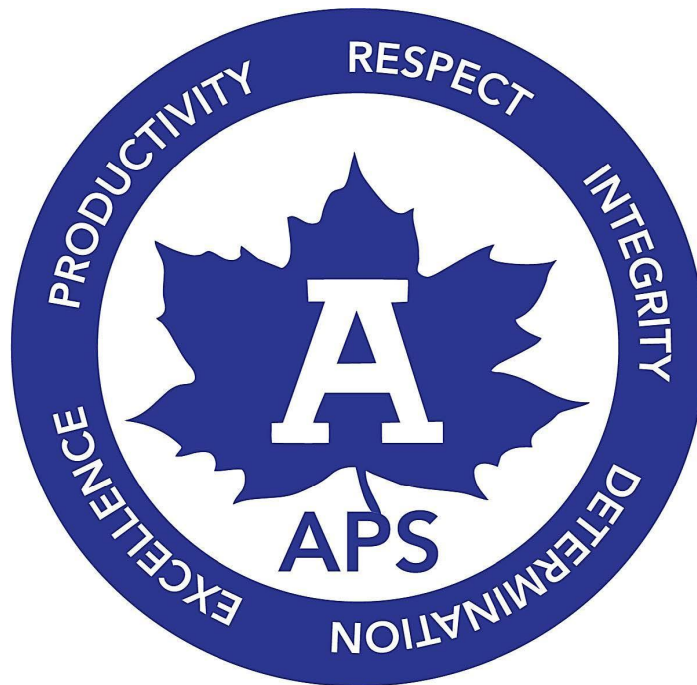


# Lincoln Elementary School



## 2021-2022 Parent and Student Handbook

# Letter from the Principal

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August 2021

Dear Parents:

Thank you for choosing Lincoln Elementary School for your child! The school's leadership team, managers, faculty, and staff are eager to build on the successes and challenges of our opening, and we have been busily preparing for the months ahead. *The 2021-2022 Parent and Student Handbook* is designed to guide you and your child through this exciting time. We encourage you to read this booklet thoroughly and discuss it with your child.

*The Lincoln Parent -Student Handbook* includes contact information for the school's leadership team, general information about our proven curriculum and instructional design, and specific school policies of Lincoln Elementary School. Our *Lincoln APS PBIS Handbook* discusses more about our *Code of Conduct* and describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment. These Handbooks will be found soon at [www.adrianmaples.org](http://www.adrianmaples.org) on our Lincoln School Page.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the school's leadership team, or your child's teacher.

At Lincoln Elementary, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Thank you for choosing Adrian Public Schools and for allowing us to educate your most prized possession, your child.

Sincerely,

*Mr. Skeels*

Mr. Skeels  
Lincoln Principal

**\*\*The blue underlined text contains hyperlinks to additional documents. Documents can also be found on the Adrian Public Schools website.**



## **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.

### **LEADERSHIP**

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns at the following numbers:

- ❑ *Sam Skeels*, Principal  
(517) 265-8544 ext. 3201
- ❑ *Tracy Richard*, Administrative Assistant  
(517) 265-8544 ext. 3200

## **ELEMENTARY FACULTY**

<b>Head Start PRESCHOOL:</b>	Sara Williams: Lead Teacher Nikki Kilby: Teacher Assistant
<b>YOUNG FIVES</b>	Marley Walters
<b>KINDERGARTEN:</b>	Kristin Horky Dawn Huggins
<b>FIRST GRADE:</b>	Natasha Gallant Heidi Yatzek
<b>SECOND GRADE:</b>	Robin Perez Meghan Thompson
<b>THIRD GRADE:</b>	Chelsea Coatsworth Jill Roberts
<b>FOURTH GRADE :</b>	Kelly Armstrong Laurie Finch
<b>FIFTH GRADE:</b>	Dani Benschoter Brandy Felver
<b>SPECIAL EDUCATION RR:</b>	Mackenzie Fisette Amanda Rockwell
<b>ART:</b>	Jen Eichorn
<b>TECHNOLOGY:</b>	Kirk Brackelman
<b>Social Emotional Learning:</b>	Kirk Brackelman
<b>PHYSICAL EDUCATION:</b>	Marc Comstock
<b>MUSIC:</b>	Barb Schenck
<b>ACADEMIC SUPPORT:</b>	Mari Alvarez, Laurie Chenevey, Missy Williams
<b>ELL:</b>	Maria Arellano
<b>LIBRARIAN:</b>	Ann VanStaveren
<b>CUSTODIAN:</b>	Milo Warren
<b>Parent Community Coordinator:</b>	Amy Baker
<b>SUCCESS COACH:</b>	Annette Cypret
<b>CAFETERIA SUPPORT:</b>	Maria Orozco, Tarrah Pence, Helena Snyder, Mary Anne Jones
<b>PARAPROFESSIONALS:</b>	Tammy Gramling, Cathy Demlow, Michelle Cunningham, Kim Saylor, Stephanie Forche

