



MAPLE PRIDE

Tradition of Opportunities
Future of Possibilities

Lincoln Elementary School Family Handbook

158 S. Scott St.

Adrian, MI 49221

(517) 265-8544

Facebook: APS Lincoln Elementary



Welcome

Welcome to a new school year at Lincoln Elementary!

We look forward to learning and growing with our students.

At Lincoln, we are proud to have outstanding teachers!

Our teachers will guide your child
through a learning journey
and partner with you, as family members,
to maximize academic growth.

If you have any questions, suggestions, celebrations, or concerns,
please do not hesitate to contact us or stop by to visit.



Tiffany Yatzek, Principal

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(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.



Student Attendance

School hours are 8:35 a.m.-3:38 p.m. State Law requires that all students of school age shall be in school during the school year and that this is the responsibility of the parents and/or guardians.

Absences

If a student is ill or must be absent from school, the parents must notify the school and leave a message before the beginning of the school day. If the school is not notified, a call will be made from our system to verify the absence.

- 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, but prior to the end of the day, will be considered an early pickup.



Habitual Attendance Problems

Good attendance is a critical part of academic achievement. All children need to attend school on a regular basis. After five absences/tardies, a letter will be sent to the parent(s) requesting them to verify absences with specific illnesses/appointments. Parent(s) receive an attendance concern letter after 7 absences/tardies. After 10 absences, parent(s) receive an attendance directive letter. If the student attendance does not improve, the truant officer is notified. Let us know how we can best support you and your family so that they can show up for school on time every day. We want your child to be successful in school!

Leaving School Early or Arriving Late

Families can help their child get a full day of learning each day. Whenever possible, please plan medical appointments and extra trips outside of school hours, as it is difficult to make up missed instruction and negatively impacts your child's academic growth. Adults picking students up early or arriving late are required to check in at the office before they return to class. Adults **must show an ID**. Students will be called to the office. Students will only be released to people listed on the data form.

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 the School Messenger System, and on our school and district social media pages. School delays will be for the amount of time announced and will affect all students.

Arrival and Dismissal Procedures

For the safety of the children and to help reduce the congestion in the front of the school, parents are encouraged to use the drop off and pick up area at the corners of Scott Street and College Avenue. There are crossing guards at Scott and College as well as Scott and Maumee. Please remind your child that they may only cross with the assistance of the crossing guards. Parents who park across the street from the school will be required to use the crosswalk and escort their child across the street until they are clear of all traffic.

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 arriving by car may be dropped off at the front of the building or walked to their designated grade level waiting 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**. **Parents must wait outside of the school in order to assure the safety of students.**
- Students riding buses will be dismissed first with the assistance of the staff.
- Students being picked up and walking will be released to parents/guardians from their designated grade level area (shown on image)
- Grade levels in the back of the school will walk to the front at **3:40 pm**.
- Parents picking up students please:
 - Enter school grounds after **3:30 pm**
 - Do not block the bus zone
 - Be prepared to park on adjacent blocks of S. Scott St. and College Ave. The parking lot is reserved for staff only.



