

Lincoln School of Science & Technology

2019-2020

Parent and Student Handbook



**420 Myrtle Ave
Canon City, CO. 81212
Garrett Olguin, Principal
(719) 276-5830
<https://lincoln.canoncitieschools.org>**

School Hours

START TIME: 8:30 a.m.
DISMISSAL TIME: 3:45 p.m.

Breakfast Service Time (door #32) for:

- walkers & students dropped off by family/friends	8:00-8:15 a.m.
- students dropped off by bus	Upon arrival
Breakfast Supervision	8:00-8:30 a.m.
Playground Supervision	8:15-8:25 a.m.
Lunch (See lunch schedule for specific times)	11:25-12:35 p.m.
School Dismissal - All Students	3:45 p.m.
No School Friday or Early Release time Friday	1:45 p.m.
Refer to District calendar on pg. 5	

School Mascot

GORILLA



Proud Gorilla Facts - Gorillas:

- Are very intelligent, can learn complex tasks and have been taught sign language and simple sentences
- Can grasp objects with hands or toes
- Can communicate with people via 25 recognizable sounds
- Are quiet, shy animals; in danger of extinction
- Males are called silverback

School Colors



DIGNITY BLUE AND BURGUNDY

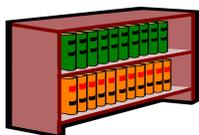


School Characteristics

Lincoln School of Science & Technology:

- Integrates a deeper, more embedded science and technology approach to student learning.
- Brings an active, 21st Century learning experience to every student with real-world technology tools such as Promethean Interactive Whiteboards, and HP Stream mobile devices.
- Emphasizes core academics in reading, writing, math, science and social studies.
- Provides physical education, music, art, and computer classes.
- Offers band to 5th grade students.
- Helps students develop life skills and awareness through the Discovery Program.
- Experiences a close-knit staff that is student centered and committed to honoring individual differences.

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Welcome to the 2019/20 school year!

I am very humbled and honored to introduce myself as your new principal at Lincoln School of Science & Technology. Joining Lincoln's team of educators is perhaps the most exciting career change I have experienced. Together, we will work hard to honor the school's namesake and provide a high-quality education for students that is focused on science and technology, while also respecting each student's individual learning needs.

I arrive at Lincoln as an experienced Cañon City educator, with the 19/20 year marking my 15th year in education. I am also a husband and father. Both of my children will be joining me at Lincoln. My daughter will be in kindergarten and my son will be in second grade. My wife, a former educator and Lincoln student, looks forward to volunteering.

This year, we have several exciting changes to share. First, we have worked hard to find exceptional staff to replace those who have left us. We welcome the following educators to the Lincoln community:

Ms. Green - Kindergarten

Mrs. Meagher - 4th Grade

Ms. Altnau -
Special Education

Ms. Brown - Art

Ms. Gower - Music/Band

In addition, Mr. Walter will now be our STEM teacher. His class will focus on enhancing all students' ***Science, Technology, Engineering, and Mathematics*** experiences to better align with our science and technology focus. We will continue to utilize Promethean interactive whiteboards in each classroom, as well as providing a mobile device for each 2nd through 5th grade student to use at school. Finally, we will be piloting a brand-new science curriculum called STEMscopes that promises to engage students more than ever.

I am so excited to get the school year started and can't wait to meet you all! If you get the chance, please stop by and say hello.

Sincerely,
Garrett Olguin

Lincoln School of Science & Technology has incorporated two components from the Discovery Institute Model©. Our firm commitment to the Attending Skills and the 6 P's is evident school wide. All students will learn, practice, and receive feedback on these specific positive social skills.

Lincoln

Attending

skills

Being in the Moment

Here and Now

Appropriate Body Language

Nose and Toes Forward

Appropriate Eye Contact

Looking at the Speaker

Appropriate Feedback

Voice, Actions and Words

**Ask Questions
to Clarify or Validate**

Two Way Communication

276-5830

420 Myrtle Ave

Cañon City, Colorado 81212

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Lincoln

6P's



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Prompt Be On Time

Prepared Physically, Mentally
Emotionally, Academically

Polite Dignity and Respect

P.M.A. Positive Mental Attitude

Participate Actively Engaged

Produce Show me your **BEST-**
Quality and Quantity

276-5830

420 Myrtle Ave
Cañon City, Colorado 81212

Mission Statement

Based on a strong respect for individual differences, the mission of Lincoln School is to develop compassionate, independent, responsible and productive citizens through a quality education.

Lincoln School of Science & Technology Parent Involvement Agreement/Compact

Lincoln School of Science & Technology will hold **Lincoln Accountability meetings the 2nd Thursday of each month from 7:00 pm to 8:00 pm during the academic school year and School Wellness meetings once per month at 7:45am. Transportation, light refreshments, and child care will be provided** to address the following items:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school wide Title I program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

Lincoln School of Science & Technology will **hold two parent/teacher conference sessions per year in October and May to address the following items:**

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

Lincoln School of Science & Technology will provide **a variety of appropriate written correspondence through parent letters, monthly newsletters, parent/student handbook, and Canon City Schools /Lincoln website in English (Spanish upon request)** for the following items:

- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final

Lincoln School of Science & Technology -Parent Compact

School Responsibilities: Lincoln School of Science & Technology will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Core instruction will occur using the district adopted curricula:

- Journeys language arts program
- enVision Math 2.0
- STEMscopes Science
- Social Studies Alive

100% of staff will be highly qualified according to term in section 200.56 of the Title I Final Regulations (67 Fed. Reb. 71710, December 2, 2002).