## FIRST STUDENT TRANSPORTATION (BUSSING): 263-2464

### DAILY SCHEDULE

8:25 a.m.	First bell, doors unlock, students move to class
8:35 a.m - 3:38 p.m.	School hours
3:38 p.m.	Dismissal

### SPECIALS SCHEDULE

- Music
- Physical Education
- Art
- Social Emotional Learning
- Technology

### BREAKFAST AND LUNCH

Lincoln Elementary offers a **FREE Breakfast & Lunch program**. 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 BREAKFAST AND LUNCH SCHEDULE:

**BREAKFAST WILL BE IN CLASSROOMS EACH MORNING. PLEASE FIND THE LUNCH SCHEDULE BELOW**

11:20 - 11:40 Lunch 11:40 - 12:05 Recess	Y5 / K	Y5 / K	Y5 / K	Y5 / K	Y5 / K
11:40 - 12:00 Lunch 12:00 - 12:25 Recess	1	1	1	1	1
12:00 - 12:20 Lunch 12:20 - 12:45 Recess	3	3	3	3	3
12:20 - 12:40 Lunch 12:40 - 1:05 Recess	2	2	2	2	2
12:40 - 1:00 Lunch 1:00 - 1:25 Recess	4	4	4	4	4
1:00 - 1:20 Lunch 1:20 - 1:45 Recess	5	5	5	5	5

Adrian Public Schools - Start and End Times: TBD				
2021-2022 School Calendar				
	Start	Half Day AM Release	Half Day PM Start	End
Elementary Schools Grades K-5	8:35 A.M.	12:10 P.M.	12:03 P.M.	3:38 P.M.
Middle School Grades 6-8	7:35 A.M.	11:00 A.M.	10:59 A.M.	2:24 P.M.
High School Grades 9-12	7:45 A.M.	11:10 A.M.	11:11 A.M.	2:36 P.M.

**LINCOLN THURSDAY FOLDERS:** Classroom folders will be sent home each week on Thursday. Communications, homework, fliers, and permission slips will come home in the folder on Thursday. Expected items will need to be returned on Friday/Monday each week. Please check your child's folders each week and return any items requested.

### **ATTENDANCE POLICY:**

Dear Lincoln Families:

Our goal at Lincoln Elementary School is to have all students attend school every day! School success goes hand and hand with good attendance. Help your student be successful in school by building a habit of good attendance.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school — regardless of the reason — it can cause them to fall behind academically.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!!

**Going to school regularly matters!**

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- **Make sure your children keep a regular bedtime and establish a morning routine.**
- **Lay out clothes and pack backpacks the night before.**
- **Ensure your children go to school every day unless they are truly sick**
- **Avoid scheduling vacations or doctor's appointments when school is in session.**
- **Talk to teachers and counselors for advice if your children feel anxious about going to school.**
- **Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.**

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact our school at 517-265-8544.

Lincoln's success coach is available to assist parents with helping children become successful in school.

### **LINCOLN ELEMENTARY ATTENDANCE PROCEDURES**

#### **ATTENDANCE/TARDY**

Adrian Public Schools requires that students be on time and maintain good attendance. This ensures students the best possible educational experience. The school will communicate with parents if problems arise. Students will be marked tardy if they are not in their classroom at 8:35 am

Parents are required to notify the school when a student is absent or tardy. Please call the school or send a note with your child. Students who arrive after 8:35 a.m. must report to the office before going to class.