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

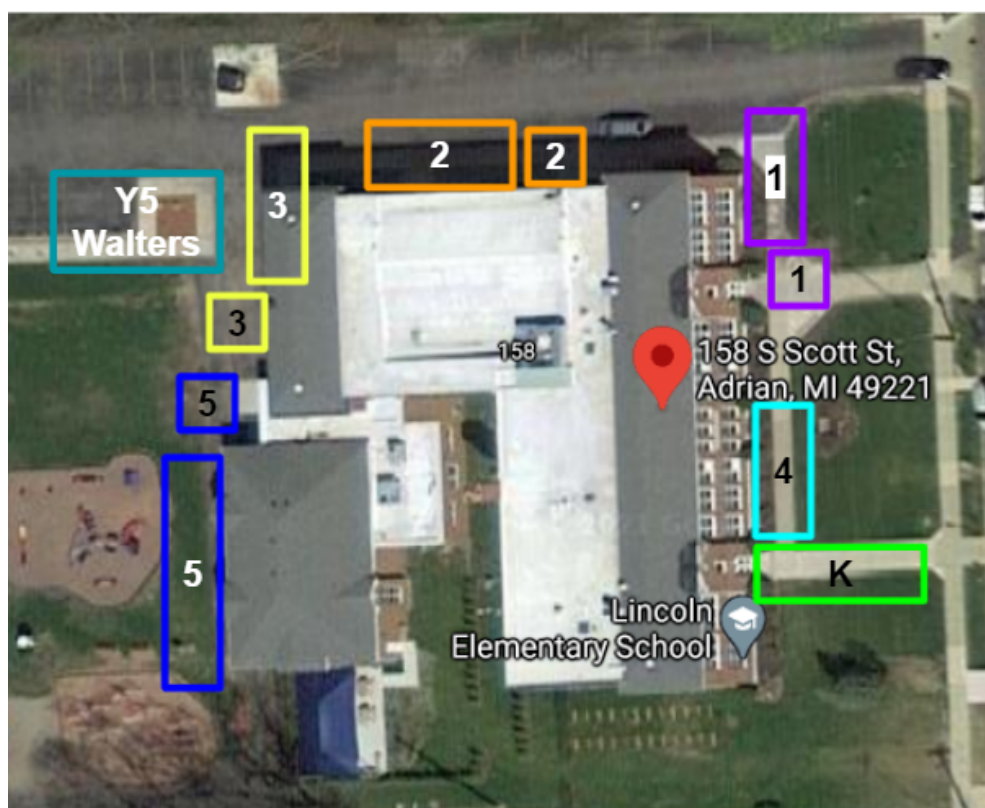
For your child's safety, please try to stick to your regular transportation plan whenever possible.

- Make sure that your child's teacher knows the daily plan.
- **ALL students will be sent home by bus unless otherwise indicated by the parent/guardian in writing, email, or by phone at the start of the school year.**
- If you arrive and your child has been boarded on a bus and you wish to pick them up, please go to the office to verify your ID. The office will alert the staff on duty to locate your child.
- 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 via note, text, phone call, or email. **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 knows how they will get home at the end of each day.
- Arrangements for playdates or going home with friends, **MUST** be made outside of the school time and a note/email/phone call presented to the teacher. Students will not be allowed to use the phone to obtain permission to go to a friend's house during school hours.

Inclement Weather for Arrival/Dismissal

Arrival and Dismissal routines and procedures will be followed unless we are experiencing severe thunderstorms, heavy rain, or extreme cold/wind temperatures. Parents and students should be prepared with the appropriate clothing and items for the weather conditions.

Grade Level
Drop off and
Pick Up Areas



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
- 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 who violate the rules will be subject to disciplinary action at the bus driver's discretion. Bus safety rules include:

- 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.

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.

Student Enrollment and Placement

Enrolling Students

You will receive a packet of information that will give you all the information that you and your student will need to get started at Lincoln. When enrolling a student at Lincoln Elementary, the state of Michigan requires all students entering to present valid immunizations and a birth certificate. Students cannot be enrolled in school if immunization requirements are not met. You will be asked to fill out a Request of Records form that will be sent to the student's previous school. They will then send the records through the US mail back to Adrian Public Schools.

School of Choice

Adrian Public Schools welcomes many students who choose to come here as a school of choice student. If you know a family member or friend who would like the opportunity to attend our amazing schools, please ask them to contact Adrian Public Schools at (517) 264-6640 or go online to download registration information.

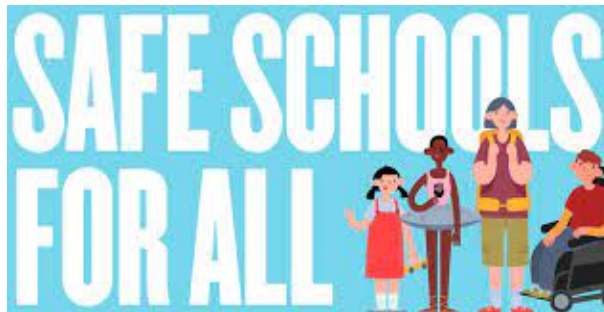
School Security

Building Security

All building doors including those at the main entrance 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. Faculty and staff have been instructed to escort anyone not having a badge immediately to the office for identification.

