

**DENVER PUBLIC SCHOOLS**

# **Lincoln Elementary & Montessori School**

**Parent/Student Handbook  
2018-2019**



**710 S Pennsylvania St  
Denver, CO 80209  
Main Office: 720-424-5990  
Attendance Line: 720-424-5999**

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## Letter to Parents

**Dear Parents,**

This handbook attempts to address the most often asked questions about our school. We hope you'll find everything you need right here.

There are many topics in the handbook you can share with your children and things that we cover at school that you can reinforce at home for a safe, positive school year.

If we've forgotten anything, just give us a call. We're always glad to hear from you.

The mission of Lincoln Elementary provides guidance for your child's education. It states that:

***Lincoln's staff, students will work together to create learning experiences and opportunities, intellectual, social and emotional, so that students can make meaningful decisions in school, home and community.***

Parental involvement is critical to the successful operation of our school. We encourage all parents to find a way to get involved at Lincoln. There are many ways to be involved as there are parents – our PTSA is always looking for parents to help with various events that occur during the school year. Talking with your child's teacher is another way of finding ways to get involved and we always need extra help with supervision during lunch and recess time.

*Parental participation is always welcome through:*

- *Involvement in classroom activities*
- *Accompanying the class on field trips*
- *Becoming a PTSA member and participating in various fundraising and community events*
- *Becoming a member of the Collaborative School Committee as an elected representative*

*Involved parents need effective communication and we try to ensure that this is done through:*

- *Thursday folder communication/ Lincoln Ledger*
- *Teacher/classroom communication*
- *Parent/teacher conferences*
- *Student Progress Reports*
- *Emails and phone calls*

The parent/school partnership is crucial to developing a successful student. Therefore Lincoln staff will do everything possible to promote an effective partnership. The principal is committed to utilizing all school resources to meet the needs of Lincoln's students. Whenever there is a concern that cannot be resolved after meeting with your child's teacher, please make an appointment with the principal by emailing or having one of the school secretaries schedule one.

## **About Lincoln Elementary School**

- ❖ Founded in 1891
- ❖ Designated a historical landmark - 1997

Lincoln Elementary School is a diverse and unique center of learning. Lincoln Elementary offers a Traditional Program for kindergarten through grade 5, as well as a Montessori Program for children from three years old to sixth grade. ECE traditional students typically attend the Center for Early Education at Stephen Knight. Students who attend Lincoln are from the west Washington Park Community, Baker Neighborhood, and from all over the Denver Metropolitan community. Lincoln has become the school of choice for many families that reside outside of the Lincoln attendance area.

Lincoln has innovative approaches to education. The traditional kindergarten is a full day program. The traditional classes offer a strong academic program in alignment with the Common Core State Standards. The Montessori Program, based on the philosophy of Maria Montessori, includes Primary classes for three, four and five year olds; Lower Elementary classes for first, second, and third graders; and an Upper Elementary class for fourth, fifth and sixth grades. The Montessori program is a comprehensive educational approach that incorporates children's natural learning tendencies into the Montessori curriculum.

Lincoln has a variety of support personnel. All students attend classes in Physical Education, Dance, Art, Drama and Music. An ELA (English Language Acquisition) resource teacher provides support to students whose first language is not English. Identified students receive support from the Special Education Resource teachers and our G/T Resource teacher helps teachers provide additional support for students identified as gifted/highly gifted. Lincoln also has a Library Technician and Computer Lab Technician who provide support in all academic areas.

Our Traditional Program uses Denver Public Schools' curriculum in all academic subject areas and our Montessori program uses a traditional Montessori curriculum. Lincoln teachers are skilled in strategies that differentiate learning for all students. Our paraprofessionals assist teachers in providing additional individual and small group instruction for students. School wide, we are focused on students leaving Lincoln with the skills needed to begin the process of being college and career ready as they transition to secondary school.

