

# Family Handbook 2018-2019



7180 Oak St  
Arvada, CO 80004  
Phone: 303.467.5363  
Fax: 303.467.5367  
[www.lincolnacademy.net](http://www.lincolnacademy.net)

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# SECTION I: INTRODUCTION

Welcome to Lincoln Academy, a school developed under the "Charter School Act" (CRS 22-30.5-101) of the 1993 Colorado State Legislature. This act permits a school district to contract with individuals and organizations for the operation of a school within the school district. The school is part of the school district, but the control of the day-to-day operations is given to the school's organizers. This handbook has been prepared to acquaint you with the educational philosophy and practices of Lincoln Academy as well as to give you basic operational information that will be used throughout the year.

In the summer and fall of 1995, a group of parents convened with the purpose of developing an alternative choice for their children's education. These meetings and the ensuing process were encouraged by the passage of the "Charter School Act" by the Colorado State Legislature. It was the desire of this group of parents to establish a school with a content-rich, fundamental, "back-to-basics" learning environment.

Lincoln Academy's Board of Directors submitted a charter school application to the Board of Directors of Jefferson County Public Schools on December 11, 1995. In August 1996, the Jefferson County School Board granted an extension to Lincoln Academy after conditions made it impossible to open in the fall of 1996. After a series of meetings and interactions, the charter application was approved on June 26, 1997. Lincoln Academy opened as an operating elementary school in the fall of 1997 and added a middle school in 2005. Lincoln Academy moved to its current location in 2013.

## ***MISSION STATEMENT AND PURPOSE***

The mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.

This mission will be accomplished through the use of the Core Knowledge Sequence (as researched and developed by Dr. E.D. Hirsch of the University of Virginia and the Core Knowledge Foundation) and a traditional, fundamental, "back-to-basics" approach.

## ***VISION STATEMENT***

The vision of Lincoln Academy is to prepare all students for their future endeavors by providing a comprehensive Core Knowledge education.

## ***WHAT IS A CHARTER SCHOOL?***

Charter schools are tuition-free, public schools that have the flexibility to be innovative, entrepreneurial, self-governing, and yet are held accountable for student and operational performance. Charter schools are independent public schools with rigorous curriculum programs. Each charter school is different, thus offering parents a variety of choices so they can select the school that best fits their child's unique learning style. In exchange for operational freedom and flexibility, charter schools are subject to higher levels of accountability. Charter schools, which are tuition-free and open to all students, offer quality and choice in the public education system. The "charter" establishing each such school is a contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure success. The "charter" contract is between the charter school and the entity granting the charter ("the authorizer"). In Colorado, the authorizer is generally the local school district, but in some cases it is the state via the Colorado Charter School Institute. In Colorado, charters

are granted for a period of time, generally five years. At the end of the term, the authorizer may renew the school's contract. Charter schools are accountable to their authorizer, as well as to the students and families they serve, to produce positive academic results and adhere to the charter contract. Charter schools must also follow state and federal public school laws. Like traditional public schools, charters receive state funding based on a formula for each child enrolled in the school. This funding is called "Per-Pupil Operating Revenue," or "PPR".

~Information from the Colorado League of Charter Schools

### ***CHARTER SCHOOL FACTS***

- ❑ All charter schools are public schools
- ❑ Charter schools do not charge tuition
- ❑ Charter schools use non-discriminatory enrollment practices
- ❑ There are no "test-in" requirements to attend charter schools
- ❑ There are currently over 120,000 students attending more than 250 charter schools in Colorado. This equals 13% of total public school enrollment in the state
- ❑ Charter schools students must take state assessment tests
- ❑ Charter schools are subject to the federal Every Student Succeeds Act
- ❑ Charter schools serve a broad range of diverse students, including low-income, racial and ethnic minorities and students with disabilities or other special needs.

~The above information is taken from the Colorado League of Charter Schools

### ***2017-2018 LINCOLN ACADEMY STATS***

- ❑ 24.67% minority (non-Caucasian)
- ❑ 11% on Individual Educational Plans
- ❑ 9% on Advanced Learning Plans
- ❑ 21% qualified for free and reduced status
- ❑ 10% English language learners
- ❑ The average tenure of our teachers is 7 years while most have been with us for more than 10
- ❑ Our parents volunteered and recorded over 11,000 hours in the 2017-2018 school year

## **SECTION II: ACADEMIC PROGRAM**

### ***CORE KNOWLEDGE SEQUENCE***

The Core Knowledge Sequence provides a detailed, explicit, and systematic sequence of grade-specific content taught in language arts, history, geography, mathematics, science and the fine arts. This core content is organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade.

