



MAPLE PRIDE

Tradition of Opportunities
Future of Possibilities

Lincoln Elementary School Family Handbook 2024-2025



Welcome

Welcome to a new school year at Lincoln Elementary!

Dear Families,

As the new school year begins, we warmly welcome all our students and their families. Whether you are returning to our school or joining us for the first time, we are thrilled to have you as part of our community.

Our dedicated staff has been diligently preparing for the new academic year, and we are eager to support your child's growth in academic, social, and emotional domains. Our commitment to excellence is evident in everything we do, from our curriculum to our extracurricular activities.

We believe that education is a collaborative effort between the school, families, and the community. Our goal is to work together to create a positive and supportive learning environment where all students can thrive. We encourage parents to get involved in their child's education by attending school events, volunteering, and maintaining regular communication with teachers.

We are also dedicated to ensuring our school is a safe and inclusive place for all students. We will continue to promote respect, kindness, and empathy throughout the school year, and we encourage parents to reinforce these values at home.

We look forward to getting to know each and every one of our students and families throughout the year. Thank you for choosing our school, and we wish you a successful and enjoyable school year.



Tiffany Yatzek, Principal

tyatzek@adrian.k12.mi.us

(517) 265-8544

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Vision, Mission, and Beliefs

Adrian Public Schools Mission Statement

In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.

Mission Statement

The Lincoln community's mission will provide for a safe, nurturing environment that will enhance values, achievement, and create responsible citizens in the promotion of lifelong learning.

Beliefs Statement

Lincoln Elementary School believes that through the combined efforts of parents, teachers, staff, and community, all students will become lifelong learners.



General School Information

Lincoln Elementary
158 S. Scott St., Adrian MI 49221
(517) 265-8544

Start Time: 8:35 am
End Time: 3:38 pm
Half Day: 8:35 a.m.-12:10 p.m.

Frequently Called Phone Numbers

Lincoln Elementary	265-8544
Lincoln Fax Number	265-8923
Springbrook Middle School	263-0543
Adrian High School	263-2181
Superintendent's office	264-6640
First Student Transportation	263-2464

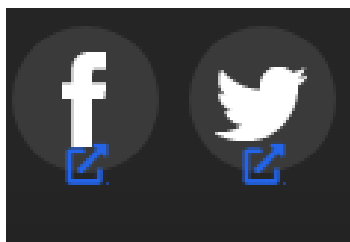
Stay connected with us:

Adrian Public Schools
Twitter: @adrianmaples
Facebook: Maple Pride

Lincoln Elementary
Facebook: APS Lincoln Elementary

Lincoln PTO
Facebook: APS Lincoln Elementary

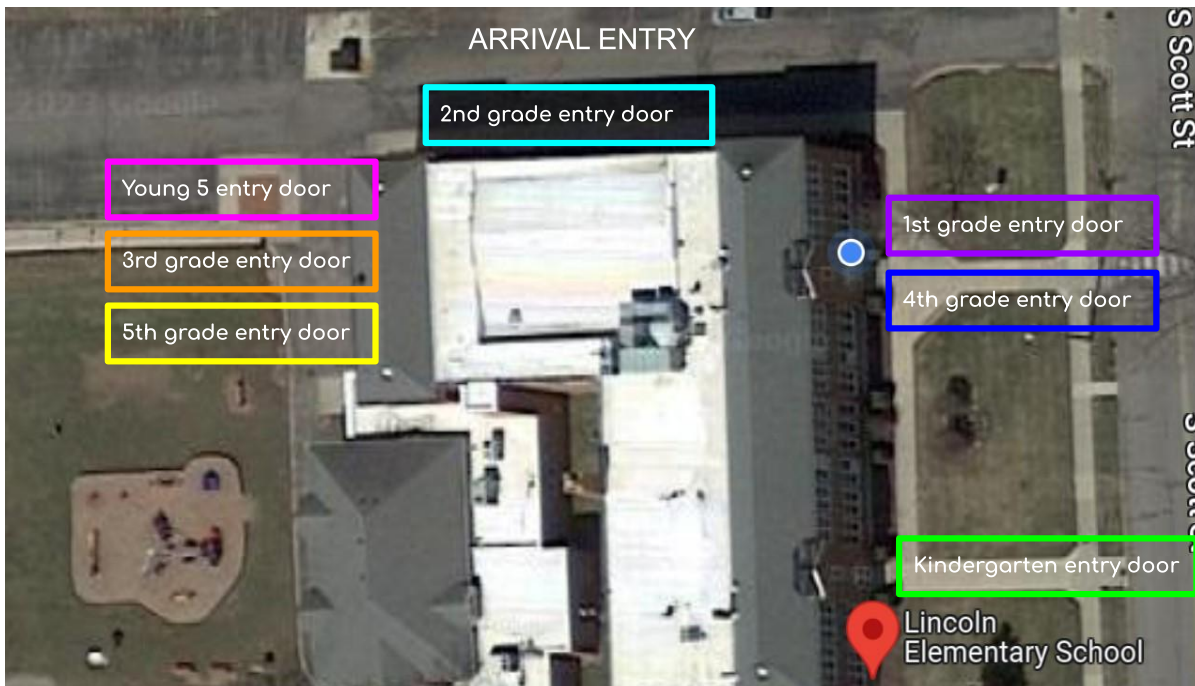
APS Community Recreation Department
Facebook: Adrian Public Schools Community Recreation Department