## Lincoln Elementary School Personnel

<b>Janice Spearman</b>	Principal	Main Office
<b>Kimberlie Gonzales</b>	Secretary II	Main Office
<b>Wanda Wilson</b>	Secretary I	Main Office
<b>Sheela Dharmarajan</b>	Primary Montessori	Room 112
<b>Tunisha Hairston-Brown</b>	Primary Montessori	Room 111
<b>Therese Hester</b>	Primary Montessori	Room 113
<b>Suzette Montera-Smith</b>	Kindergarten	Room 105
<b>Victoria Abbott</b>	Lower Elementary Montessori	Room 303
<b>Atsuko O'Keefe</b>	Lower Elementary Montessori	Room 302
<b>Erin Walker</b>	Lower Elementary Montessori	Room 301
<b>Heidi Unger Rose</b>	First Grade	Room 203
<b>Mary Katherine Rollins</b>	Second Grade	Room 202
<b>Aimee Wright</b>	Third Grade	Room 206
<b>Emily Clark</b>	Upper Elementary Montessori/Team Lead	Room 305
<b>Elishama Goldfarb</b>	Upper Elementary Montessori	Room 305
<b>Josh Reno</b>	Upper Elementary Montessori	Room 310
<b>Amy Jones</b>	Fourth Grade	Room 307
<b>Tiffany Berry</b>	Fifth Grade	Room 309
<b>Carrie Aron</b>	ESL Resource	Room 210A
<b>Dr. Tim Brown</b>	Vocal Music	Auditorium
<b>Andrea Caretto</b>	Art	Room 201
<b>Janine Donelson</b>	Drama/Math Intervention	Room 306
<b>Cynthia Gifford</b>	Gifted and Talented	Room 207B
<b>Jennifer Gonzales</b>	PE/Dance	Gym
<b>Jennifer Holtzmann</b>	Special Education	Room 204
<b>Mysti Huston</b>	School Nurse	Main Office
<b>Kate Levy</b>	Speech/Language Pathologist	Room 209B
<b>Jackie Plumber</b>	Occupational Therapist	Room 204
<b>Leann Risten</b>	School Psychologist	Room 207B
<b>Devin Frunzi</b>	Paraprofessional – Fourth/Fifth Grade	
<b>Karin Gaffney</b>	Paraprofessional – Primary Montessori	
<b>Andrea Gutierrez</b>	Paraprofessional – Intervention	
<b>Noriyo Kaluza</b>	Paraprofessional – Primary Montessori/Library	
<b>Kelly Maestas</b>	Paraprofessional – Lower EI	
<b>Sasha Martinez</b>	Paraprofessional – Kindergarten/Lower EI	
<b>Marti Matschke</b>	Paraprofessional – Upper EI	
<b>Joe McClain</b>	Paraprofessional – Third/Fourth/Fifth Grade	
<b>Annette Montoya</b>	Paraprofessional – Kindergarten/Second Grade	
<b>Rosalina Ornelas</b>	Paraprofessional – First Grade	
<b>Paula Ortlieb</b>	Paraprofessional – Primary Montessori/Computer	
<b>Lizzie Price</b>	Paraprofessional – Lower EI	
<b>Cicley Simpson</b>	Paraprofessional – Primary Montessori	
<b>Addie Van Zet</b>	Paraprofessional – Primary Montessori	
<b>Ariel Van Zet</b>	Paraprofessional – Intervention	
<b>Bonnie Whitener</b>	Paraprofessional – Primary/Upper EI Montessori	
<b>Aspen Archuleta</b>	Facility Manager	
<b>Jacob Madrid</b>	Custodian	
<b>Antonia Maynes</b>	Crew Lead	
<b>Debra Eagle</b>	Lunchroom Assistant	
<b>Teresa Torres</b>	Cafeteria Manager	

# **General Information and School Policies**

## **Daily Schedule – School Hours**

Office Open: 7:45 a.m. – 4:30 p.m.

Montessori 3 year olds: 9:00 AM – 12:15 pm

Faculty: 8:00 a.m. – 4:00 p.m.

All other grades: 9:00 a.m. – 3:45 p.m.