Student Pick-Up Authorization

If you would like a friend or relative to sometimes pick up your child, their name must be on the data form that you completed at the start of school. You can update the form on the Parent Portal or by coming to the main office at Lincoln. 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.



Criminal Background Checks Required for Volunteers and Chaperones

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organize extracurricular activities and community outreach projects.

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

Fire, Tornado, and Lockdown Drills

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. 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.

Curriculum and Instructional Design

At the heart of Lincoln Elementary is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Lincoln Elementary provides a strong academic foundation for students that will prepare them for demanding academic studies of senior high school and college. Our common K-12 aligned curriculum is housed in Atlas Rubicon.

Academic Enrichment

Academic enrichment and academic practice will be assigned on an individual basis.

Practice doesn't make perfect. Perfect practice makes perfect.

- Create enrichment rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do academic practice, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's academic practice and ask him or her about it each night.
- Give your child a healthy snack before he or she begins academic practice. This should help with concentration.
- Give your child a short break from his or her work if needed.
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.** Students will be provided with a bag lunch if necessary. If you are unable to pay for a field trip, please contact the school office for assistance.

Occasionally, parents will be needed to serve as chaperones on class field trips. Parents should not feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible.

The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Babies and children who are not enrolled in the class may not accompany the chaperones. All chaperones will have to complete a background check prior to the trip. All chaperones must check into the Lincoln office.**



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/>. 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.

Health and Wellness

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Lincoln Elementary is regulated by the State Department of Health Services.

When to Keep a Sick Child Home

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 will not be 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. 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/>

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.

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.

- 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
- 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 disposed of according to Lenawee County Waste procedures.

Prescription medication

The principal and the student's teacher must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school **must receive a written order from the student's doctor**. **All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.** Our Administrative Assistant, Mrs. Richard is trained to administer the medication.

Non-Prescription medication

If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol, cough drops, etc), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must

- Inform the school of any allergies or restrictions on non-prescription medication
- Notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.
- Provide physician authorization with non prescription meds.

Accidents

If a student suffers a serious physical injury while at school or while participating in a school-sponsored activity, District personnel, if aware of the injury, will promptly report the injury to the building principal or designee. The principal or a trained staff member will administer initial treatment of minor injuries. **The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Injury Report will be filled out.** It is important that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable.

Head Lice

Head lice are a frustrating nuisance. Please check your child's hair regularly to prevent head lice from becoming a problem. If your child is found to have LIVE head lice you will be asked to come and pick up your child from school. If your child is found to have nits (eggs) you will be notified and you will need to treat their hair and remove the nits. Students who have had live lice will not be allowed to return to school until checked by school personnel and found to have a decreasing number of nits (eggs) and no live lice.

Dressing and Taking Care of Yourself for School

Dress and Grooming

Lincoln Elementary School students are expected to come to school in clean and comfortable clothing appropriate for the classroom. Please help your child consider the weather when choosing clothes for the day. Layers are often a good choice as classroom temperatures can fluctuate during the day.

- Hats and hoods should be removed during the school day.
- 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.
- Shoes with wheels are not to be worn.
- Please make sure your child has tennis shoes for daily trips to the playground and for PE class. Shoes such as flip-flops, slides, sandals, or open-toed shoes can be a safety hazard when students are playing at recess or during PE.

Family and Parent Involvement

Parent Community Coordinator (PCC)

Lincoln's Parent Community Coordinator supports our volunteer program, links families to learning opportunities and resources, and gathers family feedback for our school planning.

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.

Volunteering in the Classroom

Parents are encouraged to participate in school-related activities. Please check with your student's classroom teacher for volunteer opportunities in the classroom. We welcome your help at Lincoln and appreciate the support of our many volunteers. Please remember that all adult visitors to the building must be approved through a background check.