Daily attendance procedure is as follows:

- The classroom teacher enters attendance, then the office verifies the teacher's entries and puts in excused absences and tardies.

Lincoln attendance policy is as follows:

- Parents receive a letter after five absences/tardies that have not been verified with specific illnesses/appointments.
- Parents receive an attendance concern letter after seven absences/tardies.

- Parents receive an attendance directive letter after ten absences. If the student attendance does not improve, the truant officer is notified.
- Tardies are from 8:36 - 9:00 A.M.
- AM absence starts at 9:01 A.M.
- PM absence starts at 12:01 P.M.
- Sign Out Early for the PM starts at 3:15 P.M.

*Mr. Skeels*

Mr. Skeels  
Lincoln Elementary Principal

**SIGNING STUDENTS OUT EARLY:**

- Parents or guardians need to sign a student out in the office before checking them out for the day. Office staff may ask for ID to verify the adult has permission according to the registration form to remove the student from school. Children who are returning to school from an appointment or who are arriving late are required to check in at the office before they return to class. Please note:  
**We try to maximize all student learning time so please refrain from signing your child out early unless it is an emergency.**



## ARRIVAL & DISMISSAL PROCEDURES:

STUDENT SAFETY IS OUR TOP CONCERN. THIS IS PARTICULARLY TRUE DURING ARRIVAL AND DISMISSAL TIMES.



### **Arrival:**

- Parents drop off of students at **8:25 a.m.** **Supervision of students begins at 8:25 a.m.** **Please do not allow students on school grounds before 8:25 a.m.** Please do not block the bus zone, and be prepared to park on adjacent blocks of S. Scott St. and College Ave. The parking lot is reserved for staff use only.
- Students may be dropped off at the front of the building or walked to their designated grade level waiting area shown in the image above. Unfortunately, parents are not allowed to enter the building.
- At the designated grade level areas teachers and staff members will assist students with entering the building.
- Grade levels will line up in their designated waiting area.
- Each grade level will enter from the designated door one classroom at a time.
- Busses will arrive at 8:25 a.m. staff members will assist students with joining their class in the grade level designated waiting area.

**Dismissal:**

- Parents/Guardians are asked to pick students up from the designated grade level areas, entering school grounds after **3:30 p.m.**
- Please do not block the bus zone, and be prepared to park on adjacent blocks of S. Scott St. and College Ave. The parking lot is reserved for staff use only.
- Each grade level will exit from the same designated door.
- Grade levels will line up in their designated waiting area.
- Students riding busses will be released to go to busses first with assistance from staff.
- Students being picked up and walking will be released from their designated grade level area.
- Grade levels exiting from the back of school will walk to the front of school at **3:40 p.m.**

**INCLEMENT WEATHER PROCEDURE FOR ARRIVAL:**

In order to follow our arrival and departure process as closely as possible, please have a raincoat or umbrella for rainy weather, and as the weather gets colder, be prepared with warm clothes and garments. Unless we are experiencing thunderstorms or heavy rain, we will follow our attached arrival and departure procedures. If absolutely necessary, students will directly enter the building, assisted by teachers and staff after being dropped off at 8:25 a.m.

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students.

**Drop-Off/Pick-Up Areas**

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/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 he/she may only cross with the assistance of the crossing guards at Scott and College or Scott and Maumee. Parents who park across the street from the school will be required to use the crosswalk and escort their son/daughter across the street until they are clear of all traffic. **Do not park in this area or the bus area directly in front of the school.**

- **Make sure that your child's teacher knows how your child gets home after school before school begins.** All students will be sent home by bus unless otherwise indicated by the parent in writing, email, or phone call at the start of the school year. If your child's normal transportation plan is to be picked up daily, please inform your child's teacher at the beginning of the year.
- Students will NOT be allowed to deviate from their regular transportation plan without permission from you in the form of note, text, phone call, or email. Students should present a permission note, signed by the parent, to the school office for approval. Alternatively, a parent may call the School

Office at **517-265-8544** PRIOR TO 3:00 P.M. and we will share with the teacher notifying them of the change.