## **Arrival Procedures:**

STUDENTS SHOULD NOT ARRIVE AT SCHOOL UNTIL 8:40 A.M. (unless eating breakfast which begins at 8:30 A.M.) AS NO ADULT SUPERVISION IS PROVIDED ON THE GROUNDS UNTIL 8:40 AM. **Children are not permitted in the building before the beginning of school as teachers are busy in their rooms preparing the day's lessons. For this same reason, do not bring your children early and ask that they wait in the office.**

- Weather Delays: On inclement weather days the District may announce a delayed start for designated schools. The purpose of this delayed start is to prevent children who ride the school bus from having to wait an extended time on those days. Our staff comes to school at the normal time. We would like all students to come to Lincoln at the normal bell time if possible. We, of course, know that students riding the bus will be late. However, we only have 15 students or less who are affected by this delayed start.
- During inclement weather, students are to go to the cafeteria until being dismissed to go to class at 8:50 AM. On cold (below 20 degrees F.-rainy or snowy days), children should dress appropriately and must not arrive at school until just before 8:50 AM unless they are eating breakfast at school.
- KISS & GO Lane: We encourage all parents except our Primary Montessori students to use the "Kiss and Go" lane. It makes student arrival safe and efficient. If you have 30 minutes from 8:30-9:00, please consider volunteering. It is a great way to start the day.
- Children will not be admitted into the classrooms before 8:50 AM without an Early Entrance Slip signed by their teacher.
- Students enter the building at 8:50 AM so that they will be ready for instruction promptly at 9:00 AM. Students who are not in their seats @ 9:00 AM will be marked tardy.
- Primary/ECE, kinder, 1st, 2nd, and lower el Montessori students should enter through the front door. 3rd, 4th, 5th, and Upper El Montessori should enter the recess doors (located on the blacktop).
  - Students in Primary Montessori have alternative drop-off locations, which will be shared with families prior to the start of the school year.

## **Dismissal Procedures:**

- Students will be outside with their teacher and need to be picked up promptly by 3:45 PM.
- Students will only be released to an authorized adult listed on your verification forms.
- Any pickup changes need to be communicated to the teacher and the office no later than noon via e-mail.
- Changes made after noon should be in case of emergencies only to minimize classroom interruptions.
- Parents who wish to have their child walk home for the school year must submit a permission letter to the teacher and the office.
- Children must be supervised by their parents/guardian after 4:00 PM on school grounds.
- On inclement days (raining heavily or blizzard conditions) all 1<sup>st</sup> thru 6<sup>th</sup> grade students will be in the gym with their teacher. Parents will need to enter the gym to pick up their children.
- Students who are not scheduled to ride the school bus daily may not ride the buses for any reason. This includes going home with a friend after school. It is the responsibility of the parent to get the child to and from a friend's home.
- Discovery Link is a before/after school program that is governed by state regulations. They must maintain adult/student ratio. Therefore they have asked that non-Discovery Link students refrain from interacting with designated Discovery Link students before/after school so that they can maintain their ratios.

## **Early Pickup From School**

Teachers' teach each day based on a full day of instruction. Please make appointments outside of school hours or on non-student contact days.

Calls to the classroom will not be made after 3:30 to minimize classroom interruptions as the teachers are preparing their students for dismissal.

## **Attendance**

Students are to be in their classrooms when the 9:00 A.M. bell rings and will be dismissed from their classrooms when the 3:45 P.M. bell rings. We ask that you make every effort to keep the integrity of the school day by scheduling extra-curricular activities and other appointments outside of the school day.

**Please call the attendance line by 9:00 AM (720) 424-5999, if your child is going to be absent or tardy.**

If parents wish a student to be excused from gym or to be kept inside during playground activity, the child must have a note from the family physician. This will be cleared through the school nurse.

## **Our school policy is to:**

- 1) Notify you on a daily basis when your student is absent through the use of our Automated Dialer @ 10:30 AM if we have not received a call from you. Please call the attendance line **(720) 424-5999** if your child is going to be absent or tardy.
- 2) If you receive a call from the Automated Dialer and you know that your student is at school, please call the office at **720-424-5990** immediately.

### **Before/After School Program – Discovery Link**

This program offers before and after school care on site. There is also a K-Doodles class in the afternoon for a.m. preschool students. Please call 720-423-1781 for more information.

### **Before/After School Program – Washington Street Community Center**

This program offers before and after school program at the Washington Street Community Center. They are located at 809 S. Washington (approximately one block from Lincoln). Children can be dropped off at 7:00 a.m. and picked up by 6:00 p.m. One of their staff members will bring your child to Lincoln and pick him/her up after school. You can contact the center at 303-733-4643.

### **Absences/Tardies Guidelines**

DPS has an expectation of a 95% attendance rate for all schools in the District. This rate directly impacts our School Performance Framework rating. Based on the number of school days in the 2018-2019 school year equaling 174.5, a student must be in attendance for 166 of those days in order to meet 95%.