Perception survey results from students, parents and staff will result in an average school climate culture ranking score of between 3-5.

Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Specifically, those conferences will be held In October and May yearly

Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Times for progress reports/report cards, and quarterly IEP reports will be sent home via students.

Provide contact information, and assistance when possible, to other local agencies such as pre-school programs, Canon City Metropolitan and Recreation District, Sol Vista Mental Health, etc... when it is in the best interest of the child/family.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Parent/teacher conferences in October and May

By scheduling appointments at the school through the front office

By contacting the teacher directly via school telephone, home/school folder, or email

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Volunteer at school upon the completion of Canon City Schools' volunteer process

Volunteer during pre-approved, one-time only, specific events such as fundraising events, interesting presentations, family nights, etc...

Attend trimester awards assemblies

Visit their child during lunch and/or lunch recess

Participate/volunteer for evening events such as reading and math night(s), band, etc...

Participate in literacy bag activities (designed by the school) with their child during June, July and August

Attend Back-to-School Night in August

Lincoln School of Science & Technology-Parent Compact

Parent Responsibilities: We, as parents, will support our children's learning in the following ways:

- Monitoring attendance*
- Making sure that homework is completed*
- Monitoring amount of television their children watch*
- Volunteering in my child's classroom upon completion of Canon City Schools' volunteer process*
- Participating, as appropriate, in decisions relating to my children's education*
- Promoting positive use of my child's extracurricular time*
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate*
- Serving, to the extent possible, on Lincoln School's Accountability Committee*

Student Responsibilities: We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need to.*
- Read at least 30 minutes every day outside of school time.*
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

School(Teacher)	Parent(s)	Student
Date	Date	Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)



GOALS



Colorado's 2019-20 Unified Improvement Plan for Schools

Major Improvement Strategy #1: Common Core Standards/Colorado Academic Standards will be taught in all subject areas. Our academic focal points will include; the continued implementation of Early Literacy with fidelity; utilizing the district's writing assessments; and the implementation of enVision math 2.0 curriculum. This work will entail on-going training, professional development, and instructional support for staff to increase active engagement during classroom instruction.

Major Improvement Strategy #2: Using cutting-edge technology, Lincoln students will participate in relevant learning experiences by utilizing district adopted curricula. Targeted, research-based instruction will be specifically aligned to meet the unique educational needs of all students. An emphasis will be placed on increasing student engagement through hands-on science and interactive technology experiences in order to develop 21st Century learners.

Staff

Principal	Garrett Olguin	Title One	Tonya Fisher
Kindergarten	Jennifer Crabtree	Speech Therapist	Karen Miller/
Kindergarten	Bethany Barry		
Kindergarten	Elise Green	Music/5th Grade Band	Kendra Gower
1st Grade	Debbie DeNardo	Art	Kristin Brown
1st Grade	Shelly Stringari	Physical Education	Tara Rall
2nd Grade	Tami Jolliffe	STEM	Dwayne Walter
2nd Grade	Jennifer Grantham	Case Manager	Shantell Lynch
3rd Grade	Nicole Clark	Occupational Therapist	Dr. Rebecca Delametter
3rd Grade	Katieann Carochi	COTA	Christina Holt
4th Grade	Susan Buckles	COTA	TBD
4th Grade	Autumn Meagher	Visually Handicapped	TBD
5th Grade	Lowell Miller	Health Tech	Karla Palmer
5th Grade	Renee Watters	Librarian	Karen Patrick
Special Education	Sara Reynolds	G.A.T.E.	Greg Smith
Special Education	Alyssa Altnau	Instructional Coach	Lacey LeDoux
Special Education	Tara Brodeur	School Health Professional	Kirsten Trainor
Special Education	Suzan Hart		

Secretary

Trish Weatherill

Paraprofessionals

Rebeccah Barton
 Erinn Blackwell
 Michelle Donoher
 Danielle Filler
 Julie Koch
 Lynn Kratz
 Paula Norman
 Robin Pedzinski
 Paula Roberts
 Crystal Sawyer
 Sandy Smallwood
 Stephanie Summers

Head Custodian

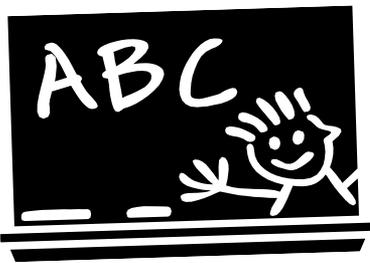
Abe England

Evening Custodian

Rose Bolin

Kitchen Mgr. Kitchen

Mary Martinez
 TBD





*Attendance Policy: As
per Canon City Schools
School Board Policy
JH: Student Absences*

*To succeed in school, both academically and socially,
students must attend regularly.*

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent to insure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Absences