- If you arrive at dismissal time and wish to have your child removed from the bus, please go to the office so that we can verify your ID. The office will alert the staff on duty to locate your child for you.
- Arrangements for play dates or to go home with friends **MUST** be made outside of 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.
- **Parents please wait outside the school in order to assure the safety of all students when picking up your child(ren).**

### **SAFE BUS:**    **STUDENT BUS RULES**

Students at Lincoln Elementary are expected to conduct themselves according to the ***Code of Conduct and our Lincoln Pride Expectations for our Positive Behavior Supports Program*** and to practice such virtues as productivity, respect, integrity, determination, and excellence, in all school settings—including on the bus. Following school rules on the bus is essential not only for developing good character, but for ensuring students' safety.

The proper behavior among students while being transported on a bus is fundamental to safety. The lack of appropriate behavior on the bus has an effect on every student's safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal.

If a student breaks a rule on the bus, 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. Riding the bus is a privilege. The school will remove students from the bus unless the bus rules are followed.**

Parents with specific complaints about bus service should notify the principal Mr. Skeels or call transportation at: 263-2464 to specifically speak about an incident.

### **CODE OF CONDUCT:**

Adrian Public Schools has a discipline policy which covers all students. It is posted online at <https://www.adrianmaples.org/>. Search "**CODE of CONDUCT**" for the complete version. 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.

### **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. No parent should 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. The Volunteer Form was provided in the registration packet and additional forms can be found in the school office. A new form will need to be filled out each year.**

### **PARENT INVOLVEMENT AND COMMUNICATIONS:**

#### **PARENT COMMUNITY COORDINATOR:**

Lincoln's Parent Community Coordinator helps run 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.

#### **VOLUNTEERING:**

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.

All volunteers must complete a Background Check Form at the beginning of the school year. Background checks will be completed and re-run periodically for active volunteers.

Please make sure you sign in and out on the volunteer form and wear one of the badges identifying you as a volunteer when you are in the building.

#### **PARENT TEACHER ORGANIZATION (PTO):**

Lincoln Elementary PTO was founded by a group of parents dedicated to supporting student learning and the overall success of the school. The PTO provides school leaders with ongoing input on the operation of the school and serves as a vital link between the school and families. All parents are encouraged to join the PTO. For more information, contact the PTO through the Lincoln Elementary PTO - Adrian Facebook Messenger or call the office at (517) 265-8544.

#### **PARENT/ TEACHER CONFERENCES:**

Formal parent/teacher conferences are scheduled two times per year to facilitate open communication

between parents and teachers regarding students' progress. Dates are set for **October 27th & 28th, 2021** and **January 19th & 20th, 2022**.

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.

#### **PARENT RESOURCES:**

- [Social Emotional Learning Family Resources Site](#)

#### **PARENT COMMUNICATIONS:**

Parents will receive frequent school newsletters 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 remind101 app., e-mail, class dojo, FB page, etc...

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

#### **REPORT CARDS:**

At the end of each trimester, parents will receive report cards with cumulative data on their children's performance and progress.

#### **BOARD OF EDUCATION POLICIES:**

[APS BOE Policies](#)

#### **QUALITY ASSURANCE – HANDLING COMPLAINTS-CHAIN OF COMMAND**

Experience has demonstrated that open communication between parents and the school's staff is the key to maintaining a stable business 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. I always have an open door



policy.

## **HEALTH AND SAFETY:**

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.

**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:**

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 MEDICATIONS:**

If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), 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 that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

## **VISITOR IDENTIFICATION:**

To help ensure a safe and secure learning environment for your children, all visitors to Lincoln Elementary are welcome during active business hours. All visitors are required to sign-in at the school office and to wear a visitor's pass. **Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.**

## **DRESS CODE:**

Students are to exercise discretion in dress and grooming. However, grooming or dress that infringes on health or safety or is disruptive to the educational environment is not allowed.

Certain clothing will not be permitted to be worn by students. This includes hats (inside), spaghetti string tank tops, cut-off tops, halter tops, short shorts or spandex shorts or t-shirts with inappropriate sayings. Shoes must be worn at all times. Shoes with wheels are prohibited. We also discourage open-toed

footwear, especially flip-flops, due to student safety concerns. Coats and backpacks are not worn in the classrooms.