Arrival and Dismissal Procedures

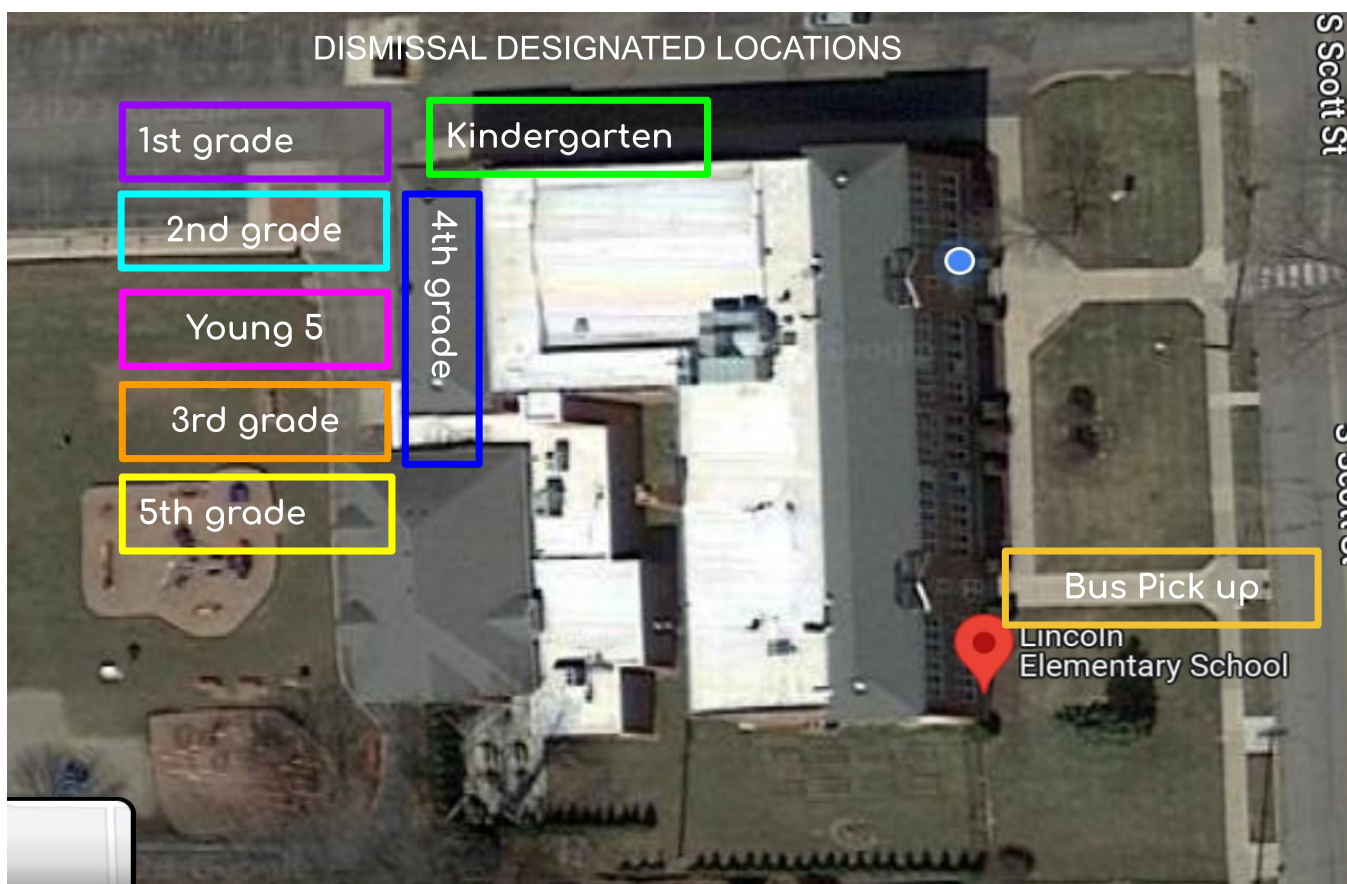
Arrival Procedures

- **Students may enter the school beginning at 8:25 am.** For safety reasons, students should not be dropped off before this time. Supervision of students begins at 8:25 am.
- Bus transportation is available for any student living one mile from the school. Students must ride their assigned bus unless arrangements are made with the transportation department.
- Students arriving by car may be dropped off at the front of the building or walked to their designated grade level door entry area (shown on image). If crossing the street, please use designated crosswalks.
- Parents dropping off students:
 - Please do not block the bus zone (visibly marked)
 - Be prepared to park on the adjacent blocks of S. Scott St. and College Ave. The parking lot is reserved for staff only.
- Students who take the bus will be dropped off in front of the school in the bus zone. Buses will arrive at 8:10 am and staff members will assist students to their designated supervised waiting area until 8:25 am. **Only students arriving by bus will be permitted to enter the building prior to 8:25 am.**



Dismissal Procedures

- **Dismissal at Lincoln is at 3:38 pm.**
- Students riding buses will be dismissed by teachers.
- Students walking should exit through the bus pick up doors
- Student pick up will be on the sides and back of the building.



Changes in Your Child's Arrival and/or Dismissal Routine

For your child's safety, please try to stick to your regular transportation plan whenever possible. In the event that you need to change the dismissal procedure that your child normally has, please inform your child's teacher and the main office. **Phone calls for changes in the routine need to be PRIOR to 3:00 PM, except in an emergency.** Please also make sure your child know how they will get home at the end of each day, especial in situations that change frequently.

Riding the Bus

Any child living 1 mile or more from Lincoln Elementary School may take the bus to school.

- To find out the time and location of your child's bus stop, please call the Transportation Manager, Ben Newsome, at 263-2464. Bus routes change every year to accommodate new students.