The school will monitor excessive absences (over 10 unexcused per school year), tardies (over 9 per school year) and early releases (over 5 per school year). We will communicate with families and try to find a solution to the problem. Documentation may be required for absences, tardies and early releases exceeding the above numbers.

### **Excused Absence (Per DPS Policy):**

- Temporary illness or injury
- Enrollment in a Private School
- Physical, mental or emotional disability
- Suspension, expulsion or denial of admission
- Certificate to work
- Legal custody by public agency
- Religious holidays or observance
- School-approved work-study program
- Home-based instruction

### **Tardy/Early Release:**

The following are the only reasons to qualify for an excused tardy or early release:

- Illness
- Medical Appointments
- Legal Appointments

Please remember that instruction takes place from bell-to-bell. At the end of the day the Teachers are **VERY** busy preparing all of their students for dismissal. **It is very disruptive to the classroom** to call for a child to be checked out early for anything other than the above reasons. **Please try to wait until 3:45 to pick up your children. Again, we ask that you make every effort to keep the integrity of the school day by scheduling extra-curricular activities and other appointments outside of the school day.**



## **Breakfast/Lunch Schedules**

**Breakfast** 8:30 AM to 8:50 AM Students enter through the front door

**Lunch** 12:00 Ms. Hester/Ms. Sheela/Ms. Smith/Ms. Tunisha

12:05 Ms. Heidi

12:10 Ms. Rollins

12:15 Ms. Erin/Ms. Vikki

12:20 Ms. Atsuko /Ms. Wright

12:25 Ms. Emily/Ms. Jones

12:35 Ms. Berry/Mr. Reno

Children may bring a lunch from home or may buy a hot lunch.

## **Breakfast/Lunch Prices**

Student Breakfast Free for all students (including non-school age siblings)

Adult Lunch, w/o milk \$4.00

Student Lunch, including milk \$2.00

Milk \$ .50

Please stop by the office if you need to apply for free/reduced lunch for your student(s).

Children are expected to follow lunchroom rules, follow directions of lunchroom supervisors, and contribute to a positive environment in the lunchroom. A child whose conduct is repeatedly disorderly in the lunchroom may lose the privilege of eating in the lunchroom.

Denver Public Schools has returned to "from scratch" cooking and is making a concentrated effort to serve high quality lunches to students. There is a fruit and salad bar available for children every day to accompany the main dish. If at all possible during the school year, join your student for lunch and enjoy a healthy lunch with them.

If you are packing a lunch for your student, we encourage you to pack healthy items. Students need healthy food to perform well at school. Students are unable to heat food brought from home.

**Only two lunches may be charged without sufficient funds.** A substitute lunch will be provided the third time an account is without funds.

## **Lunchroom Behavior**

1. Walk quietly in line.
2. Keep your hands to yourself.
3. Once you sit down, remain in your seat until an adult excuses you to clean up your place.
4. Eat only your own food.
5. Use a quiet voice, talking to the children closest to you.
6. Use polite manners.
- 7. Soda and other high sugar drinks are not permitted at school.**
8. When you are finished, clean your place, recycle appropriately and return to your seat.
9. After 15 minutes in the lunchroom, you may raise your hand to be dismissed for recess.
10. Move carefully around the lunchroom, keeping your hands and feet to yourself.
11. Raise your hand to be dismissed (your area must be clean).
12. Sit in the blue chairs by the door until the supervising adults dismisses you.
13. Go out the cafeteria door to the playground without running or stopping.

## **Discipline**

The Lincoln Lynx for PEACE is the foundation for the student conduct expected at Lincoln. *Lynx to PEACE* consists of the following attitudes/attributes:

- Have a **P**ositive attitude.
- Give our best **E**ffort.
- Show **A**cceptance in our actions.
- Are **C**urious learners.
- E**mpower ourselves and others to do the right thing.