1. Parents are to notify the school health tech at **276-5834** by 8:30 am of any absence.
2. A parent may medically excuse a student up to six times in a school year, for an absence of any part of a day, without a doctor's note. **After reaching the sixth parent-excused medical absence, the student will only be considered excused by a doctor's note or by the school health tech.**
3. Prearranged absences are to be submitted to the principal and should be for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
4. A student who is absent for an extended period due to physical, mental or emotional disability, or is recovering from surgery, is to submit a doctor's note to the school.
5. The maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is 4 in a 30-day period or 10 within a school year. CRS 22-33-107(3)(a)
6. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students showing up more than 30 minutes late to a class shall be marked as absent. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate consequences may be imposed for excessive tardiness. **Six unexcused tardies shall equal 1 full-day unexcused absence.** Parents or guardians shall be notified each year of all consequences regarding tardiness. Students who leave a class less than 30 minutes before it ends will be deemed tardy.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

See Complete Policy at Canon City Schools Board Policy JH- Student Absences and Excuses





BEHAVIOR EXPECTATIONS

Lincoln School has taken a **proactive** approach in dealing with disruptive behaviors in and around the school campus. Using the Discovery Program as our vehicle to success, our strategies are based on serving each student with dignity and respect. Our purpose is to assist students in learning the 6P's and attending skills. These skills offer our students valuable life lessons in appropriate social etiquette that will help ensure their development into productive citizenship. Unfortunately, there are situations that arise where reactive consequences occur. Two such steps are: classroom consequences, and office referrals. If a child's behavior necessitates an office referral, the school principal will assign consequences and contact parents. (For examples, see district policies 524, 524B, and 811).



BICYCLES, ROLLERBLADES AND SKATEBOARDS



Bicycle, rollerblades, scooters, and skateboard riding are not allowed on the school grounds between 7:45 a.m. and 4:00 p.m. Students are asked to walk on school grounds during this time period. Bike racks are provided and students are asked to walk their bikes and scooters onto the school grounds and use the racks. Skateboards may be stored in the office during the day.

BIRTHDAYS



Children may bring a small treat to share with the class when celebrating their birthday. **Nut snacks are discouraged due to nut allergies. Healthy snacks are encouraged.** Also, you'll need to coordinate your celebration with your child's teacher before bringing treats. *As an alternative to bringing a treat, you may wish to consider donating a book to the school library in your child's name. A special name plate will be placed in the book honoring your child's donation, and she/he will be the first student permitted to check it out.* Students are asked not to distribute invitations for home parties at school unless **every** child in the class is invited. Invitations will be distributed at the 3:30pm dismissal bell.

CLASS PLACEMENT

Parents may request a teacher for their child prior to the next school year. Requests must be written or emailed directly to the principal no later than April 15th. The request must be in writing with the date, student name, teacher requested, a positive educationally-based reason for the selection, and signature (if written). Every attempt will be made to accommodate requests, but no guarantees are given as teachers work to ensure balance in class enrollments with respect to student needs.

COMMUNICATION



PLEASE KEEP CURRENT TELEPHONE NUMBERS AND ADDRESSES UPDATED THROUGH PARENT PORTAL

(home, work, other numbers where you can be reached), so that we can contact you in an emergency. It would be wise if you are going to be away for the day to either let our nursing office know, or give your child the number where you can be reached. If your child gets ill at school, the nurse will call you to transport the child home.

Let us know if you have made special arrangements for someone to pick up your child from school. We will **NOT ALLOW ANYONE**

UNAUTHORIZED to talk to a child or take a child from school. If there are any questions, we will call the custodial parent or guardian. Please inform us of any potentially dangerous situations for your child.

If you are upset, or your child comes home distressed about a school situation, please call or come in to discuss it with us. Together we can solve problems. Please don't wait until a little problem becomes a big one.

CONFERENCES

Parent/Teacher conferences are held in the fall for each child. Spring conferences are conducted for those students below grade level. Additional conferences may be set up with your child's teacher.



CURRICULUM

The Fremont RE-1 School District, including Lincoln, offers a curriculum which emphasizes the basics and offers experiences in many other areas.

Your child will receive:

- daily instruction in Language Arts, which includes reading, oral and written language, spelling, grammar, and literature.
- daily instruction in mathematics.
- extended studies in science and health, social studies, physical education, vocal music, computer education and art.
- hands on science and technology learning opportunities.

Art

Each week, Kindergarten through 5th grade attend art class. Each grade will experience a variety of media such as: painting, drawing, sculpture, printing. Art appreciation and recognition of prominent artists' work will be part of the curriculum.



Each year, in the spring, an annual Art Show is held district-wide in conjunction with the Fremont Center for the Arts. The Grand Finale Art Show at Lincoln is in late May, and features works from all students. Parents, patrons, and students are invited to attend both of these worthwhile functions of the art program.

STEM

Each Kindergarten through 5th grade student has a STEM class on a weekly basis. The STEM teacher focuses on providing foundational skills in personal computer use, but also provides expanded instruction in Science, Technology, Engineering, and Mathematics. The class also accentuates content standards in other subject areas such as writing and social studies.



Library

It is a privilege to use and check out books from the school library. Books may be checked out for a period of one week. After that time, the book may be renewed. After one week it will be assumed that the book will be returned or it is lost. The student will be responsible for returning the book or for the cost of replacing the book. Students are also held responsible for damage to library books.



Music—Instrumental

Fifth grade students are encouraged to participate in the band program. Lincoln School is very proud of these “budding musicians.” The times for band instruction are available at the office. Details about instruments etc., will be provided by the Band Teacher at the beginning of the school year. A Spring Concert is given.