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 26th and 27th** and **January 18th and 19th**.

Communication

Parents will receive frequent school newsletter and communications from the principal with announcements of upcoming events and school-wide activities. Parents will also receive communications from the APS central office frequently.

Teachers will also create a communication system in their classroom either through the



remind 101 app., e-mail, class dojo, FB pages, etc...

Classroom folders will be sent home each day to enrich communication. Schoolwide Communications will typically be in Thursday folders. Please check your child's folders each week and return any items requested.

Lincoln Elementary maintains an open door policy, and parents are encouraged to visit their children's classrooms to see them in action. We do ask that parents schedule classroom visits ahead of time with the classroom teacher. Please notify the office upon arriving at the school for a visit to keep disruption to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year.

How to Handle Problems

Experience has demonstrated that open communication between parents and the school's staff is the key to maintaining a positive relationship.

What to do if you have a problem...

1. Discuss the problem with your child's teacher. Teachers will make themselves available to discuss parental concerns regarding your child.
2. Discuss the problem with the school's principal. Parental concerns or questions that cannot be resolved by the teacher should be redirected to the school's principal.

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.



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.

Personal Communication 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.

Non school related items

Students may not bring candy, toys, or other non school related items to school unless approved by the principal. 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.**

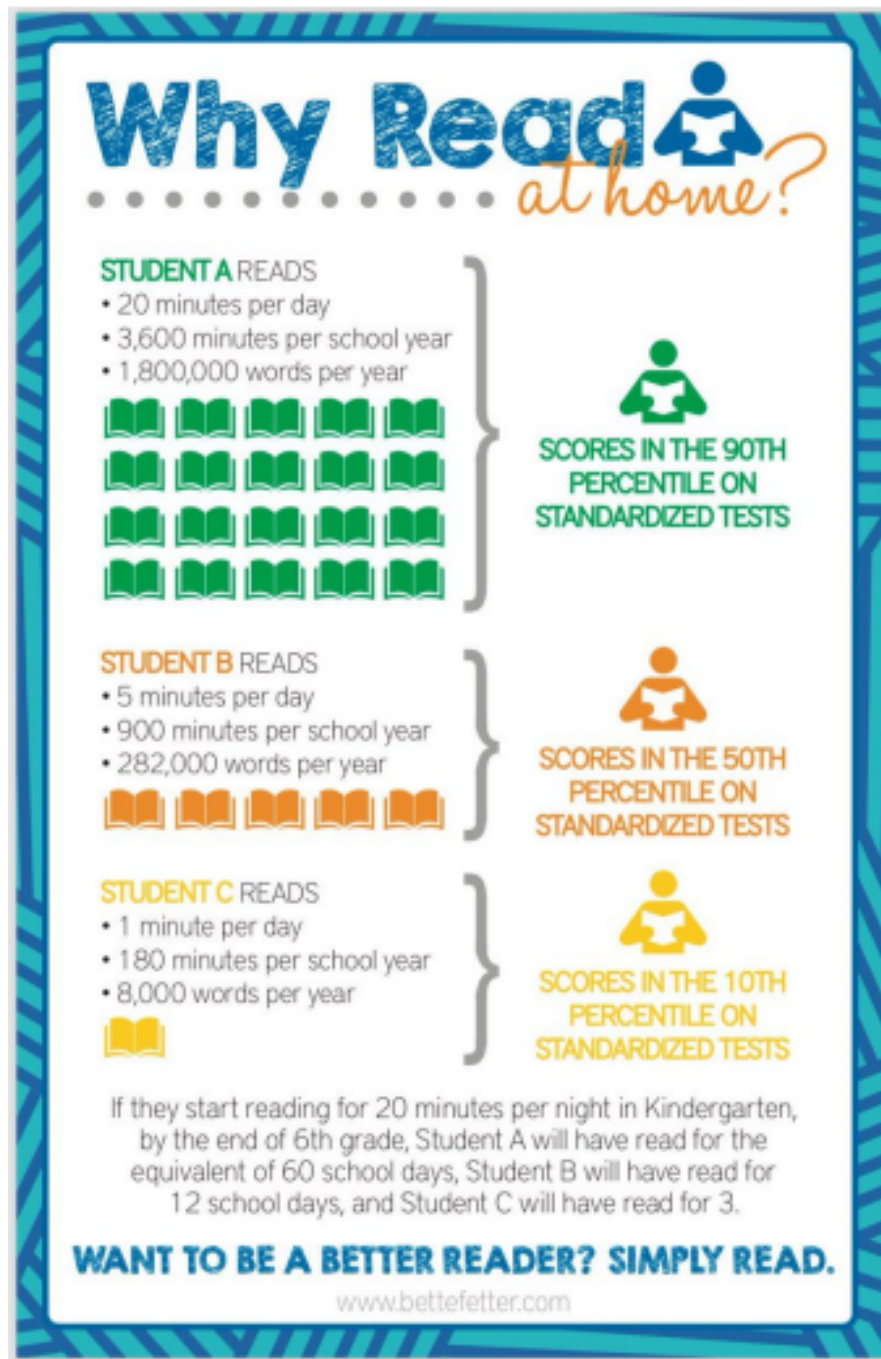
Lockers

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>

Expectations for Reading at Home

Research shows that students who practice reading at home have much greater success academically. Our expectation is that every student at Lincoln will read for at least 20 minutes each night at home.



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 one dollar 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.

Lincoln's Lunch & Recess Schedule

Grade Level	LUNCH	RECESS
1st	11:20 - 11:40	11:40- 12:05
3rd	11:35 - 11:55	11:55-12:20
Y5, K	11:50 - 12:10	12:10-12:35
4th	12:05 - 12:25	12:25-12:50
2nd	12:20 - 12:40	12:40-1:05