The Core Knowledge Sequence was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build. The ultimate goal is to insure that all children are given access to the same knowledge base that assures later educational success. While this curriculum provides a solid, coherent foundation for learning, Lincoln's educational staff is allowed flexibility for innovation and creativity.

### ***OUR TRADITIONAL/FUNDAMENTAL APPROACH***

In addition to the Core Knowledge Sequence, Lincoln Academy emphasizes the teaching of basic skills with a traditional and conventional approach. In addition, our academically-oriented program is organized so that the entire class generally works as a single group on grade-level material with ability grouping occurring on occasion. Emphasis is placed on the basic foundations necessary for an academically sound education: reading (with emphasis on phonics), mathematics, English, grammar, geography, history, government, science, penmanship, spelling, music, art, physical education, and technology. Homework will be assigned on a regular basis with the goal of strengthening and/or enriching daily work.

Kind and consistent discipline and order are maintained. Students are expected to respect authority, accept responsibility, respect the rights of others, take care of their own property, and be careful with the property of others. *No student will be allowed to disrupt the education of other students.*

### ***GENERAL GUIDELINES FOR THE OPERATION OF OUR PROGRAM***

1. Most elementary classes are organized in a whole-group format. However, for 35 minutes each day in grade K-4, students will be grouped based on individual needs in literacy and given this time for small group instruction. Occasionally, students may be pulled from class for additional instruction and improvement of specific academic skills at the discretion of the classroom teachers and/or the Department of Student Success (DSS) Team.
2. Strong classroom discipline supported by the administration will be maintained to provide an atmosphere necessary for effective teaching and learning.
3. Citizenship, patriotism, and respect for high moral standards are emphasized at all grade levels.
4. Homework is a critical part of the educational program.
5. The use of proper spelling, grammar, penmanship, and general format is expected in most written assignments.
6. Regular communication is critical in the education process. Frequent phone, written, and email communications will take place to keep families well informed. This includes grade level websites, a weekly school-wide informational memo, and other school communication. If you do not have access to a computer or the internet, there is a computer available at the school for your use.

## ***UNDERSTANDING THE ACADEMICS INVOLVED IN OUR CHOICE ENROLLMENT SCHOOL***

As a choice enrollment school, we serve all students and their families who are willing to embrace our philosophy of academic rigor and our homework completion policy. We will make every attempt to serve all students who enroll with us and will do our very best to meet the needs of each student. Care must be taken on the part of parents to ensure that your family understands and supports our school mission and vision including consistent help with homework, studying for assessments, and working on projects.

If one of our students is struggling significantly, our team looks carefully at the needs of that student. Our staff will work with parents and the student to see how these challenges can be overcome. Sometimes parents will decide that their child's needs are best met in a different school that has a curriculum which better suits their child's needs.

## ***SPECIAL EDUCATION AT LINCOLN ACADEMY***

Lincoln Academy is a Jeffco public school and, as such, we offer some special education services designed to meet the needs of our students. As a choice school, we do not modify our curriculum.

Some students, even those with significant learning needs, have been able to successfully attend Lincoln Academy. This success is primarily due to the student's willingness to accept our help and the parent's continuing support of our philosophy and homework policy. If Lincoln is not the best educational fit for your child, our team will guide you towards resources to find a better placement within our district.

## ***GOALS OF LINCOLN ACADEMY:***

### ***1. Maintain a safe, orderly and caring environment***

### ***2. Reach students' highest academic potential:***

#### ***Academics*** *Each student will:*

1. Develop communication skills in the areas of listening, speaking, reading and writing
2. Develop and apply a grade appropriate level of knowledge of mathematics and the sciences
3. Develop and apply a grade appropriate knowledge of technology and its applications
4. Develop an appreciation and knowledge of world and American history and our country's heritage
5. Develop critical thinking and creativity
6. Hold high expectations for the quality of his/her own work
7. Attend school regularly and arrive on time

#### ***Physical*** *Each student will:*

1. Develop coordination skills
2. Develop an appreciation of sports through observation and participation
3. Develop safety awareness
4. Develop a lifelong love of movement

#### ***Artistic*** *Each student will:*

1. Develop an awareness of and appreciation for nature
2. Develop an understanding and enjoyment of art and its materials
3. Develop a knowledge and enjoyment of a variety of musical expressions
4. Enjoy creative expression through drama, music, and other art forms
5. Enjoy and participate in artistic experiences in the community

### **3. Reach students' highest social potential:**

**Character** *Each student will:*

1. Develop appreciation, compassion, and respect for others
2. Experience success in group participation as a leader and follower
3. Develop self-control and responsibility as a way of life
4. Develop the ability to meet change, uncertainty, and complexity with confidence
5. Prepare for intelligent, responsible citizenship