Music—Vocal

Children in Grades K - 5 have vocal music classes one to two times weekly. Singing, music reading, experiences with the Orff instruments, music appreciation, and creative dramatics are part of the curriculum.





Physical Education

Physical Education is a key part of our students’ total educational development. Our quality Physical Education program takes place weekly.

Special Education

For children needing special help, our special education programs provide a valuable service. Work is adapted, or specific techniques applied, to remediate a difficulty. Children spend varying amounts of time in this program according to need. They receive personalized help. The understanding and encouragement received in the program also help in overcoming the specific “educational roadblocks.”



Speech

A speech therapist is in our building to work with children who have speech or language difficulty. Children spend one-to-one time with the teacher or work in very small groups. The time scheduled varies with the child’s needs. Parents who have a speech or language concern should discuss it with the therapist as soon as possible.

Title I

Lincoln School became the school district’s first Title I “Schoolwide” initiative Fall, 1996. Title I personnel assist students within classroom settings in reading, math, and written expression. Their inclusion within classrooms reduces the pupil/teacher instructional ratio. Additionally Title I personnel conduct intensive one-to-one or small group reading instruction.



LEARNING
FOR LIFE!



DELIVERIES

Please plan ahead and minimize all deliveries to students and classrooms during the core school hours. Classroom deliveries disrupt the learning environment.

DRESS CODE *Reference District File JICA*

A safe and disciplined learning environment is essential to a quality educational program. Standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. Building Administrators will be sensible in their approach to handling the school dress code and will enforce it equally among the entire student population. Consequences handed out for dress code violations will be sensible, consistent, and fair.

The following clothing **is** appropriate for school:

- o Clothing that covers all private parts of the body (chest, belly, back, and buttocks).
- o Clothing that is clean and fit properly.
- o Clothing without rips, tears or holes in areas covering all private parts of the body.
- o Clothing that respects school culture and is not a distraction to the learning environment.
- o Footwear that protects a student's feet.

The following clothing/items are **not** appropriate for school:

- o Bare feet, slippers, socks without shoes.
- o Sheer, tight or low-cut clothing.
- o Clothing that exposes private parts of the body (chest, cleavage, belly, back, and buttocks).
- o Clothing, jewelry, body art, hair color or any other type of dress that is disrespectful, disruptive or impeding. Including but not limited to items that contains inappropriate messages, pictures or sayings, references to alcohol, tobacco, gangs or drugs.
- o Sunglasses, hats, caps, or stocking caps worn inside the building.
- o Tank tops with thin shoulder straps or large arm holes.
- o Bagging/sagging pants.
- o Low cut shirts of a revealing nature.

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached, students will be



DROP OFF



Kindergarten-5th Grade Students

- All students can be dropped off at their outside classroom door at 8:10 am.
- Teachers will open their outside classroom door at 8:10am in order to greet parents and allow students to enter.
- Teachers will close and lock their outside classroom door at 8:15am, when the tardy bell rings.
- After 8:15am, or once the classroom door is closed and locked, parents should bring students to the office and sign him/her in. The student will get an attendance pass, order lunch, and give the attendance pass to the health tech before going to the classroom.

If students are dropped off before 8:10 am, please see below:

School Hours:

Breakfast Service Time (door #32) for:

- walkers & students dropped off by family/friends	7:45-8:00 a.m.
- students dropped off by bus	Upon arrival
Breakfast Supervision	7:45-8:15 a.m.
Playground Supervision	8:00-8:10 a.m.
School Day Begins	8:15 a.m.
Lunch (See lunch schedule for specific times)	11:25-12:35 p.m.
School Dismissal - All Students	3:30 p.m.
No School Friday or Early Release time Friday	1:30 p.m.
Refer to District calendar on pg. 5	

PICK UP

All students are released from the outside classroom door at 3:30 pm. Parents should sign students out in the office, if they pick up students before 3:30 pm. Parents are asked to not arrive on campus until 3:25pm .

911

EMERGENCIES, FIRE DRILLS, & STANDARD RESPONSE PROTOCOL



Our district has implemented the Standard Response Protocol (SRP), page 20, to be used in any emergency. There are FIVE emergency categories:

- Lockdown! Locks, Lights, Out of Sight.
- Lockout! Secure the Perimeter.
- Hold In Place!
- Evacuate!
- Shelter!

In keeping with good safety habits, students are instructed in the most appropriate SRP for the emergency incident. During these incidents, parents or guests are not allowed in the building. This is to ensure that staff can concentrate on the safety of all students and staff. We periodically review the plans and practice the procedures monthly with our staff and students. For more information on Standard Response Protocol, please visit:

iloveyouguys.org/srp.html



IN AN EMERGENCY

WHEN YOU HEAR IT, DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.		
STUDENTS Move away from sight Maintain silence Do not open the door	TEACHER Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance	
LOCKOUT! SECURE THE PERIMETER.		
STUDENTS Return inside Business as usual	TEACHER Bring everyone indoors Lock perimeter doors Increase situational awareness Business as usual Take attendance	
HOLD IN PLACE!		
STUDENTS Stay in classroom or current location Remain in location until informed otherwise by teacher	TEACHER Clear surrounding halls of students No movement throughout building Take attendance Notify office of missing, extra, or injured students Increase situational awareness Run business as usual within locked classrooms	
EVACUATE! TO ANNOUNCED LOCATION.		
STUDENTS Bring your phone Leave your stuff behind Follow instructions	TEACHER Lead evacuation to location Take attendance Notify if missing, extra, or injured students	
SHELTER! HAZARD AND SAFETY STRATEGY.		
STUDENTS Hazard Tomado Hazmat Earthquake Tsunami	Safety Strategy Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground	TEACHER Lead safety strategy Take attendance
		

ENRICHMENT ACTIVITIES

To further challenge students, enrichment activities are offered at Lincoln School. These are scheduled before school, after school and sometimes, during the school day. Enrichment activities are varied and range from creative writing to science experiments; advanced art to stock market competitions; and performing arts to Gifted and Talented (GATE) instruction.