- Students must ride the bus to which they are assigned unless parents make specific arrangements with the transportation department (263-2464) and notify the teacher and office of any change.
- For your child's safety, a parent or guardian must be present when they arrive home by bus. If the bus driver cannot locate a parent or guardian, they will bring the child back to the bus garage.

School Bus Safety Procedures

The right of a student to ride school buses is contingent upon good behavior and observance of rules and regulations. Students at Lincoln are expected to conduct themselves according to the **Code of Conduct and our Lincoln Pride Expectations for our Positive Behavior Supports Program**. Students shall obey the directions of the driver promptly and courteously.

The first responsibility of bus drivers is the safe transportation of passengers. If any student(s) behavior endangers the safety of others, the driver will notify the principal, and swift action will be taken. Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. Parents with specific concerns/complaints about bus services should notify the principal or call transportation at 263-2464 to specifically speak about an incident.

Students shall observe the following bus rules:

- Remain seated
- Keep hands, feet, and other objects to yourself
- Respect the right of others
- Yelling and screaming are not allowed
- Food and Drinks are not allowed
- All changes in transportation plans must be made in writing.

Walkers and Bikers

Students who walk or ride their bicycles to school should cross intersections and roads only at the crosswalk. Crossing guards are provided at the corners of Maumee Street and Scott Street as well as College Avenue and Scott Street. A crossing guard is also provided in front of the school. Students riding their bikes should lock their bikes in the bike racks provided at the front of the building.

School Security

Building Security

All building doors are locked. Please use the bell at the main entrance to request entry to the building. Once buzzed in, you are required to sign in and out at the office. **Please understand that for the safety of our students and staff, we will ask for photo identification and the reason for your visit.** Visitors will be given a badge to wear while in the building.