### **GRADING SCALE**

The grading scale for **Kindergarten and 1<sup>st</sup> grade** is as follows:

**E**=Exceeds Expectations

**M**=Meets Expectations

**P**=Progressing Toward Expectations/Additional Support Needed

**I**=Below Expectations/Intensive Support Needed

The grading scale for **2<sup>nd</sup> through 8<sup>th</sup> grade** is as follows:

**A** (100-92) Exceptional Achievement

**B** (82-91) Above Average Achievement

**C** (72-81) Average Achievement

**D** (60-71) Below Average Achievement

**F** (Below 60) Unsatisfactory Achievement

### **HOMEWORK**

Homework is a part of the Lincoln Academy program. Homework assignments constitute part of a student's grade. On average students should expect 10 to 50 minutes of homework per night in the elementary school. In the middle school, students may have up to 20 minutes per core subject area each night. If a problem arises due to excessive levels of homework over a long period of time, the teacher should be contacted. Homework is assigned for the following reasons:

- To reinforce concepts and skills that have been presented in class
- To foster creativity and discipline through enrichment projects and/or research
- To train students to work independently and accept responsibility for completing a task

### **ACADEMIC MATRIX IF WORK IS NOT BEING COMPLETED**

1. Student will have a one on one conference with teacher(s)
2. Teacher will call home
3. Grade level teacher will meet to discuss next steps concerning student
4. A 6 week intervention will be put into place (Multi-tiered System of Support, if necessary)
5. In person meeting, will be held, with parent(s)/guardian(s), teacher team, administration, and student to put a plan into place
6. If plan is unsuccessful, actions and consequences will ensue

## **EXTRA CREDIT**

Extra credit work shall not be intended to “make up” for work not completed during the regular course of study, but for enrichment or for a student who simply wants to learn more during the course of study. Bonus Points and/or Extra Credit will be used thoughtfully and sparingly on assignments and/or tests.

## **HONOR ROLL**

At the end of each trimester period, Lincoln Academy recognizes and congratulates the students whose grades have reached Honor Roll status. Grade point averages are calculated for students who are at or above grade level in grades three through eight.

- ❖ Platinum Honor Roll for receiving a trimester GPA of 4.0
- ❖ Gold Honor Roll for receiving a trimester GPA of 3.75-3.99
- ❖ Silver Honor Roll for receiving a trimester GPA of 3.5-3.74
- ❖ Bronze Honor Roll for receiving a trimester GPA of 3.0-3.49

## **REPORT CARDS**

Grades one through eight are on a trimester calendar; therefore, there are three separate grading periods. A final grade average is recorded on the permanent record card at the end of the year. Kindergarten is on a semester calendar; therefore, there are two separate grading periods. Report cards are sent home through the student or may be viewed from Jeffco Connect.

## **GRADE LEVEL RETENTION AND PROMOTION**

Lincoln Academy staff and the administration will decide promotion and retention of students. Promotion and retention are to be viewed and determined on three levels: academic performance, emotional readiness, and social readiness.

Students who show decided and documented deficiencies in both academic and social areas may be considered for retention. Retention decisions will be based upon developmental and achievement test scores, teacher-documented anecdotal information, and parent anecdotal information.

If the teacher is considering retention of a student, the parents and administration will be informed as soon as possible. This recommendation or consideration should come no later than the end of the second trimester. Notification should be made in writing as well as verbally during a meeting.

Students who maintain academic work consistent with their talents and age level will be promoted as long as their social and emotional behavior patterns are consistent with others of that class or grade level.

## **SPECIALS (ART, PE, TECHNOLOGY, LIBRARY, and, MUSIC)**

Art, music, library, physical education, and technology will be offered in Kindergarten through 6<sup>th</sup> grade. A variety of additional courses may be offered in middle school. Students in grades 7<sup>th</sup>, and 8<sup>th</sup> grades may choose one of the specials classes as an elective each trimester. If a student is to be excused from any of the specials classes for a short period of time due to illness or injury, a note of explanation should be sent to the specials teacher(s).

## ***STANDARDIZED TESTING***

Lincoln Academy students participate in most district-wide and all statewide-required assessments. The timing of these tests is presented in the school wide communication tool. We ask parents be mindful of these testing times and ensure your child is present in school for the test. If you choose to not have your child participate in standardized testing, a written note informing the administration of your decision must be sent to the front office before the testing begins.

## ***MEASURES of ACADEMIC PROGRESS (MAP) TESTING***

MAP is an online test in English language arts and mathematics for students in grades 2nd through 8th. MAP also offers science tests for our upper grade levels. The difficulty of the questions on the MAP assessment adjusts depending on how each student answers prior questions, allowing the test to be tailored to each student's level and helping to pinpoint individual student instructional needs. MAP is administered in the Fall, Winter, and Spring, providing real-time information throughout the school year about a student's achievement and growth.