### **BUS SAFETY:**

- Remain seated
- Keep hands, feet, and other objects to yourself
- Respect the rights of others
- No yelling or screaming
- No food or drinks
- All changes must be made in writing

### **FIRE DRILLS/EVACUATIONS:**

The school will conduct several fire drills per year within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

### **ACCIDENTS:**

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.** In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

### **ANTI-BULLYING:**

[Adrian Public Schools Anti bullying Policy](#)

### **SEXUAL HARASSMENT:**

[Adrian Public Schools Code of Conduct address this policy](#)

### **FAMILY VACATIONS:**

[Family Vacations](#)

### **MONEY AND OTHER VALUABLE PROPERTY:**

Students are encouraged to leave all money and other valuable property 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.**



### **CELL PHONE POLICY:**

Lincoln recognizes that cell phones have become a common tool for communication among our students today. Students may bring cellphones to school only for the PURPOSE OF SAFETY. They are to be turned off and in backpacks or given to the teacher when they collect them at the beginning of the day. Students may use the office phone in case of an emergency with a note from their teacher. **Once a student has boarded the bus or entered their car they may use them.**

1. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses.
2. 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.

### **CANDY AND TOYS:**

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.

### **INCLEMENT WEATHER:**

The quickest and easiest way to learn about a school closing is via the school district’s website (<https://www.adrianmaples.org/>) along with making sure you are connected to the districts automated Blackboard Connect system with a current cell phone number that alerts parents to information about school closings and delays, Lincoln Facebook Page, and the following television and radio stations — Channel 13, Channel 24, Channel 11, WLEN, and WABJ/WQTE. Also you can like the “Maple Pride” Facebook Page along with the “Lincoln Elementary” Facebook page. Also school delays and closings can be found at <https://www.adrianmaples.org/>

Below is the procedure the Adrian Public Schools will follow when weather conditions become threatening. Because severe weather conditions can occur at any place and any time, students and staff will follow these safety procedures.

A tornado watch is the term used in areas where a tornado might possibly occur during the next several hours.

A tornado warning means that a tornado has been sighted in the area and there is a strong possibility that a tornado may occur. Take immediate safety precautions.

- If severe weather conditions occur during regular school hours (tornado watch or tornado warning) students will not be sent home early.
- School programs will follow their regular schedule during a tornado watch.
- In the event of a tornado warning, all students will be taken to a safe area in their building as prescribed by the Lenawee County Sheriff’s Department. Parents who wish to pick up their

student should come to the main office of their student's school.

- At the end of a regularly scheduled school day, students will be sent home during a tornado watch. However, during a tornado warning, students will be kept at school until the tornado warning has been lifted.

### **WINDCHILL INFORMATION FOR COLD WEATHER:**

During a very cold Michigan winter that can bring with it challenges in the way of weather, I wanted to share with you the school district's protocols for closing school in the event of inclement weather conditions particularly in situations where there is a wind chill advisory in effect.

Please note that, most often, the decision to close school is the result of a number of factors, rather than just a single factor. To close school based on the temperature alone, (rather than in conjunction with concerns about road conditions, bus issues or other safety considerations), the actual temperature combined with wind chill would need to be greater (colder) than -20 to -25 degrees below zero. This figure is based on the range of temperature/wind chill that carries a higher risk of frostbite at the thirty minute threshold (for exposed skin.)

We encourage families to take extra care to ensure that students are dressed appropriately for the cold weather as they travel to and from school. (When the actual temperature and/or wind chill is below ten degrees, our elementary school students will remain indoors for recess.)

### **What are the factors considered when school is canceled?**

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First and foremost, the safety and wellbeing of our students, staff and families are paramount in any decision to close schools. When a "snow day" or "inclement weather day" is called, it is done as early as possible (before 5:30 a.m. and often earlier) but only after much deliberation among district officials who monitor road and building conditions throughout the night, consult with other area school superintendents, and monitor various weather forecasts for our area.