Early Pick Up

Parents who need to pick up a child from school during the instructional day must contact the office. Children will be called to the office when you arrive. Photo identification is required when signing a child out of school. If you would like a friend or relative to pick up your child, their name must be on the data form that you completed at the start of school. In case of an emergency, you may also call or send a note to the office listing the full name of the person picking up your child. Please sign and date the note. Your child will only be released to those listed on the form. Please notify those you have authorized that they will need to show a photo ID when picking up your child.

Background Checks Required for Volunteers and Chaperones

For the safety of our students, **all** adult volunteers and chaperones affiliated with Lincoln Elementary School must undergo a background check before volunteering, chaperoning, or being in the building. Background checks will be completed and rerun periodically for active volunteers.

Animals on School Grounds

While we love our pets, there is an Adrian Public Schools district policy that prohibits animals to be on school property unless they are licensed service animals or prior permission is obtained. This is to protect students who may have allergies or are fearful of dogs or other pets. In addition, animals can at times display unpredictable behavior and we want our students to remain safe.

Emergency Procedures

Fire, tornado, and lockdown drills are held regularly throughout the school year so that students and staff can practice how to quickly and safely respond to emergency situations. These drills are conducted using calm, developmentally-appropriate, age-appropriate strategies. In the event of a real emergency, please understand that our staff will strictly follow emergency procedures to keep children as safe as possible. In the event of a real lockdown, children will not be released from school until it has been established by the proper authorities that the surrounding areas are safe.

Cancellations and Delay of School

If school is canceled, the announcement will be made on local TV stations. Information will also be available at <https://www.adrianmaples.org>, through Infinite Campus, and on our school and district social media pages. School delays will be for the amount of time announced and will affect all students.

Health and Wellness

Snacks

The decision to have a snack is set by each classroom teacher. when sending a snack with your student, please make sure the snack can be managed by your student without adult assistance (they can easily open it by themselves), They have all the proper utensils (spoon, straw, napkin), And they can clean it up by themselves.

Snacks provided should be healthy and can include:

- Protein– hard-boiled eggs, cheese, yogurt/gogurt, meat sticks, rolled lunch meat
- Fresh fruit or fruit cups
- Fresh vegetables
- Pretzels
- Single serving crackers (wheat thins, goldfish, triscuit)

No Pop/Energy Drink

Please do not send pop or energy drinks to school with your child. these types of beverages will be sent home. we encourage students to help parents pack a lunch with healthy choices.

Attendance

One of the most important things families can do to support their child's academic success is to ensure that their child has consistent attendance. In fact, research has shown that your child's attendance record may be one of the biggest factors influencing their success in school. For this reason, we encourage families to do what they can to limit absences and make school attendance a priority. Whenever possible, please plan medical appointments and trips outside of the school hours, as it is difficult to make up missed instruction and negatively impacts your child's academic growth.

Reporting Absences

If a student is unable to come to school, the parents must notify the school and leave a message as soon as possible. If the school is not notified, a call will be made from our system to alert you. If your child is absent due to illness, please report symptoms, especially respiratory concerns, fever, and vomiting as well as any confirmed diagnosis (strep throat, pink eye, impetigo, etc.) to the office. This helps us know when to notify other families about illness and also aids us in tracking illness trends at school and in the greater community.

Excused and Unexcused Absences

Absences from school are considered excused when the absence has been called in by the parent/guardian. If a parent/guardian does not call the school to report the absence, it is unexcused.

Chronic Absences and Truancy

A student is considered chronically absent when they are absent for 10% or more of the days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. Students are chronically absent when any of the following occurs:

- missing 3 days of school within the first month of the year
- missing 7-8 days of school within the first half of the year
- missing 18 days of school in the entire school year

A student is considered truant when they have 10 or more unexcused absences at any point in the school year.

Attendance Notification Letters

When a student reaches 6 absences, a letter will be sent informing a student's family of the number of absences their child has missed and serve as a reminder of the district's attendance policy.

When a student reaches 9 absences and at least 4 of those are unexcused, the student will be referred to the Lenawee Intermediate School District's Truancy Specialists for case review and additional support. In addition, a meeting should be scheduled with the school principal, Graduation Coach, and parent/guardian to complete an Attendance Improvement Plan to discuss how the school and the student's family can work together to improve student attendance for the remainder of the school year.