## SECTION III: GENERAL INFORMATION

### **ARRIVAL AND DEPARTURE**

School supervision is provided between the hours of 7:40 a.m. and 3:30 p.m. for all K-8 students. No supervision will be provided outside these times. Upon arrival in the morning, students are to report to his/her classroom. Once students arrive, they must remain on the school grounds in the designated areas, unless directed otherwise by an adult supervisor. Students remaining after 3:30 p.m. will be waiting in the Lincoln Lobby and may call home to check on the status of his/her pick-up person. Every effort should be made to pick up students by 3:30 pm. Supervision is not offered after 3:30 or before 7:40 and the playground is not supervised after school at any time. Before and after school care can be arranged in advance with Red Rocks Community College School Age Child Care @ 303-914-6252.

### **CARPOOLS AND TRANSPORTATION**

Parents must provide transportation to and from Lincoln Academy. Bus transportation is not provided. Carpooling is encouraged to alleviate long parking lot lines and congestion. The school uses SchoolPoll to help families organize carpooling. Please see the front office for information on how to linked to the Lincoln Academy community.

If you would like to have your student walk home, please send a note to your child's teacher and the front office to allow your student to be dismissed to walk home.

The following suggestions are offered to make drop-off and pick-up function more smoothly.

1. Be extremely careful and alert in the school parking lot.
2. Be courteous and follow the directions of the staff as they direct you through the traffic pattern.
3. Cell phone use during pick-up and drop off is prohibited.
4. Drive slowly through the school grounds.
5. Please remain with your car at all times in drop-off/pick-up areas.

Please see the document Traffic Tips on our website for more information and details about drop-off and pick-up including procedures for inclement weather days.

### **TRAFFIC INSTRUCTIONS FOR DROP OFF AND PICK-UP OF STUDENTS**

Thank you so much for your patience and understanding as you follow these guidelines when picking up and dropping off your child(ren)! Please adhere to the following drop off and pick up procedures to ensure student, staff, and family safety. Please be sure to share this information with anyone who picks up or drops off your child at school. There are traffic maps available on the website and hard copies available in the front office.

1. *Our driveway is one way. Please follow our signs and the directions of staff members.*
2. *Right turns ONLY onto 72<sup>nd</sup> from our north driveway. If you need to go left, please exit on Oak and use the light.*
3. *Newman Street (the drive along the football field) is a private drive. Please do not use this drive for drop off or pick-up.*
4. *The inner left lane is a pass through lane at all times.*
5. *The all school pledge and birthday celebration that occurs on Monday mornings (or the first day of the school week) begins at 7:50 and all students enter the gym when they arrive to school.*
6. *Cell phone usage is prohibited while driving through school property.*
7. *By federal law our school property is a smoke free zone-this includes inside your car while on our property.*

## **PARKING INSTRUCTIONS**

1. *Parking is available in the northern lot and the lot to the west (near the playground)*
2. *Please do NOT park to the north of building B, as these spaces are reserved for Pre-K and staff ONLY*
3. *Please use the north/south crosswalk (a staff member is positioned there with a stop sign) when crossing from the north parking lot to the school buildings*
4. *The crosswalk that goes between the wooden playground area and the 1st grade door should NOT be used during drop off and pick up times*

## **DROP OFF INSTRUCTIONS**

1. *Once you get to the "Merge Here" sign, please merge in the morning and afternoon*
2. *All students should be dropped off in the morning in the right hand lane only*
3. *All students may be dropped off in the morning as soon as you merge or anywhere along the drop off area*
4. *When students are dropped off at 7:40, they may proceed directly to their classroom or the gym (on Mondays)*
5. *There will be a Middle School Ambassador helping to guide students to their classroom and hold school doors open until 8:05 a.m.*
6. *Always pull forward as far as possible to close any gaps between cars before allowing students to exit your vehicle*
7. *Once students have been dropped off, use your left turn signal and exit to the left pass through lane*

## **PICKING UP STUDENTS**

1. *School ends at 3:05 for K-5 and 3:15 for MS. If you stagger your arrival time, this will help eliminate some congestion. Please use the following schedule for pick up times using the first letter of the student's last name:*

A-G	3:05
H-M	3:10
N-S	3:15
T-Z	3:20

*If you have a middle school student and an elementary student, please pick-up both students at the same time at 3:20. Please allow MS students to go to their lockers and walk out of the building after their last class which ends at 3:15.*

**2. *If you come through the pick-up lane, please create a sign that can be displayed in the front window that has your student's first and last name, teacher name and grade.***

3. *Once your car is full, use your left turn signal and exit to the left pass through lane.*

