

DENVER PUBLIC SCHOOLS

Lincoln Elementary School

710 S. Pennsylvania St.
Denver, CO 80209
720-424-5990
Attendance Line 720-424-5999



Parent/Student Policies and Procedures Handbook 2017-2018

<http://lincoln.dpsk12.org>

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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 to help make this year rewarding.

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, happy 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 as 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.



Lincoln Elementary School

Founded in 1891

Designated an historical landmark - 1997

Lincoln Elementary School is a diverse and unique center of learning. There is 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 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 that is provided by Denver Public Schools. It is 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 – 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. An ELA (English Language Acquisition) resource teacher provides assistance to students who speak languages other than English. All students attend classes in Physical Education, Dance, Art, Drama and Music. Identified students receive assistance from the Special Education Resource teachers and our G/T Resource teacher helps teachers provide additional support for gifted students. 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

Ms. Janice Spearman Principal

Ms. Cyndi Croft Secretary II
 Ms. Kimberlie Gonzales Secretary I

Ms. Shelby Banks Nurse
 Mr. Sean Federico Psychologist

Ms. Tunisha Hairston-Brown Primary Montessori Room 111
 Ms. Sheela Dharmarajan Primary Montessori Room 112
 Ms. Therese Hester Primary Montessori Room 113
 Ms. Suzette Montera-Smith Kindergarten Room 105
 Ms. Heidi Unger Grade 1 Room 203
 Ms. Mary Catherine Rollins Grade 2 Room 202
 Ms. Victoria Abbott Lower Elementary Montessori Room 303
 Ms. Erin Tenorio Lower Elementary Montessori Room 301
 Ms. Atsuko O’Keefe Lower Elementary Montessori Room 302
 Ms. Emily Clark Upper Elementary Montessori Room 305
 Mr. Paul Vincent Upper Elementary Montessori Room 310
 Ms. Aimee Wright Grade 3 Room 206
 Ms. Amy Jones Grade 4 Room 307
 Ms. Tiffany Berry Grade 5 Room 309

Ms. Catherine Aron ESL Resource Room 210A
 Dr. Tim Brown Music (Vocal) Auditorium
 Ms. Andrea Caretto Art Room 201
 Ms. Jennifer Gonzales Physical Education/Dance Gym
 Ms. Janine Donelson Drama/Math Intervention Room 306
 Ms. Jennifer Holtzmann Mild/Moderate Special Education Room 204
 Ms. Mary Todd Speech/Language Pathologist Room 209B
 Ms. Maureen Arredondo Gifted/Talented Teacher Library
 Ms. Jackie Plumber Occupational Therapist Room 204

Ms. Halee Cross Paraprofessional
 Ms. Karin Gaffney Paraprofessional
 Ms. Ashley Hall Paraprofessional
 Ms. Jackie Hinken Paraprofessional
 Ms. Noriyo Kaluza Paraprofessional/IMC Specialist
 Mr. Joe McClain Paraprofessional
 Ms. Annette Montoya Paraprofessional
 Ms. Paula Ortlieb Paraprofessional/Computer Lab
 Ms. Elizabeth Price Paraprofessional
 Ms. Adrienne Ralston Paraprofessional
 Mr. Josh Reno Paraprofessional
 Mr. Allen Wong Paraprofessional
 Ms. Addie Van Zet Paraprofessional
 Ms. Ariel Van Zet Paraprofessional-Intervention

Mr. Anthony Mendoza Lunch Manager
 Ms. Debra Eagle Food Service Assistant

Ms. Aspen Archuleta Facility Manager
 Ms. Antonia Maynes Crew Lead
 Mr. Jacob Madrid Part Time Custodial



General Information and Policies

DAILY SCHEDULE - SCHOOL HOURS

Office Open: 7:45 a.m. – 4:30 p.m.

Faculty: 8:00 a.m. – 4:00 p.m.

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

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.
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- **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.
- Students in Mrs. Berry, Mrs. Jones, and Mrs. Wright classes enter the building in the AM through the southeast playground doors.
- All other students enter the building through the front door. Primary Montessori students and Traditional Kinder students will follow the directions for entering the classrooms articulated by their teachers.



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 1st thru 6th 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 seats 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 2017/2018 school year equaling 173, a student must be in attendance for 164 of those days in order to meet 95%.