Tardies, Late Arrivals, and Early Dismissals

According to the Adrian Public Schools' Attendance Policy, a student who arrives later than 25 minutes past the school start time is considered absent for the morning. if a student arrives after the designated start time up to 24 minutes past the school start time is considered tardy. a student who leaves 23 minutes prior to the end of school is considered absent for the afternoon.

- Students arriving between 8:36 - 9:00 am will be marked tardy.
- Students arriving after 9:01 am will be marked for a morning absence
- Afternoon absence starts at 12:01 pm
- Students leaving after 3:15 pm, but prior to the end of the day, will be considered an early pickup.

Student Illness and Absence

Children are most successful in school when they are present for as many days as possible. However, children who are sick need to stay home if they are not able to concentrate sufficiently on learning or if they may cause others to become sick. To help reduce the spread of illness to students and staff, please keep your child home for the following reasons:

1. **Fever:** Your child should be fever free (without being medicated) for 24 hours before returning to school. We will call home if your student's temperature is 100° or higher.
2. **Rash:** Check with a doctor before bringing a child to school with a rash.
3. **Vomiting:** A child may return to school after s/he has not thrown up for 24 hours and is back on a regular diet.
4. **Diarrhea:** A child who has a loose stool more than two times in 24 hours, should stay home. S/he may return to school after being diarrhea free for 24 hours.
5. **Cough/Cold:** A child with a severe or frequent cough and a runny nose is likely not to feel well enough to concentrate sufficiently on learning. S/he would benefit from more rest and fluids at home.
6. **Lice:** A child with head lice should stay home until there are no live lice and a decreasing number of nits.
7. **Doctor Recommendation:** If a child has been prescribed an antibiotic, check with the doctor to see if the child needs to be on medication 24 hours prior to returning to school.

The link below contains important information related to COVID-19 procedures, policies, and practices for Adrian Public Schools.

<https://www.adrianmaples.org/back-to-school/>

Medication Administration

Whenever possible, medications should be given at home either before or after school hours. We understand that there are times when it is necessary for students to take medication at school.

Medications, prescription, and non-prescription, (including cough drops, Tylenol, and cough medicine) require a medication permission form to be filled out before medication can be administered at the school. The Medication permission form is available in the main office or can be found online on the Adrian Public Schools website.

Important information regarding medications:

- All medication must be brought to school by a parent/guardian in the original container and stored in the school office.

- Any changes in medication or dosage must be accompanied by written instructions from the doctor and a doctor's signature.
- Students are allowed to carry and self-administer certain medications at school, such as inhalers, epi-pens, and insulin. Written permission from the parent/guardian and physician is required.
- **Students cannot possess or use any medication, even non-prescription medication such as cough drops, Tylenol, or cough medicine, without a signed medication permission form.**
- Medication cannot be stored in the school office over the summer months. A parent/guardian must pick up the medication at the end of the school year. Medications not picked up will be surrendered to the district nurse to be disposed of according to district policy.

Injuries

Emergency procedures are in place for injuries that occur during school hours. Whenever an injury occurs at school that is serious enough to require a referral to a healthcare provider, the parent or guardian will be contacted. Parent/Guardians will also be contacted for head injuries. In the event of a life-threatening emergency or serious injury, emergency medical services will be contacted first.

Immunizations

The Michigan Public Health code requires that a student must have an up-to-date certificate of immunization or a waiver at the time of registration or no later than the first day of school for entry into kindergarten and 7th grade, and for enrollment into a new school district, grades 1-12. Please refer to Vaccines Required for School Entry in Michigan for more detailed information and talk with your child's primary care provider to ensure that vaccines are up to date. If you need help obtaining free or low-cost vaccines for your child, please contact our district nurse.

Health and Medical Limitations

A letter from a doctor must be submitted to the school office requesting a change in a student's schedule at school if a student cannot participate in physical activity because of health or physical limitations. A letter from a doctor must also be on file if a child needs to stay inside the school building during recess.

Code of Conduct

At Lincoln, students are expected to conduct themselves according to the **Code of Conduct and our Lincoln Pride Expectations for our Positive Behavior Supports Program**.