4. *Students may NOT be on the playground after school without parent supervision.*

## **INSIDE DISMISSAL DAYS**

1. *If the weather is inclement (rain, snow, etc.) or extremely hot outside (95 degree or hotter) students will be waiting inside to be picked up.*
2. *If you go through the drive up lane, students will be called on the 2-way radio and be sent outside once their name has been called*
3. *It might be necessary to move the queue of cars for pick up to the pass through lane all the way around the blue house. This allows us to move our traffic off of Oak Street. If you are asked to go around, you may not pick up your child in the far left lane, but will go around the house and then get in line as if you would do coming off Oak street.*
4. *If you are parking and walking up to pick-up your child, please see your child's teacher for specific locations.*

Please share these traffic tips with anyone who might be picking up or dropping off your child at school.

## ***CLASSROOM HOURS***

- ★ PreK morning class hours: 8:10 a.m.-11:25 a.m.
- ★ PreK afternoon class hours: 12:10 p.m. -3:25 p.m.
- ★ Kindergarten morning class hours: 8:00 a.m.-11:20 a.m.
- ★ Elementary class hours: 8:00 a.m.-3:05 p.m.
- ★ Middle School class hours: 8:00 a.m.-3:15 p.m. (after school help is from 3:15 p.m.-3:45 p.m.)

## ***OFFICE HOURS***

The Lincoln Academy office will generally be available from 7:30 a.m. to 3:45 p.m. each weekday unless it is a school holiday, teacher development day or half day.

## ***EIGHTH GRADE GRADUATION***

The eighth grade graduation program is designed to celebrate the student's completion of their elementary and middle school education at Lincoln Academy. The middle school faculty will plan the ceremony and a committee of parents will plan the reception for this memorable end of the year event according to Lincoln Academy guidelines.

## ***ELECTRONIC DEVICES***

No personal and/or recreational electronic devices (e.g. cell phones, electronic game devices, iPods, individual computers, smart watches etc.) will be allowed to be used during instructional periods. Students may keep such items in their backpacks or lockers for use before and after school only. Lincoln Academy staff may confiscate any device used during instructional time. This device will be held by an administrator until a parent comes to retrieve it. Lincoln Academy and its staff are not responsible for lost, stolen or damaged personal items that are brought to school.

## ***FIELD TRIPS***

We encourage teachers to supplement and enliven their subject matter through the "hands-on" experience that field trips can give.

Lincoln Academy may, at times, rent a bus to transport the children for a field trip. All students will share the cost of the rental of the bus. The costs of a field trip will be passed on to the families of the school unless otherwise paid for through a donation or PTO funds.

Parents helping with the transportation for any school-sponsored activity must have a valid driver's license and a vehicle with seat belts for each person riding in the vehicle. Students must use their seat belts for the length of time they are in the car. Parents are responsible for providing their own liability insurance when agreeing to transport students. Parents must complete the school form verifying insurance coverage prior to any trip.

A student may be excluded from a scheduled field trip due to repetitive and habitually disruptive or unsafe behavior displayed throughout the school year. Staff will communicate such a case with the parents at least two days before the scheduled trip.

## ***FLAG SALUTE***

The U.S. flag salute will be recited every day. The first day of the school week the full day Kindergarten-5th grade student body and staff will gather in the gym to say the pledge together and to celebrate student and staff birthdays or half birthdays happening that week. Parents are welcome to attend this weekly event.

## ***FUNDRAISING FOR LINCOLN ACADEMY***

From time to time, there are educational experiences for which students may fundraise to cover their cost of the experience. Fundraising is not a required activity for which students have to participate.

When a student raises funds for a specific project at LA, those funds must be used for that specific project at Lincoln. Any funds raised in excess of the amount required for the project will not be returned to the student, transferred to another student's account, or transferred to a different school.

All fundraising activities must be submitted and approved by Lincoln Academy administration prior to initiation of the fundraising. More information can be found on the Lincoln Academy Fundraising Procedure which is available on the Lincoln Academy website.

## ***FUNDRAISING AND NON-SCHOOL SALES***

Students should not bring items for sale to school even though they may be associated with a good cause. Students should take care of non-school fundraising outside of school hours.

## ***HOLIDAY OBSERVANCES***

Lincoln Academy acknowledges the importance of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Acknowledging religious holidays serves the academic goal of educating students about history and culture as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties will emphasize the cultural and historical aspects of the holiday.

The students and staff at Lincoln Academy will observe two school parties; a December holiday party and a Valentine's Day party. There are no parties held for Halloween and students may not to come to school in costume on that day.

Rooms and bulletin boards may be decorated with a specific holiday emphasis at the discretion of the teacher.

