must submit a written request to the school principal on an annual basis. We ask that you submit this request every year no later than the last week in September.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Education Rights and Privacy (FERPA) afford parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.]

NOTICE

RE: NOTIFICATION REQUIREMENT FOR ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In October of 1987 the Environmental Protection Agency passed a law called the Asbestos Hazard Emergency Response Act (AHERA). This law requires that all primary and secondary schools in the United States be inspected for the presence of asbestos containing materials. It also requires that a report on this inspection along with a management plan be kept on file and be made available to representatives of EPA, the State, the public, school employees and their representatives and parents. This management plan will indicate where asbestos containing materials were found, what condition they are in, and what plans are underway for repair, renovation, or removal of such materials.

In order to comply with this regulation, Dixon Public Schools District #170 employed the services of Jenkins Professionals, Inc. to perform the inspection and development of management plans in 1988 and the management plan was submitted to the Illinois Department of Public Health. Three Year AHERA re-inspections of each building were performed in the summer of 1992, 1995 and again in 1998 by Beling Consultants, Inc. In 2001 and 2004, Raymond Professional Group, Inc. performed the 3 year AHERA re-inspections. In 2007 and 2010 Aires Consulting Group, Inc. performed the 3 year AHERA re-inspections. A copy of the management plan will be on file in the office of each individual school and at the District Administrative office, and will be made available for inspection during normal business hours within five working days after receipt of a written request for inspection.

Anyone interested in examining the management plan should direct their request to:

Designated Official: Mr. David Blackburn
Business Address: 1335 Franklin Grove Road
Dixon, Illinois 61021

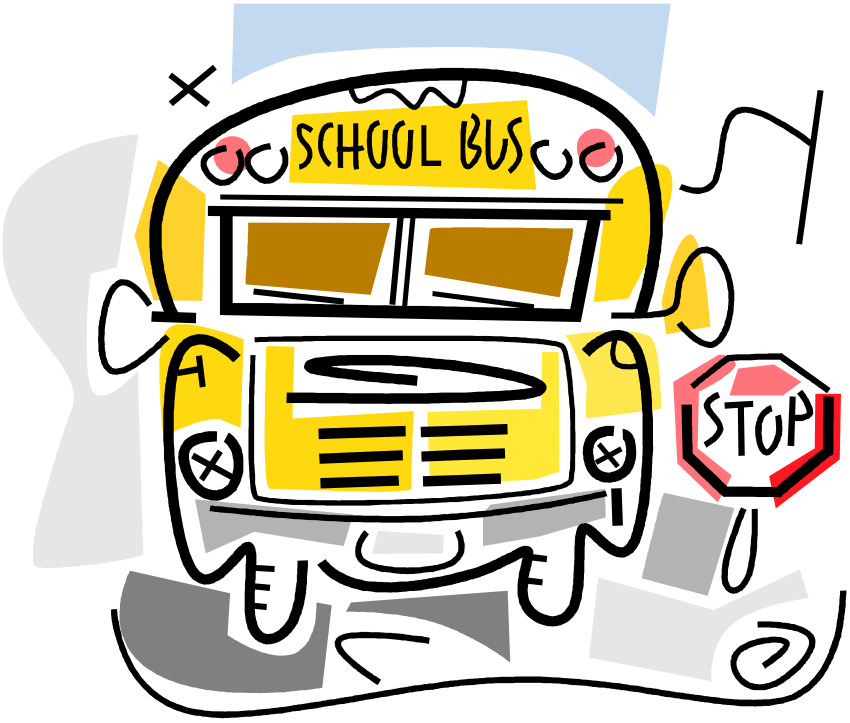
Should you have any questions, please call Mr. David Blackburn at 815/284-7722.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Building and Grounds Coordinator at 815-285-4222.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Lincoln Elementary School



STUDENT AND PARENT INFORMATION HANDBOOK 2012 – 2013

Sign Off Sheet

I / We have received and are aware of the contents of the school handbook for the current year.

Parent Signature _____ **Date:** _____

Student Name _____