Code of Conduct

Adrian Public Schools has a discipline policy which covers all students. It is posted online at <https://www.adrianmaples.org/pdf/schools/AHS/Students/Code%20of%20Conduct.pdf>. The complete version can be found when searching “[CODE of CONDUCT](#)”

Our district mission is in partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society. In addition, Adrian Public Schools will provide dynamic, relevant, and rigorous global curriculum in a safe environment that fosters imagination, problem-solving, teamwork, and innovation to create a collaborative and deliberate learning pathway for each student. To create and maintain such a school environment, students are expected to show respect for teachers, students and personal property, pride in their work, high achievement within the range of their ability, and demonstrate personal standards of courtesy, decency and honesty.

The Code of Conduct identifies standards of conduct needed to support the educational objectives of the School System and to protect each student’s right to a safe, orderly, and productive learning environment. While reasonable rules and regulations regarding behavior are necessary for a safe and orderly school environment, our district affirms its commitment to support the efforts of all students to manage their own behavior. Support for students will be demonstrated in a variety of ways. When a student violates the expected standards of behavior, it is important that we respond in a manner that restores the conditions that promote learning for all students while at the same time allowing the disciplined student to meet his/her learning obligations. We will provide interventions and/or alternatives that are appropriate to the offense.

Discipline

Student misbehavior may result in the student being verbally corrected/warned, the sending home of a disciplinary referral for parent information, a phone call to parents, restorative practice measures, in-school suspension, out-of-school suspension, or expulsion. When administering discipline to a student, the following factors must be considered:

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether the lesser interventions would address the behavior

Additionally, before suspending a student for any length of time, the building administrator must provide the student with due process. If the student is a student with a disability, the student's discipline is also subject to additional considerations.

Dressing and Grooming

Lincoln Elementary School students are expected to come to school in clean and comfortable clothing appropriate for the classroom.

- Please make sure your child has tennis shoes for daily trips to the playground and for PE class.
- Straps on shirts should be at least the width of two fingers (no spaghetti string tank tops).
- Shorts should be no shorter than a child's fingertips when arms are extended down their sides. Spandex shorts should not be worn.
- Shirts and sweaters should cover the midriff; no crop tops.
- Clothing and/or accessories with disrespectful or inappropriate language should not be worn to school.
- Hats and hoods should be removed during the school day.

Dress for Safety

Certain clothing items have caused some children injuries. Cords hanging from hoods on jackets and "flip-flop" type sandals can make playing hazardous.

- For your child's safety, flip-flops are not allowed as they are a hazard, slides, sandals, or open-toed shoes can be a safety hazard when students are playing at recess or during PE.
- Shoes with wheels are not to be worn.

Electronic Device Policy

Lincoln recognizes that cell phones, smart watches, and other personal communication devices have become a common tool for communication among our students. Cell phones, smart watches, and other personal communication devices may be brought to school only for the PURPOSE OF SAFETY. They are not allowed to be used during the school day. If a student brings a personal communication device to be used before or after school hours, it must be kept in his/her backpack in their locker and turned off. Once a student has boarded the bus or entered their car, they may use them.

- Phones may not be used to talk, take pictures, play games, record or text during school hours, this includes recess.
- Cell phones are not to be used during instructional time unless specified by the teacher as there will be opportunities for “bring your own device” to school days.

The school assumes no responsibility for theft, loss, damage, misuse, or unauthorized use of personal communication devices brought onto our property. Students and parents are strongly encouraged to make sure these devices are not left unattended or unsecured. Failure to follow these guidelines may result in loss of this privilege, additional disciplinary action, and confiscation of the personal communication device to be returned to the parent or guardian only.

Toys and Personal items

Toys or personal items should not be brought to school without specific permission from the classroom teacher. Toys are by nature of high interest to children and can be very distracting to our learning environment and often cause conflicts among students. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited.

Money and other valuable property should be left at home. **The school assumes no responsibility for the loss or theft of such articles. If electronic devices such as Ipads, Ipods, cell phones, etc...are brought to school and cause a disruption, the teacher or office will keep the item in a safe place day and the item will be returned to the student or parent.**

Technology/Email Use

Students are expected to be safe, responsible, and respectful when using technology in our classrooms. Students should only use the technology for educational purposes assigned by the teacher. If a student chooses not to use technology safely, responsibly, respectfully or for a purpose other than what is assigned by the teacher, the student will lose the privilege to use technology for an amount of time to be determined by the teacher and/or the principal and may experience other consequences if deemed appropriate. Cyberbullying, which includes the use of technology to bully someone, will result in consequences to be determined by the teacher and/or the principal.