If a parent has concern with the above topic, he or she should first discuss the situation privately with their student's teacher. If a concern still exists, he or she should contact an Administrator.

Parents are requested to notify their student's teacher at the beginning of the year if they do not wish their child to participate in a particular holiday, patriotic, or cultural observance, so appropriate alternative procedures can be discussed and implemented.

## ***INCLEMENT WEATHER and EMERGENCY CLOSURE***

Please send students dressed appropriately for the weather. Students will go outside on cold days, so please send your child prepared for these conditions. Students remain outside unless the temperature goes below 22 degrees, there is excessive precipitation, or extreme heat.

Lincoln Academy will close if weather-related conditions close the Jefferson County Public Schools. This notification will be broadcast over the radio (KOA 850) and major local television stations ABC, CBS, and NBC. Updates can also be found on the Jefferson County School's website.

## ***INTERNET ACCEPTABLE USE***

Students are prohibited from accessing the Internet without a signed permission form. Both parents and students are required to sign the form. If you have any questions regarding this procedure, talk to your child's technology teacher. Lincoln Academy intends that students will use the Internet only for appropriate, school-related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

## ***LOCKERS***

Lockers are utilized at the Middle School level and are the property of Lincoln Academy and are subject to inspection at any time. Students are not to abuse or deface lockers in any way. Lincoln Academy assumes no responsibility for lost or stolen items out of lockers. Large amounts of money, expensive jewelry, electronics, and other valuable possessions should not be brought to school.

## ***LOST AND FOUND***

The lost and found area is located behind the bleachers in the west area of the gym. Please mark all clothing and personal items with your child's name, so misplaced or lost objects may be returned to your child. All unmarked or unclaimed items will be donated to a charity at various times throughout the year.

## ***LUNCH PROGRAM***

Lincoln Academy's lunch program is provided and operated through the Jefferson County School district and is part of the federal lunch program. Therefore, Lincoln has limited control on over the lunch program.

Students may bring their own lunches or they may participate in the school's hot lunch program. The hot lunch program is provided every school day as a service to students at Lincoln Academy who wish to obtain a hot meal during their mid-day break.

Qualifying students may receive free or reduced lunches. Please speak with the front office for more information on the way in which to qualify for free or reduced lunches or please see our website.

Lunch times and menus can be found on our website: [www.lincolnacademy.net](http://www.lincolnacademy.net).

## ***PROHIBITED ITEMS***

Students may not bring any toys or other valuables from home. Weapons, drugs (including tobacco), alcohol, and lighters may not be on Lincoln Academy premises at any time. Prohibited items brought on campus will be confiscated and only parents will be allowed to pick them up from a staff member. Other items may be added to the prohibited items list at the discretion of the school administration or through the guidelines of the school district.

## ***SCHOOL FEES AND FINES***

Parents are asked to pay an annual school fees for each child enrolled at Lincoln Academy. These fees help to cover the cost of consumable materials or items that your child will be bringing home. In addition, these fees help supplement our limited state funding for schools.

Full replacement cost will be assessed during the school year for damaged or lost books. All school equipment (such as science laboratory equipment, lockers, or desks) damaged by students must be paid for by the student. The yearbook may be withheld until fines are paid.

If a check written to Lincoln Academy is returned for insufficient funds, the financial office will contact you to make other payment arrangements. If two or more checks are returned during your child's enrollment, Lincoln Academy will not accept future personal checks. All remaining payments will need to be paid in cash, credit card, money order, or a cashier's check from a bank.

## ***STUDENT HEALTH***

Parents should bring any special health problems to the attention of the teacher, the school nurse and/or clinic, and office personnel as soon as the circumstance is known. This way the school can make the need health and safety accommodations as needed for the student.

## **Accidents**

All accidents that occur on the school grounds must be reported to the school office. Students will receive care that matches with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. Parents will be notified immediately when major accidents occur. In addition, first responders may be called to the school when needed.

## **Clinic**

The purpose of the clinic is to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up a student in the event of illness or accident. A sick student must be picked up within 30 minutes of the school contacting the parent or designated adult. The school does not have facilities to keep students who are contagious or are so ill that they need to be at home.

If your child shows signs of illness at home, please take the time to assess their situation. Any child with a temperature of 100 degrees or above should be kept home. Also, any child who obtains a temperature of 100 degrees or above during the school day must be picked up from school.

## **Medication**

Whenever possible, it is in the best interest of children to have medication dispensed at home. However, all prescription medication and over the counter medications, including cough drops, should be sent to the clinic with a completed medication form #924. This form is available on our website. Per state regulations, no medication will be dispensed unless a completed form is on file; including cough drops.

If parents want their children to keep their medications on their persons, they must schedule a meeting with the school nurse. If parents would like to send medication to school, it must be in the original pharmacy labeled container and a medication agreement form must be filled out.