FAMILY ASSISTANCE

Help!

Often around the holiday times, local community groups contact us because they are interested in giving gifts to families with children that may be experiencing difficulty. This includes holiday food baskets, Christmas toys, clothing, shoes, etc. Other groups offer one time assistance for things like eyeglasses for students. If you are interested in being contacted by such groups, please let us know.

FIELD TRIPS/EXPERIENCES

The principal may or may not invite parents or volunteers, based on the field trip/experience event. Due to supervision and safety reasons, siblings not enrolled at Lincoln, may not attend any field trip/experience. Please refer to page 26, Parent Volunteers, for more volunteer information.

GIFTED AND TALENTED EDUCATION (GATE)

Gifted and talented students between the ages of 4 and 21 show exceptional performance and outstanding abilities or demonstrate potential for in-depth advanced programs. The Cañon City School District is committed to providing an educational program that recognizes the unique abilities and dynamic needs of these students, while promoting adequate yearly progress from their points of entry.

Gifted and talented students are capable of:

- High Performance
- Exceptional production
- Exceptional learning behavior



Identification is through a body of evidence which includes:

- Teacher/parent recommendation
- Gifted testing scores in the top 5-8 percentile
- Achievement testing in the top 5-8 percentile
- Academic/Artistic achievement and performance in the top 5-8 percentile.
- Demonstrates accomplishments/portfolios

District-wide gifted screenings occur at 2nd and 3rd grade. Student reevaluations occur at 5th and 8th grades. GATE resource teachers are available at all levels, K-12. For more information, contact Shyla Christiansen, Gifted and Talented Coordinator, Shyla.Christiansen@canoncityschools.org.

GUIDELINES & EXPECTATIONS

BREAKFAST/LUNCH ROOM GUIDELINES

- Only Canon City Schools breakfast items are allowed during the breakfast service
- Enter promptly (by lunch choices)
- Sanitize hands
- Walk single file line with hands/feet to self
- Make healthy choices
- No carbonated drinks or glass bottles are allowed in the dining room
- Cold lunches get drink immediately
- Nose and toes forward waiting patiently in line
- Get everything on your only trip through the line – raise hand if need assistance
- Sit and stick
- Eat own food
- At dismissal time, clean up area, raise hand, wait for permission
- Carefully bus in single file line
- Food/drink remain in lunchroom
- Line up at assigned area
- When directed, exit with hands/feet to self, facing forward



HALLWAY EXPECTATIONS

- Walk in single file line (face forward, stay right, keep hands and feet to self)
- Promptly and purposefully move to destination
- Must have a hall pass when alone in hall
- Be respectful of hall displays
- Be mindful and respectful of others
- Appropriate gestures to greet others (e.g. wave, smile)



PLAYGROUND GUIDELINES AND EXPECTATIONS

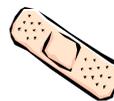
- Follow 6P's, Attending Skills, and Recess Agreements
- Use taught strategies to solve disagreements ("I messages", rock-paper-scissors, team selections)
- Use designated K-2/3-5 play areas (all recesses)
- Use and return all equipment to recess wagon
- Play with school-approved equipment safely (no rocks, snow, branches, etc.)
- May bring labeled personal recreational items (soccer ball, football, jump rope; toys prohibited)
- Keep hands and feet to self
- Follow snack guidelines
- Use trashcans



HEALTH

The State of Colorado, Department of Public Health recommends that all students be immunized for the following before being allowed to attend elementary school:

1. Polio
2. DPT—Diphtheria, Pertussis, Tetanus
3. Measles, Mumps, Rubella (MMR)
4. Hepatitis B
5. Chicken pox or date of disease



Effective August 2007, Kindergarteners must have 2 varicella (chicken pox) vaccinations. The Colorado Department of Public Health and Environment added these vaccinations because of present outbreaks of these very serious and contagious illnesses.

Following the Department of Health suggested schedule, exemptions from immunization may be medical, religious or personal. The appropriate immunization exemption forms are available from your doctor or the school nurse.

HEALTH RECORDS

We do keep a comprehensive health record on each student in the Lincoln School Health Office. When your child receives immunizations from your doctor or the health department, please advise us so we can keep our records as current as possible. Our records are audited annually and you will be notified if your child should receive additional boosters. Any student with a significant medical condition should have a “health care action plan” on file. This will detail specific instructions for your child’s needs. This form is available in the nurses office, or from your doctor.

MEDICATION AT SCHOOL

The State Pharmacy Law requires that we have written permission from the physician and parent for prescription medication which needs to be given at school. The medicine must be sent to school in the original pharmacy-labeled bottle. Remember, **BOTH THE DOCTOR AND THE PARENT** must send written notes.