Three basic processes are used to support the *Lynx to PEACE*– preventative, informal, and formal:

- **Preventative** measures support students with making appropriate choices and preventing unwanted behavior. They include implementing positive classroom management systems, positive reinforcement, teaching of the *Lynx to PEACE*, and conflict management strategies.
- **Informal** processes are necessary at times to deal with minor discipline problems that arise. As a general policy, infractions of classroom rules will be dealt with by the teacher.
- **Formal** discipline process constitutes a “referral” to an administrator. This process provides a series of steps as outlined by DPS policy for dealing consistently, fairly, and effectively with students who are in violation of expected student conduct. You can visit the DPS website at [https://www2.dpsk12.org/pdf/Attachment B Discipline Matrix English.pdf](https://www2.dpsk12.org/pdf/Attachment_B_Discipline_Matrix_English.pdf) for more information in regard to the discipline policy.

## **Referral Process**

The goal of positive student conduct is to maximize instructional time and to support our students in becoming well-rounded citizens. As a general rule, the consequences associated with not meeting these expectations are:

- **Verbal Warning and Teaching of Replacement Behavior:** The first time an expectation is not followed, a verbal warning will be given. Lincoln staff will also support the student in learning how to make an appropriate choice.
- **Refocus Choice:** A student will be given a Refocus Choice, if he/she continues to not follow the expectation. This allows the student to reflect on his/her actions. *Refocus forms may be sent home for a parent signature and should be returned the following day to the classroom teacher.*
- **Office Referral Form:** An Office Referral will be given after a child is excessively disruptive to the learning environment. An administrator will discuss the actions of the student and consequences will be implemented. *The consequence will follow DPS policy and correlate as closely to the behavior as possible, so the two are seen by the student as logically related.* Parents/Guardians will be contacted.
- If behavior becomes habitual, a conference will be scheduled with the parent/guardian and a behavior contract may be implemented.

## **The following behaviors will warrant an automatic Office Referral.**

- Promoting or participating in any act of violence – fighting, kicking, spitting, biting, etc.; using or bringing tobacco, drugs, or alcohol to school; continuous defiance or disrespect; continuous disruption of the learning environment; bullying or harassment; theft; defacing or destroying school property; any sexual misconduct (i.e. comments, touching, etc.), misuse of electronics or web-based applications.
- After multiple attempts of intervention, if behavior continues, in or out of school suspension may be considered.

## **Per DPS policy, the following behaviors will warrant an automatic expulsion hearing:**

- First or second degree assault; carrying, bringing, using or possessing a knife or dangerous weapon.

## **Bus Behavior**

It is crucial that children obey bus safety rules. When students misbehave, it is difficult for the bus driver to concentrate on driving. To help ensure the safety of students riding buses to and from school, or on excursions, students must:

- Sit in their seats quietly.
- Not change seats or stand while the bus is in motion.
- Listen to and follow the driver's instructions.
- Enter and leave the bus in an orderly manner.
- Keep arms and heads inside the bus.
- Refrain from eating on the bus.

If you have problems or concerns regarding bus transportation, please call **DPS Transportation Dispatch at 720-423-4624 or call the school.**

## **Please observe the BUS LOADING ZONES on Pennsylvania and Pearl**

### **Playground Regulations**

Students are taught safety rules in regard to the use of our playground equipment and facilities. Each child is to follow directions and instructions of the gym teacher and other playground supervisors.

#### **Students should:**

- Move carefully on the blacktop.
- Sit down on the slides.
- Only throw objects meant to be thrown.
- Students may not jump from swings, climbing boulders, or climbing wall.
- Students are not to be in the school parking lot at any time.
- Students are to treat other students respectfully at all times.

Consequences can range from loss of playground privileges to out of school suspension, depending on the seriousness of the incident.

### **Bicycles**

Bicycles may be ridden to school by students and should be parked in the racks provided. Once bikes are in the racks they are not to be removed until the student is ready to go home. When arriving and departing the school grounds, students are to walk their bicycles from the racks on the playground to the crosswalks. Each student is responsible for locking his/her bike for security throughout the day. It is recommended that parents keep a record of the bike's description and serial number in case of theft. It is also recommended that you, as parents, give instructions on bike safety.

### **Skateboards, Roller Blades, Pogo Sticks, and Skates**

These are not permitted on the school grounds. Students should not bring these items to school. School lockers have limited space and locks are not provided. If scooters are being used as transportation, there is a bicycle rack for these items.

## **Dress Standards**

We encourage students to dress in neat and comfortable clothing that reflects pride in themselves and their school and allows them to participate in school activities. We do ask your cooperation in compliance with a few minimum student guidelines.