## **Immunization (and Exemption) Requirements**

Immunization law requirements will be strictly enforced for all students. Students who do not meet the immunization requirements listed below will be denied attendance pursuant to Colorado Revised Statutes 25-4-902. All students will be expected to submit a complete Certificate of Immunization or Exemption.

Pursuant to C.R.S 25-4-903, parents may exempt their children from receiving immunizations for personal, religious, or medical reasons. Parents choosing to exempt must contact the school nurse.

## ***STUDENT TELEPHONE USE***

A telephone is available for students in the school office for important and emergency phone calls only. During the school day, permission to use the telephone must come from the student's classroom teacher or a supervising adult. This includes all cell phones.

## SECTION IV: SCHOOL OFFICE PROCEDURES

### ***ADMISSION, ENROLLMENT, and WITHDRAWAL POLICY***

All pupils entering kindergarten in the Jefferson County public schools must have reached their fifth (5th) birthday in the year of entrance on or before October 1. Students entering first grade must have reached their sixth (6th) birthday by October 1. Birth certificates must be presented at the time of applying and immunization records must be presented at the time of enrollment.

### **Wait List and Enrollment Policies**

The following policy will exist for filling open student spots:

1. Using the Choice Enrollment Form, a wait list of staff children, siblings of currently enrolled students, in-district and out-of-district students will be established for each grade K-8. Priority is given to staff children, followed by siblings, in-district and then out-of-district applicants.
2. The prospective student's information is entered into a database, sorted by status and then transferred to the random selection software program.
3. After the First Round Choice Enrollment period expires, the lottery is conducted and the wait list is created. Open spaces will be filled in each classroom based on the waitlist. Wait lists will be published on our web site by grade level.
4. An offer of a classroom spot will be made by a telephone call and email. This offer must be accepted or declined by returning the Choice Enrollment Confirmation form within 24 hours of the call or email or the student will be dropped from the waitlist and the open spot offered to another student.
5. As a child gains admission to Lincoln Academy, any sibling he or she may have will be added to the sibling list for their particular grade.
6. Any new family can fill out a First Round Choice Enrollment Form to be included in the lottery for the following school year. If a family comes in to enroll after the lottery has been drawn, they must fill out a Second Round Choice Enrollment Form and will be placed on the bottom of the lottery list in the order they are received. A vacancy is created when fewer children are re-enrolled than each class' capacity. As vacancies occur in currently enrolled classes, those vacancies will be filled using the prioritized wait list.

Mid-year school vacancies: When a vacancy opens up in a school year after October 1, that vacancy may or may not be filled at the school's discretion. If Lincoln Academy chooses to fill the vacancy and has more applicants in the enrollment pool than spaces available, they shall fill those spaces using the preferences established in the most recent Choice Enrollment period.

Withdrawal from School: Parents have the right to withdraw their children from Lincoln Academy for any or no reason. Upon withdrawal, families must follow the Jeffco School Board open enrollment policy if the family desires to enroll in another Jeffco school or return to Lincoln Academy. Students withdrawing from Lincoln Academy must have a completed withdrawal form returned to the front office on or before the last day of attendance. When all possible, please notify the school office in advance of pending withdrawal.

Expelled Students: Lincoln Academy will not enroll students who are in a status of suspension or expulsion from any school until the conditions of that disciplinary action have been met.

Lincoln Academy Students Who Move Out of District: Active Lincoln Academy students will maintain

their enrollment status in the event their family moves out of the district.

## ***ATTENDANCE, ABSENCE, AND TARDY PROCEDURES***

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district and Lincoln Academy believe duplication of the classroom experience can never be accomplished with after-school assignments. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Please call the attendance telephone line to report absences. You may call this line any time. If your child is going to be absent more than one day, you may make note of that on the first day's call. If you anticipated only one day's absence and it turns out to be longer, you should call the attendance line each successive day. The parent or guardian must make the absence call. An absence is unexcused unless a parent or guardian calls by 3:30 pm of the same day of the absence.

### **Tardy Policy**

Students arriving at 8:05 a.m. or later are considered tardy. Please make a point to have your children to school in enough time to be in their classrooms by 8:00 a.m. Learning starts right away in the classrooms; therefore repeated tardies can have a negative impact on student academic performance. Students arriving after 8:05 a.m. must be signed in by a parent at the front office before going to class.

Students leaving school more than five minutes early will be marked "early release." Students arriving to school after halfway through the first half of the school day will be counted absent for that portion of the day. Students who leave less than halfway through the second half of the day will be marked "absent" for that portion of the day.