Pharmacy label should indicate that the medication needs to be given during the school day. I.e: Medication ordered to be given twice a day, three times a day, or morning and evening can be given before and after school. If it needs to be given with lunch meals or at specific times that are within the school day, it should be specified as such on the label.

No student will be allowed to carry medication with him/her while at school. The medicine must be kept in the nurse’s office.

Non-prescription, over-the-counter medication will be given only with written permission of the parents. The following non-prescription medication is available at school. Your child will receive only those for which you give permission.

(Permission to be given on emergency information computer printout {signed} page 5).

- Tylenol (for headaches or pain)
- Campho-phenique (for insect bites or cold sores)
- Sting Kill swabs (for insect bites)
- Cepacol lozenges (for sore throat or cough)
- Antibiotic Cream -

- Tums
- Ibuprofen
- Burn Gel



KIDS KLUB

Kids Klub is available before and after school, if there is a minimum of 5 students enrolled. Kids Klub is provided by the Canon City Recreation and Parks District, for a nominal fee. Please <https://www.colorado.gov/ccrec> for registration or contact CCRD directly at 275-1578, located on 575 Ash Street in Canon City. Kids Klub students are the only students that should be on campus before the 7:45 AM breakfast supervision begins at Lincoln School.

LOST AND FOUND

Lost and found items will be placed in the hall by the Nurses Office. Sometimes small and valuable things are kept in the office. Please put your child's name inside coats, etc., so that they may be identified if found. At the end of each year, items left will be given to a charitable organization.

NUTRITIONAL SERVICES



Children who eat a healthy breakfast and lunch everyday have better attendance, less discipline problems, higher test scores, are more attentive, and have energy to participate in school day activities. These are great reasons to participate in the Canon City RE-1 School District's National School Breakfast and Lunch Programs.

We serve breakfast from 7:45-8:15 a.m. and lunch, between 11:25-12:35 p.m.

Elementary meal costs are (*subject to change*):

- **Student breakfast—\$1.25 - K-5 free/reduced breakfast—N/C**
- **Student lunch—\$2.50 K-5 reduced lunch—N/C**
- **Adult breakfast—\$3.00 Milk or Water—\$.60**
- **Adult lunch—\$4.00 (available for sack/home lunch)**

Free and reduced meal applications and menus are available at registration, at your child's school, or online at www.ccsnutrition.org.

Advanced meal payments can be made through an on-line service at www.payforit.net that allows parents to pay by credit card, check account balances, receive email notifications and more. Cash or check may also be delivered to our kitchen staff. No charging of meals is allowed if account goes into a negative balance. If it does, child will be offered a small alternate lunch

Free and Reduced Meal Benefits

- Benefits are available to families who meet household minimum requirements
- Applications must be completed and approved **yearly** before benefits are received.
- Please allow 10 days for processing each school year.

Meal items outside the Foodservice Area

Meals offered in the NSLP and SBP are to be consumed at school in a designated foodservice area during the established meal service period. State and local safety regulations apply. School meals may not be given to children to take home. We ask that our guests also consume their meals in the designated area to reinforce our safety standards.

PARENT VISITATION

Authorized parents are always welcome to visit our school during lunch & recess. Instructional class time should be avoided unless prior arrangements have been made with the teacher at least 24 hours in advance. Visitors are required to present a state issued ID, sign in at the school office, have permission to visit specific school areas, and wear a visitors badge. Upon leaving campus, visitors should sign out and return the visitors badge to the school office.



PARENT VOLUNTEERS

We encourage parents to volunteer in the school with our students and teachers. This is the best way to send the message to students that we are all committed to quality education. Working within the school provides parents with an opportunity to get an overview of the school day.



All volunteers must follow the Canon City Schools Volunteer process before beginning to volunteer. When volunteering on occasional basis for field trips or classroom parties, the School Check in system is used with required state issued ID. To become a fully approved volunteer, if helping on a more consistent weekly/monthly basis, register on-line at www.canoncityschools.org

PERSONAL ITEMS

Students are not to bring knives, tobacco, toy weapons, weapons or any harmful items to school. Anyone doing so shall have these items confiscated and be reported to the principal for possible disciplinary action.

Students **should not** bring personal items such as **cell phones**, electronic games, radios, toys, etc. to school, except for the purpose of class displays or other educational purposes as directed by the teacher or principal. This prevents theft, loss or broken items which causes conflicts between students.

Students may bring recreational items such as footballs, soccer balls, and tennis balls to school for use during recess. Hard items such as golf balls and hard balls are prohibited. Items should be labeled with the students' name. Ultimately, they are the responsibility of the owner.



NUT AWARE SCHOOL

Please help to make this a nut aware school. If possible, please minimize foods containing nuts when sending items to school. Upon request, nut free zones will be provided for students with nut allergies.

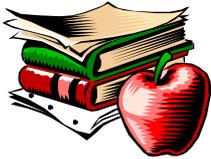


PHONES



CELL PHONES—*Students should not bring personal items such as cell phones to school.* Guests, parents and guardians are asked to take their cell phone calls outside the building. The use of cell phones in the school disrupts Lincoln's work related performance, educational process, and student supervision assignments.

SCHOOL PHONES—*Please remember that the school telephone is for school business and emergency use only.* Children are not allowed to call parents during or after school to ask to play at a friend's house, to participate in after-school activities or to arrange transportation. These arrangements should be made at home. On rare occasions, students may use the telephone, with an adult's permission, to contact parents between 7:30 am and 4:00 pm. Thank you for your cooperation.