Food Service Program

School Breakfast and Lunch Information

Lincoln Elementary offers a **FREE Breakfast & Lunch program**. Breakfast will be served in the classrooms. On pizza days there is an additional cost of \$1.25 for an extra slice of pizza and will need to be prepaid by 8:45 am on that same day.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during meal times.

Lunchroom Rules

1. Please remain in your seat while eating.
2. Be quietly while in the lunchroom.
3. Do not share your lunch or eat food outside of the lunchroom.
4. Remember to clean up after yourself. Don't leave anything on the table or benches.
5. Breakfast and lunch are important meals! Eat a healthy meal and don't waste food.
6. Use your best table manners and respect others
7. Pack your lunch bag with healthy food and drinks. Pop and energy drinks are not allowed at school.

Recess

Recess is held outdoors when the weather permits. As a general rule, we feel that if students are well enough to be in school, then they are well enough to go outside for recess. **Requests for indoor recess must be accompanied by a physician's statement.** Recess is held inside when "real feel" temperatures drop below 10 degrees Fahrenheit (including wind chill). If there is snow on the ground students will be allowed to play in the snow with boots and/or snow pants. During recess, students are always supervised by teachers and playground supervisors. The students are expected to be safe, responsible, and respectful.

Family and Parent Involvement

Visitors and Volunteers

Parent visitors are always welcomed at our school. We do ask that you first arrange for the visit with the classroom teacher or the school principal. Scheduling visits by all volunteers and visitors will limit the random interruptions during your child's instructional time. In addition, safety and security are easier to monitor when the office can quickly identify any visitors in the building. We have a sign in clipboard in the office where you may also pick up a Visitor Badge. Please remember that all adult visitors must be approved.

Teachers individually determine the number of volunteers needed in their class. We cautiously guard the confidentiality of each family and sincerely ask all who work in our schools to abide by privacy regulations.

As teaching time is limited valuable time, and the teacher's attention must be on the students at all times, we ask that you not visit with the teacher during the time when the class is in session.

Communication

We encourage positive and frequent communication between home and school. All certified staff have a school email account, as well as a phone with voicemail. Please understand that there is a 24 hour return-call policy, except on weekends and holidays. Emergency messages for students should not be left on a voice mailbox. These calls are best directed to the school office where someone is available to answer calls in person.

For a staff director of teachers and extensions, please visit our district directory:

Please provide an email that can be added to Infinite Campus to receive frequent internet notices and communication. If you change your email address during the school year, please notify the office.

The classroom teachers will do their best to keep you informed on school-wide activities. Please check your email and child's backpack daily for notes or flyers.

Resolving Problems at Schools

Parents who feel there may be a problem at school should contact their child's teacher.

Be watchful for problems and don't let too much time pass before taking action. You may leave a message on the teacher's phone voicemail, leave a message with the school administrative assistant, or email the teacher. If you are not able to resolve the issue with your child's teacher, please contact Mrs. Yatzek.

Issues regarding transportation should be addressed with the transportation director by calling (517) 263-2464.

Report Cards and Conferences

Lincoln Elementary School sends home report cards three times a year. You will see report cards come home at the end of each trimester. Parent and Teacher conferences are held twice a year. Conferences are a time to facilitate open communication between parents and teachers regarding students' progress. Dates are set for **October 16th 17th** and **March 19th and 20th**.

Standardized Testing

Testing is an important part of the school program. Parents can help their child do their best by ensuring that students are in attendance the day of the test, go to bed early the night before, and have a good breakfast. Students in Kindergarten through 5th grades take the Reading and Math NWEA test in the fall and spring. Parents will be notified of the test dates by their child's teacher. The State of Michigan also requires all students to participate in the state assessments (M-STEP) in Math, English Language Arts, Science, and Social Studies beginning in third grade (assessments given vary by grade). In addition, all students will be tested in literacy (reading and writing) and math using alternative assessments administered in the classroom throughout the year.