The school will monitor excessive absences (over 12 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 Handbook):

- 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. Vincent

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

Breakfast/Lunch Prices

Student Breakfast Free for all students

Adult Lunch, w/o milk \$3.50

Student Lunch, including milk \$2.00

Milk \$.50

Forms must be completed before a child can qualify for reduced or free lunch. If you need a form, please stop by the office.

Children are expected to follow lunchroom rules, obey 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 daily fruit and salad bar for children that accompanies the entree. If at all possible during the school year, join your student for lunch and enjoy a healthy lunch with him/her.

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.

ONLY TWO LUNCHES MAY BE CHARGED. If your child forgets to bring lunch money a third time, a substitute lunch will be provided.

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. **Please do not bring additional food if you are purchasing a school lunch.**
9. When you are finished, clean your place, recycle appropriately and return to your seat.
10. After 15 minutes in the lunchroom, you may raise your hand to be dismissed for recess.
11. Move carefully around the lunchroom, keeping your hands and feet to yourself.
12. Raise your hand to be dismissed (your area must be clean).
13. Sit in the blue chairs by the door until the supervising adults dismisses you.
14. Go out the cafeteria door to the playground without running or stopping



Discipline

In order to maintain an environment conducive to learning, students are expected to exhibit acceptable behavior at all times. Teachers work with students to help them understand expected behavior in the classroom, lunchroom, playground, bathroom and other places throughout the school. In general, teachers take responsibility for correcting minor infractions, but behavior that is repetitive, involves physical or verbal confrontation is referred to the principal and parents will be contacted.

Bus Behavior

It is most important 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.
- May 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 (including shoe skates) 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/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.**

Medication requiring three dosages a day should be given before school, after school, and at bedtime. Medication needing four dosages a day may require the giving of one dosage at school. All medications and even 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:

- 1) Consult with the teacher prior to the celebrations.
- 2) Bring only wrapped/store bought items for student consumption – healthy snacks preferred
- 3) 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 often 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, after each twelve-week grading period and twice a year for Montessori students. 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 with members of the staff 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 staff member emails are listed on the Lincoln website.

Supplies and Materials

All books and most 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- Provides information on PTSA and other school events.

Thursday Folders

Each Thursday, a **THURSDAY FOLDER** communication called 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. If a child loses the folder, a replacement fee of \$1.00 will be charged. **It is recommended the parents review the folder each week with your child and return it each 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. 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 he/she is 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 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 vehicle.

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

Student Intervention Team (SIT)

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

English as a Second Language Teacher

Lincoln is not a bilingual school. It is an ELA (English Language Acquisition) 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. The Library is an active center where children can check out books and do research. 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. Classrooms have several iPads, Chrome books and laptops to share. Lincoln purchases additional devices each year with Mill Levy money. There are also mobile computer labs that have laptops and Chrome books that are used by classrooms at the teacher's discretion. Traditional classrooms also have a Smart Board that is used to augment classroom instruction.



Support Staff

Nurse

Lincoln's nurse is in our building two days a week. The nurse cares for 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, give throat cultures or 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 2.5 days a week and works with classroom teachers to provide differentiated support for students who have been identified as GT.

Special Education – Mild/Moderate Learning Disabilities

Our Special Education teachers work to meet the needs of students who have an Individual Education Plan (IEP) in a variety of ways. These include going into the classroom and providing assistance to students with IEP's, as well as providing individual or small group instruction for identified students. The M/M teacher also serves as a resource for classroom teachers to help differentiate instruction for identified students.

Speech/Language Therapist

The Speech Therapist 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 Mild/Moderate teacher and provides services to students who are working on language skills. Referral is made through the classroom teacher or through the suggestion of a parent.

OT/PT – Occupational and Physical Therapist

Lincoln's OT/PT teacher works 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 Staffing Team. This individual works in several schools and is at Lincoln as needed.

Psychologist

The School Psychologist is at Lincoln twice a week and facilitates the Student Intervention Team (SIT). The Psychologist role is to support the social and emotional well-being of students which may include small group and/or whole class instruction, crisis intervention and support, bully-proofing, attendance supports, restorative approaches mediation, and special educational supports and assessment. This individual helps children make satisfactory adjustment in school and through consultation helps teachers and families support children's 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. Students may receive instruction in the classroom or may be pulled out to work individually or in a small group. Some of these interventions done on the computer under adult supervision. Whenever a child is receiving additional support parents are informed.



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. Secondly, the PTSA fundraises 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. The BASH is in the fall, Laps for Lincoln is at the end of the school year and the Business Partner program is throughout the year. We are very fortunate to have such an active parent group. However, 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.