PLANNING (ACCOUNTABILITY) TEAM

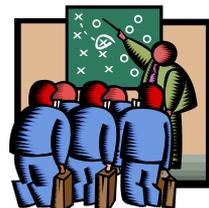
Co-Chair - Garrett Olguin and Jennifer Grantham

The accountability process is an important part of our public education. The Accountability Planning Team reviews the plans and programs of the school system.

They gather data about the community views of our schools. They identify needs and recommend actions which should be taken to improve our school.

Our own Lincoln Accountability Planning Team has been extremely helpful and has become very knowledgeable about all the facets of our school. They have been very supportive of the principal and our staff.

Interested parents are invited to become members of this team. It meets once a month immediately following P.T.O. meetings. The team has been small enough that anyone interested has been allowed membership. For further information, contact the office.



POLICIES

Annual Distribution of Policies

Various state and federal laws direct school districts to provide policies to student and parents on an annual basis. Policies must be distributed because students and parents must have notice of what they can expect when certain circumstance arise during the school year. We are currently renumbering the school board policies. Listed below are the required policies listed by both the old numbering system and the new:

ADC	114	Tobacco Free Schools
IKA		Grading System (before the Board for approval)
JB	800	Equal Educational Opportunity
JBB & JBB R	837	Sexual Harassment
JH	807	Student Absences and Excuses
JHB	809	Truancy
JICA	812	Student Dress Code
JICC		Student Conduct on School Buses (before the Board for approval)
JICDA	838	Code of Conduct
JICDD		Violent and Aggressive Behavior (before the Board for approval)
JICEA	713	School-Related Student Publications
JICEC	713	Student Distribution of Non curricular Materials
JICED		Student Expression Rights
JICF	812a	Secret Societies/Gang Activity
JICH	814	Drug and Alcohol Use by Students
JICI	836	Weapons in Schools
JIH	822	Student Interrogations, Searches and Arrests
JK	524	Student Discipline
JK	524a	Discipline of Students with Disabilities
JKBA	524b	Disciplinary Removal from Classroom
JKD/JKE	811	Suspension/Expulsion of Students
JLCB	826	Immunization
JLCD	827	Administering Medicines to Students
JQ		Student Fees, Fines and Charges (before the Board for approval)
JRA/JRC	828	Student Records/Release of Information on Students
KI	819	Visitors to Schools

P.T.O.



Officers:

- President - Thiry Mills
- Vice-President - Debbie Sturgeon
- Secretary - Tonya Fisher
- Hospitality – Shelby Cumbie
- Treasurer - Beth Lippis
- Staff Representative & Lincoln Accountability Rep.—
Jennifer Grantham
- District Accountability Rep.—TBD

Lincoln School P.T.O (Parent/Teacher Organization) is a vital part of our school. Parents are encouraged to work with this organization as volunteers.

Monies from fundraisers are used to purchase playground equipment, assemblies, library and computer materials, and to fund the Lincoln P.T.O. scholarship given to a CCHS senior at graduation.

P.T.O. functions will be combined with the Accountability Planning Team. All parents are invited to attend the monthly meetings and to participate in our fundraisers and volunteer activities.

Please get involved in the parent/teacher educational partnership.

EVERYONE IS WELCOME!

REPORT CARDS AND TESTING

PUPIL PROGRESS REPORTING

Report cards are sent home with students within one week after the end of each trimester. All fees, lost books, library fines, lunch charges, etc., must be in good standing before the report card is issued at the end of the school year.

TESTING

Your child may be taking District and State level testing during the school year. Pertinent information will be given as needed and results will be shared with parents. Parents can monitor their students grades, attendance and missing assignments by signing up for Canon City Schools Infinite Campus “Parent Portal” in the office. **Bring your I.D. please!**





SCHOOL DISMISSAL



DISMISSAL DURING SCHOOL HOURS

- **Once students arrive at school, they are not to leave the grounds without checking out through the office.** This is for the safety and protection of the student.
- No student will be dismissed from school during the school day unless the office receives notice from parents or guardian and said parent or designee picks the student up **from the office. Parents/guardians must sign students in and out, at the office, for any tardy or partial absence.**
- Reasons for early dismissal should be legitimate appointments that cannot be arranged outside the normal school day.
- To ensure a disruption-free learning environment parents may arrive, for student pick-up, at 3:25 pm.

DISMISSAL AFTER HOURS

- Students are released from their outside classroom door at dismissal time (3:30 P.M.).
- Anyone not identified as a family member or emergency contact will not be able to pick up a student unless the parent notifies the office and teacher in advance. Those persons not on the contact list or recognized by sight, will need to show I.D. to the office before the student will be released.

STAFF QUALIFICATIONS

Lincoln School of Science & Technology actively encourages and supports having all teachers and paraprofessionals meet the Highly Qualified specifications detailed by Every Student Succeeds Act. This is accomplished by the following:

- School hires only highly qualified teachers in the core academic subjects and in the Title 1 Literacy, as well as hiring all paraprofessionals that met “highly qualified” requirements;
- All teachers are endorsed or licensed by the state department for the grades and subjects taught.