- Clothing must not be disruptive to instruction and must not cause a safety hazard.
- Children's shoulders, stomachs and bottoms should be covered.
- The Denver Board of Education has a "Zero Gang Tolerance" policy that states that no clothing associated with gangs are to be allowed in any DPS school building.
- Hats, baseball caps, and hoods are not allowed to be worn in the school building, except during recess time.

## **Health Concerns/Medications at School**

Regular attendance is vitally important for success in school. However, children who are ill cannot learn. Therefore, children who are sick must be kept at home. Please listen to your children in the morning before they leave home. If they are complaining of upset stomachs, sore throats, rashes or have cold symptoms such as runny noses, coughing or fever, do not send them to school. *The school nurse does not diagnose and cannot be seen in lieu of your child's physician.*

If your child has special medical needs please ask your physician to provide instructions to the school. This will enable our staff to make any arrangements necessary for your child's safety. If parents wish a student to be excused from gym or to be kept inside during playground activity, the child must have a note from the family physician. This will be cleared through the school nurse.

**When your child's physician prescribes medication, (prescription or over the counter) that must be taken at school, a *DPS Medical Release Form* must be completed by your child's physician. A *DPS Medical Release Form* is available in the office and must be completed by your physician before we can administer the medication. The medicine must be in the original prescription bottle and must have the original prescription label. Parents must bring the medicine (***prescription or over the counter***) and completed *DPS Medical Release Form* to the office immediately upon arrival at school. **Students may not keep any type of medication with them during the day.****

All medications and inhalers must be picked up at the end of the year by a parent. These medications cannot be kept in the school over the summer break.

## **Parties**

Parents wishing to bring refreshments to classrooms for their child's birthday or classroom parties must:

- Consult with the teacher prior to the celebrations.
- Bring only wrapped/store bought items for student consumption – healthy snacks preferred
- Should not contain any peanut products.

By law, we cannot serve food prepared in private homes to children during the regular school day.

## **Personal Belongings**

Please label all personal belongings clearly. Lost and Found items are kept in the lockers on the main floor, outside of the office area. Lockers will be emptied on the last school day of each month. All unclaimed items will be given to a local charity. Children are encouraged to bring only absolutely essential items to school. **Toys and electronic devices are not allowed at school.** We cannot assume responsibility for items that are lost or stolen.

## **Cell Phones**

We prefer that students not bring cell phones to school, but if you as the parent require the student to have one, *then the phone must be kept in the child's locker and not used during the day at school.* If something happens to the phone, the school assumes no responsibility. If a student uses the phone during the day at school, the teacher will take the phone and a parent will need to pick up the phone at the end of the school day.

## **Pets**

For safety and health reasons, animals are not to be brought to the school grounds. This includes pets on a leash. With approval, some classrooms have class pets. Classroom pets must remain in proper cages or containers at all times. Parents can make arrangements to bring a pet to school for show and tell at the very beginning or end of the school day as long as the class visits the pet outside and the parent remains in control of the animal at all times. Children should not allow pets to follow them to school. A pet may be gentle at home but dangerous at school where he comes into contact with so many different children.

## **Report Cards and Conferences**

Report cards are issued three times a year for traditional students (at the end of each trimester) and twice a year for Montessori students (mid-year and end-of-year).

Formal Parent/Teacher Conferences will take place during the first semester for all students and as needed during second semester. We believe that having these conferences improves communication between school and the home. Please make every attempt to attend them.

Conferences throughout the school year are helpful in determining the objectives of a grade or class and in keeping you informed of your child's progress and ways in which you might be of assistance to her/him at home. It is preferable to arrange for conferences in advance so that they can be scheduled at a time convenient for all concerned. Teachers are unable to have conversation with parents when students are in the classroom. Email is the most efficient way to communicate with your child's teacher. All teacher emails are listed on the Lincoln website – [lincoln.dpsk12.org](http://lincoln.dpsk12.org).

## **Supplies and Materials**

All books and some materials are furnished by the school district. Individual teachers will request supplementary materials that will be needed by your child. Students are responsible for taking care of books checked out to them. All books and library books must be returned in good condition.