The weather conditions and issues taken into consideration when closing/delaying school due to inclement weather include:

- The amount of snowfall and its impact on roads (including side roads and dirt roads) and parking lot conditions and the ability to safely transport students to school.
- The timing of a storm and the ability of local road crews and district personnel to clear roads and parking lots in time for the safe transport of students to school.
- Ice or freezing rain and its impact on road and parking lot conditions as well as the potential for downed trees and power lines and the ability to safely transport students to school.
- Dangerous temperatures or wind chills that carry a high risk for frostbite in a short period of time (30 minutes or less). To close school based on cold alone (rather than in conjunction with concerns about road conditions, bus issues or other safety considerations), the actual temperature combined with wind chill considerations would need to be greater (colder) than -20 to -25

degrees below zero. This figure is based on the range of temperature/wind chill that carries a higher risk of frostbite at the thirty minute threshold (for exposed skin.)

- Building problems caused by weather conditions such as loss of heat, power or water service.

#### **WINTER RECESS GUIDELINES:**

**Hello Families,**

As the impending cold temperatures, ice and snow looms ahead of us, I wanted to reach out to you to outline the recess expectations at school. When the “real feel” temperature is **10 degrees Fahrenheit** and above (wind chill will be factored in), students will go outside for recess. **All students will go outside for recess unless there is a note from a physician that indicates otherwise.** Additionally, if there is snow on the ground we ask that you reinforce the following with your children:

- Students will be allowed to play in the snow with boots and/or snow pants on. Boots are required to play in the snow and snow pants will keep the students from getting wet and staying warm. Additionally, ensure that your child has a hat and gloves as well.
- Students who do not come with winter attire (boots) will be allowed on the blacktop near the playground area.
- Students will be required to wear the winter clothing in which they arrived at school.
- Students will not be allowed to call home to replace wet clothing or shoes.
- Snow that is on the ground should stay on the ground.
- Students will not be allowed to use the playground superstructure or swings (the wood chips freeze and do not provide the same protection as they do when they are not frozen).

Please speak to your children about your (and our) expectations for them during recess and ask them to adhere to them.

Research suggests that the movement break that recess provides is much needed by all of our students, so we will monitor the conditions on a daily basis to determine what portions, if any, of the playground we will be able to use for a particular day. Safety, however, is our number one priority and will guide all decisions about whether or not to go outside for recess.

Please contact Mr. Skeels if you have any questions about the recess procedures and thank you in advance for your support. Also please contact the school if you are having difficulty providing these articles of outerwear for your child.

Sincerely,

*Mr. Skeels*

Mr. Skeels

Lincoln Principal

### **SUPPORT STAFF:**

The **Administrative Assistant Mrs. Richard** serves as the first point of contact for parents, monitors parents' concerns and supports the principal and Leadership Team to ensure compliance with corporate, local, state and federal guidelines and procedures.

The school also has a full-time **Special Education Resource Room Teacher** to address the needs of students requiring other services. The Special Education Director will serve as a resource to the school in assisting with the implementation of Individual Education Plans (IEPs), special education referral processes, and staff development related to students with special needs. Our Special Education Director for the district is Deb Agnew and she can be reached at [dagnew@adrian.k12.mi.us](mailto:dagnew@adrian.k12.mi.us).

The school will contract with local LISD providers for speech, language, psychological services, occupational therapy, physical therapy, and other related services as identified by students' IEPs.

### **LEADERSHIP TEAM:**

The Leadership Team, led by **Principal Mr. Skeels**, will do the following throughout the year:

- Create a school culture that focuses on student and adult learning, strong relationships, and wellness.
- Set high expectations and standards for the academic and social development of all students and the performance of adults.
- Demand content and instruction that ensures student achievement of academic standards as outlined in the charter agreement.
- Create a school philosophy that values continuous learning for adults tied into student learning and other school goals.
- Use multiple sources of data collection to analyze barriers to achievement and to access, identify and apply instructional improvement.
- Actively engage the community to create shared responsibility for student and school success.

Mrs. Skeels: [sskeels@adrian.k12.mi.us](mailto:sskeels@adrian.k12.mi.us)

Mrs. Richard: [trichard@adrian.k12.mi.us](mailto:trichard@adrian.k12.mi.us)

Phone: 517-265-8544