As a parent, you may request information specific to the following:

- Teachers college major, whether the teacher has any advanced degrees, and if so, the subject of the degree;
- If your child is receiving services from a paraprofessional, and if so, the paraprofessional’s qualifications.

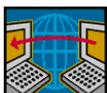
For more information, please contact the Principal or the District Human Resource Office (276-5700).

STUDENT AND STUDENT RECORDS ACCESS



Children of estranged or divorced parents will be released to either natural parent unless the school has a copy of the court order granting custody to one parent, in the student's file.

Also, according to the Family Educational rights and Privacy Act of 1974, both custodial and noncustodial parents shall have access to their students records unless the school is provided with a court order which provides to the contrary. Student records are now available on Canon City Schools Infinite Campus "Campus Portal". Please sign up for Campus Portal in the office.



TECHNOLOGY/CHEMICAL HYGIENE



Terms and Conditions for Technology Equipment and Internet Usage/ Chemical Hygiene Plan

Please pay particular attention to the Terms and Conditions for Technology Equipment, Internet Usage, and chemical safety signature page during student registration. Any violation of these terms and conditions may result in access revocation, school disciplinary action including payment of damages, and/or appropriate legal action. Additional detailed information of the Canon City Schools' technology and internet SOP: 839 is available on the Canon City Schools' website. As stated on the school supplies list, a \$25.00 fee, w/ a max \$50.00 per family, technology fee will be collected at registration.

SCHOOL DISTRICT FREMONT RE-1 CANON CITY SCHOOLS

DOES NOT DISCRIMINATE IN ANY OF ITS PROGRAMS,
ACTIVITIES OR EMPLOYMENT WITH REGARD TO SEX,
COLOR, DISABILITY, RACE OR NATIONAL ORIGIN.

Complaints may be filed verbally, in writing or anonymously. If you wish to file a complaint using the district complaint form, please submit to: Mrs. Misty Manchester Title IX, Section 504, and Americans with Disabilities Act Coordinator 101 North 14th Street, Cañon City, Colorado 81212 - Telephone: (719) 276-5700

Have a great year!



Lincoln School of Science & Technology

2019-2020 Supplies List



\$25.00 per student technology fee (\$50.00/family maximum)

Some of the supplies have been provided this year thanks to P.T.O. and other community donations.

KINDERGARTEN

- 1 Backpack with name on it
- 3 Boxes of Kleenex
- 1 Container of Clorox Wipes
- 1 12 oz. bottle of hand sanitizer
- 2 Glue sticks
- 3 solid colored plastic folders –no brads
- 2 solid cored plastic folders - with brads
- 2 Skinny Dry Erase markers
- 1 Box of Ziploc bags
- 3 Boxes of healthy snacks to share (granola bars, crackers, fruit snacks, etc.)

FIRST GRADE

- 2 large boxes of tissues
- 4 boxes regular size crayon-24 colors
- 2 large (7 ^{1/2} x10") zippered pencil pouch
- 1 backpack
- 4 glue sticks **Please replace throughout year.**
- 2 Composition notebook (7.5" x9") with lined paper
- 4 plastic pocket folders (bottom pockets and **No Metal Brads**)
- 1 box Ziploc storage bags: girls-gallon size (last name begins with A-L), girls-quart size (M-Z)
- 1 container disinfecting wipes- boys
- 1 non spill plastic water bottle (labeled)

SECOND GRADE

- 1 metric/standard ruler
- 1 pair head phones (no ear buds)
- 3 pink erasers
- 2 large boxes of tissues for classroom sharing
- 2 plastic folders w/bottom pocket and metal brads
- 1 school box (5 x 8 - maximum size to fit in desks)
- 1 letter-sized clip board
- 1 box 10 colored pencils (erasable)
- 2 dry erase markers (any color)
- Girls—1 box Ziploc bags-quart size
- Boys—1 container bleach wipes

THIRD GRADE

- 1 large box of tissue
- 2 plastic folders with pockets and brads (plain solid colors)
- 2 pink erasers
- 1 package black dry erase markers (low odor)
- 1 pair of headphones (over the ear only—no ear buds)
- 1 container of disinfecting wipes (optional)
- 1 pencil bag. No boxes please

FOURTH GRADE

- 1 pencil box
- 4 dry erase markers
- 2 pink erasers
- 2 glue sticks
- 2 large boxes of tissues
- 1 calculator (inexpensive)
- 1 24-count box colored pencils
- 1 RED plastic folder with bottom pockets (no brads)
- 1 GREEN plastic folder with bottom pockets (no brads)
- 4 highlighters (yellow, pink, green, and blue)
- 1 pair **QUALITY** earbuds or headphones that **MUST** remain at school (will need to be replaced throughout the year if lost or broken)
- Optional: computer mouse

FIFTH GRADE

- 2 pink erasers
- 1 large box of tissues
- 1 24-count box colored pencils
- 2 packs wide-ruled notebook paper
- 1 small (8" x 3") pencil box
- 1 expand-a-file folder with multiple tabs
- 1 black Sharpie
- 2 red pens
- 1 pack highlighters
- 1 pack dry erase markers
- 1 pair ear buds or ear phones that **MUST** remain at school
- 1 large container Clorox wipes
- NO Trapper Keepers

PHYSICAL EDUCATION (P.E.): All students need comfortable clothes and tennis shoes.

CLASSROOM: Individual classroom teachers may notify parents of additional supplies needed.