5th	12:25 - 12:45	12:45-1:10

Classroom 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 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)

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

The sexual harassment of a staff member or student of the district is strictly forbidden. Any staff member, student, board member, or agent of the district who is found to have sexually harassed a staff member, student, agent, administrator, board member, or other individual who is lawfully on district premises will be subjected to disciplinary action, up to and including suspension or dismissal. Lincoln follows district policy regarding sexual harassment. That policy is available on Adrian Public Schools' website under board policies.

Unlawful Discrimination, Harassment, and Retaliation against Students

The District prohibits unlawful discrimination. For purposes of this Policy, “unlawful discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

This applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school.

Types of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

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.

B. 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

Formal Complaints of Title IX Sexual Harassment must be filed with the Title IX Coordinator. For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118.

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.

Hours of Operation, Frequently Called Numbers & Staff

Lincoln's Hours of Operation

8:35 am – 3:38 pm Full day

8:35 am – 12:10 pm Half day

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

Staff

Head Start Preschool	Nicole Gestwite-Lead Teacher
Young Five	Marley Walters
Kindergarten	Kristin Horky Dawn Huggins
First Grade	Natasha Gallant Heidi Yatzek
Second Grade	Robin Perez Meghan Thompson
Third Grade	Chelsea Coatsworth Jill Roberts
Fourth Grade	Kelly Armstrong Laurie Finch
Fifth Grade	Dani Benschoter Brandy Felver
Special Education	Amy McClure
Art	Jen Eichorn

Physical Education

Kirk Brackelman

Music

Barb Schenck

Academic Support

Mari Alvarez
Laurie Chenevey

ELL

Maria Arellano

Librarian

Ann VanStaveren

Custodian

Milo Warren

Parent Community Coordinator

Amy Baker

Success Coach

Annette Cypret

Cafeteria Support

Mary Anne Jones
Maria Orozco
Tarrah Pence
Helena Snyder

Paraprofessionals

Michelle Cunningham
Cathy Demlow
Tammy Gramling
Kim Saylor
Veronica Stetton

Administrative Assistant

Tracy Richard

Principal

Tiffany Yatzek

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Facebook: Maple Pride

Lincoln Elementary
Facebook: APS Lincoln Elementary

Lincoln PTO
Facebook: APS Lincoln Elementary