Homework

Homework expectations vary by grade level and will be communicated by your child's teacher. When homework is given, it is expected to be a reinforcement of content taught during the school day and should not be an unmanageable burden on families. If your child struggles with homework, please contact your child's teacher.

Expectations for Reading at Home

Research shows that students who practice reading at home have much greater success academically. **We encourage all students to read for at least 20 minutes each night at home.** Reading can include listening to someone else read to you, listening to an audiobook, reading to a family member, or reading independently. If you do not have access to books at home, please contact your child's teacher or our office and we will provide them.

Home -School Compact

Lincoln's Home-School Compact is an agreement developed between parents and school, that lists the responsibilities students, families and staff commit to during the school year. This document is signed at the beginning of each year.

Parent Teacher Organization (PTO)

The Lincoln Elementary School Parent Teacher Organization (PTO) meets regularly and invites parents to join in on the fun! Together this parent group plans and organizes a variety of events for the student body of Lincoln. For more information please visit the Lincoln web page and click the link for the parent teacher organization.

Lockers

Lockers are District property and may be available for student use. Students have no expectation of privacy in their lockers. The building principal may inspect lockers without any particularized suspicion or reasonable cause and without notice. Please see policy 5102 for the full policy.

<https://www.adrianmaples.org/pdf/district/Policies/Section%205100/5102%20Lockers.pdf>

Field Trips

Many wonderful field trip experiences are provided for students. These field trips are educational experiences that enhance our curriculum. Field trips make concepts alive and more meaningful to our students.

Chaperones

We appreciate and need parent chaperones for field trips. The number of adults needed will be dictated by the age of the children, and the requirements of the facility visited. Many times the number of adults interested in chaperone exceeds the number needed. In this case, the classroom teachers will conduct a random drawing to determine chaperones. At all times, our first priority is the safety and comfort of our students. Parents selected to chaperone a field trip **may not** bring siblings on the trip as chaperones need to give their full attention to the students. All chaperones must be background check approved at least 5 days prior to the field trip.

Field trips are instructional activities. All students are expected to ride the transportation provided by the school to and from the trip. In extenuating circumstances, if the parent wishes to transport the child home from the field trip, he / she must sign out the child on the form provided by the classroom teacher. When space is a problem on the bus, we ask adults to drive in their vehicles and meet the group at its destination.

When there is a cost-related to a field trip, we ask for donations to cover admission and/or transportation. If a family is unable to make a contribution, PTO and school funds are available to help in these situations. Be assured that these matters are handled in a confidential manner. Please contact your child's teacher regarding these situations.

When field trip notices come home from your child's teacher, please return them on or before the date requested. Our staff spends considerable time planning these meaningful trips. Returned permission slips, contributions (if needed), and acknowledgment of special needs such as appropriate dress and lunch/snack needs are important to a safe and smooth experience for students.

Adrian Public Schools Policies on Behavior

Bullying

It is the district's policy to provide a safe and nurturing educational environment for all students. Lincoln follows district policy regarding bullying. That policy is available on Adrian Public Schools' website under board policies.

Sexual Harassment

[ADRIAN PUBLIC SCHOOLS NEPN Code: GBCD Policies and Regulations](#)

Reporting Requirements

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected unlawful discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described below. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described below.

How to Report Unlawful Discrimination

If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator:

Nikki Culley
Human Resources
517-264-6645
nculley@adrian.k12.mi.us

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with:

Deb Agnew, Special Education Coordinator
785 Riverside Ave, Suite 1, Adrian, MI 49221
517-264-6670
dagnew@adrian.k12.mi.us

If you or someone you know has been the victim of any other type of unlawful discrimination, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Nikki Culley
Human Resources
517-264-6645
nculley@adrian.k12.mi.us

Filing a False Report

Any person who knowingly or maliciously files a false report of unlawful discrimination will be subject to discipline, up to and including expulsion.

Retaliation

Retaliation against a person who reports unlawful discrimination is prohibited. Any person who retaliates against a person who reports suspected unlawful discrimination will be disciplined in accordance with Policy 5206. This prohibition against retaliation also applies to retaliation against people who participate in or cooperate with an investigation related to a complaint.

See [Policy 5202 Unlawful Discrimination, Harassment, and Retaliation Against Students](#) for full review of the District's Policy.