## **Lincoln App**

The Lincoln App is operated by our PTSA and houses a wealth of information related to PTSA and other school news/events. It is available in the Apple App Store and Google Play store by searching "Lincoln Elementary Denver."

### **Thursday Folders/Weekly Communication**

Each Thursday, the **Lincoln Ledger** will be sent home electronically. This communication contains Lincoln and PTSA information as well as information from the principal. If you do not have access to a computer/Smart phone, we will send home information in paper form. However, we are a "Green School" and are working very hard to minimize the paper that we use. Please carefully review all information received.

Students will receive a **Thursday Folder** for the school year. The Thursday Folder is sent home each Thursday and contains important information for your review. If a child loses the folder, a replacement fee of \$1.00 will be charged. **Please review the Thursday Folder each Thursday and return the folder to school with your student(s) on Friday.**

### **School Colors and Mascot**

The Lincoln Elementary colors are purple and gold. The Lincoln mascot is the Lynx.

### **School Pictures**

Individual pictures are taken early in the school year. Parents are welcome to bring preschool children for their picture. Class pictures are also taken each spring.

### **Use of the Telephone**

Each classroom is equipped with a telephone. Students may only use these phones if there is an emergency, with permission from the teacher. During the instructional times of the day, calls are not forwarded to classrooms for students. If you need to leave an important message for your child, email your child's teacher and/or notify the office.

### **Visitations/Main Entrance**

We welcome adult visitors any time. Please use the **front entrance** door located on the west side of the building (Pennsylvania Street entrance) and check in at the office to receive a visitor pass. **ALL VISITORS MUST CHECK-IN WITH THE MAIN OFFICE.** While you do not need an appointment if you want to visit your child's class, the teacher would appreciate the courtesy of advance notice. When you visit a classroom, please do not interrupt the teacher when they are with the children no matter how important you may think it is. This interrupts instruction and is not fair to the other children in the classroom. Please do not try to hold a conference with the teacher about your child. Make an appointment to confer before or after school or during the teacher's planning period.

**To reiterate, you must stop at the office when you enter the building to sign in and pick up a VISITOR'S PASS before going to the classroom. This is a security procedure for the protection of all students. *WE APPRECIATE YOUR COOPERATION.***

If you need to speak with the Principal, she may not be readily available. However, the principal sets aside time from 9-9:30 AM for parent meetings. The instructional program is very important and the principal spends the majority of the day observing and providing support to the teaching staff and students. Your concerns are important. Please call the office to schedule an appointment so that a time can be set to address your concerns or send the principal an email.

## **Traffic Safety Concerns**

When many people and vehicles try to fit in a limited area in a limited time, problems can arise. We appreciate those parents who consistently cooperate with school traffic rules and personnel and who are courteous to their fellow drivers.

**Please do not double park on Pennsylvania or Pearl Streets.** If you pick your child up on the west side of the street, encourage your child to cross at the crosswalk. Students can also be picked up on the Pearl Street side. Students who ride the bus home will board the bus on Pearl Street.

**Please do not park in the bus or loading zones. This area is reserved for buses and emergency vehicles.**

## **Emergency Preparedness:**

Denver Public Schools has an emergency plan in place at every school in the event of an emergency. The school practices fire, lockdown and shelter in place drills several times a year. When we are having lockdown drills, we will place a sign on the door indicating a Lockdown drill is in progress. We are directed to not open the door for anyone to enter or leave the building during the drill.

## **Other Resources**

### **Multi-Tiered Systems of Support (MTSS)**

Classroom teachers who have expressed concerns about an individual student's behavior or academic growth may refer a child to the MTSS Team. This team works with parents to develop and monitor interventions to assist the child.

### **English as a Second Language Teacher**

Lincoln is an ELA-E (English Language Acquisition – English) school. Lincoln's ESL teacher instructs both students who don't speak English and students who hear another language spoken at home. Emphasis is on improving English language skills. Students are assessed early in the school year and receive one to two hours of assistance in an ELA Resource classroom. In addition to our ESL teacher, all teachers are trained as classroom ELA teachers so that they can reinforce English and provided differentiated instruction for students learning English.

### **Instructional Media Center**

Lincoln's half-time library specialist maintains the library collection, helps students check out books, provides instruction to students, assists students with research projects, and helps to coordinate curriculum with library/media skills. Students have an opportunity to go to the library on a weekly basis.

### **Technology**

Lincoln has a computer lab located within the library with computer stations, a large screen video projector, digital camera, camcorder and scanner. Based on funds that have been distributed to Lincoln from the 2012 Bond, we will continue updating our computer lab. Our part-time computer specialist teaches students how to use the computer for instructional purposes and students are involved in learning technology skills on a weekly basis. Lincoln is proud to offer near one-to-one technology access to students through Chromebooks. Additionally, many classrooms have access to iPads. Lincoln purchases additional devices each year with Mill Levy money. Traditional classrooms utilize SmartBoards to augment classroom instruction. Many Montessori classrooms have TV monitors, purchased by the PTSA, to add to their classroom instruction.

## **Support Staff**

### **Nurse**

Lincoln's nurse is in our building two days a week (Tuesdays and Thursdays). The nurse responds to emergency cases, provides routine health services for each child, assists with the health education program, and works with parents and teachers to support children with health issues. Lincoln does not have a full time nurse or health clinic that is able to diagnose prescribe medications. If your child has a serious health complaint, consult with your clinic or private physician for treatment.

### **Gifted and Talented Itinerant Teacher**

The GT teacher is at Lincoln one day a week (Th) and works with classroom teachers to provide differentiated support for students who have been identified as GT/HGT.

### **Special Education**

Our Special Education teacher works full-time to meet the needs of students who have an Individual Education Plan (IEP) by providing a continuum of services, including pull-out support in small groups and push-in support inside the general education classroom. The Special Education teacher also serves as a resource for classroom teachers to help differentiate instruction for students. Students are referred for special education evaluation by the MTSS team or by parent request (in writing).

### **Speech/Language Therapist**

The Speech Therapist is at Lincoln 1.5 days a week (T PM, W) and works regularly with children identified as needing assistance in speech and/or language development. These students also have an Individual Education Plan. The speech therapist also works closely with the Special Education teacher and provides services to students who are working on language skills. Referral is made through the classroom teacher to the MTSS team or by parent request (in writing).

### **OT/PT – Occupational and Physical Therapist**

Occupational and Physical Therapists are assigned to Lincoln on an as-needed basis and work with students identified as having poor fine motor and/or gross motor skills. These students must also have an IEP. Students are recommended for services through referrals from the Special Education and/or MTSS team.

### **School Psychologist**

The School Psychologist is at Lincoln four days a week (M,T, W, F). The School Psychologist supports the social and emotional well-being of students which may include small group and/or whole class instruction, crisis intervention and support, anti-bullying, attendance support, restorative justice/mediation, and special educational supports and assessment. This individual helps children make satisfactory adjustment in school and through consultation helps teachers and families support childrens' behavioral and academic needs. The psychologist works directly with families to provide resources for family concerns.

### **Intervention Teachers/Paraprofessionals**

When students are not making the growth needed to achieve mastery of academic subjects, they may receive additional support from a teacher or paraprofessional, either within the classroom or in a small group outside of the classroom. Some of these interventions may be done on the computer under adult supervision. Parents are informed whenever a student receives additional support.



## **Parent Involvement Organizations**

### **PTSA (Parent, Teacher, Student Association)**

One of the Lincoln's PTSA goals is to help build a strong, vibrant community through hosting a number of events throughout the school year.

The school year starts off with an Ice Cream Social and is followed in late October with the annual Fall Festival. Look for announcements about the various community PTSA events sponsored throughout the year. Additionally, the PTSA holds fundraisers for Lincoln to help fund Paraprofessional positions, pay for field trips and provide resources for other teacher and school needs. They have three major fundraising projects each year. 1) The BASH in the fall, 2) Laps for Lincoln at the end of the school year, and 3) the Business Partner program throughout the year. We are very fortunate to have such an active parent group. For our PTSA to be effective, every Lincoln parent needs to be involved.

### **CSC (Collaborative School Committee)**

The CSC is composed of parents, teachers, classified workers and an administrator. This group of people represents every segment of the school and works with the principal on school policy and operations. Our goal is to have four parent representatives, four teacher representatives and one Lincoln staff member who is not a teacher. The CSC meets once a month from 4:00 to 5:30 usually on the last Thursday of the month. Please contact the principal if you are interested in joining CSC.