### **Calling the Attendance Line**

**Please call: 303-467-5363 x7202** and give the following information:

1. Month and day of absence being reported
2. Student's full name
3. Name of student's teacher (Elementary students only)
4. Reason for absence\*
5. Person reporting the absence

### **Excused Absences**

Lincoln Academy aligns with the district policies on attendance and absences, which allows a student who has a justifiable absence to request makeup work from the teacher on the day he or she returns to class and has two days for every day absent to submit the work for credit. Students with an absence (excused or unexcused) will receive full credit for work turned in according to the above timeline. It is the student's responsibility to request makeup work for the day(s) missed. However, it is better to establish a timeline with the teacher for making up work so students do not remain behind.

*\*The Jeffco Public Schools Student Family Handbook stipulates that an absence shall be considered **excused** for the following reasons:*

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.

2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the administration.
4. A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.
5. A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Any absence not specifically covered above, such as family vacations or other extended absences, must complete a pre-arranged absence form (located on the Lincoln Academy website) in order to be excused. This form must be submitted at least three (3) days prior to the scheduled absence. In order for the absence to be excused, the student must meet one or more of the following conditions:

1. is in good academic standing
2. has less than three (3) unexcused absences
3. is not on a medical plan for excessive medical absences

### **Absence Work Policy for Suspensions**

School work assigned during a suspended student's absence may be turned in up to two full days late for each day suspended following the student's return to school.

All assignments given during a suspended student's absence that are turned in following the student's return, shall receive credit.

It is the responsibility of the student to initiate requests for and pick up missed work on the day he or she returns to class from a suspension.

### ***CHANGE OF ADDRESS***

All address, email, or telephone number changes should be done in Jeffco Connect. Having current information is critical in case of an emergency and it is the parent's responsibility to make sure the school has the current information.

### ***LEAVING SCHOOL EARLY***

We discourage early dismissals as we try to maximize each minute for instructional purposes. **In order to avoid disrupting end-of-the-day classroom instruction; please do not check students out early unless it is absolutely necessary.** Please attempt to schedule doctor appointments outside of the school day. A parent or guardian listed in Jeffco Campus MUST sign out students before leaving the school campus. No exceptions. Whenever someone else will be picking up your child from school during school hours, please call or send a note to the office giving the following information:

1. Name of person authorized to pick up the student
2. Reason
3. Time of pickup and whether student will return to school that day

### ***PARENTS OUT OF TOWN***

When you leave your student(s) with another person and you are out of the area, please add temporary guardian information on your JeffCo Connect account. This update in JeffCo Connect will authorize Lincoln Academy to release your child to the person(s) specified.

### ***PERMANENT RECORDS***

Parents may view a child's permanent record at any time. Please give the school a one-day notice so the record may be retrieved from the file. The record may be reviewed in the presence of the classroom teacher, administrator, or secretary.

### ***VISITORS TO THE SCHOOL***

Lincoln Academy is a closed campus. Visitors must check in at the office and receive a nametag before continuing on campus, including parents, volunteers, alumni etc.

Visiting students must make a visitation request 24 hours in advance. The Principal or his/her designee must approve the request. Former students are welcome to visit the school, by appointment with a specific teacher or other staff member, for a designated period of time, usually no more than a half day. The teacher or staff member making the appointment for a former student to visit will be responsible for supervising the visitor and ensuring that the educational process is not disrupted by the visit.

# SECTION V: STANDARDS AND DISCIPLINE POLICY

## ***THE JEFFCO PUBLIC SCHOOL STUDENT AND FAMILY HANDBOOK***

The *Student and Family Handbook* is an online Jefferson County publication available to each family at the beginning of each school year which is linked on the Lincoln Academy website. It is important your family review this handbook as Lincoln Academy abides by its policies and procedures.

## ***DISCIPLINE POLICY AND PROCEDURES***

Lincoln Academy adheres to the *Jeffco Public School Student and Family Handbook*.

Lincoln Academy also uses the foundation of *Love & Logic* for its discipline structure. We encourage teachers to set limits, build positive and healthy relationships, bully proof their classrooms, and allow students to own and process their behaviors. If a student's behavior is distracting or disrupting the learning environment, the following steps may occur depending on the incident and its severity.

### **Elementary:**

All students will receive 3 redirections during the morning period or afternoon. According to what is developmentally appropriate for children, following verbal redirection (e.g. "this is your first redirect for—name the behavior), teachers may give a concrete indicator of redirection such as a refocus form or moving a name in kindergarten. If students cannot manage their behavior following 3 redirections, students will face a consequence from the teacher or visit the administration for disciplinary action.

Once a student is sent to the office, they will discuss the issue and complete a problem solving sheet. Consequences may include but are not limited to a disciplinary plan, a phone call to parents, community service, time away from the classroom, or further discipline including suspension. Students will discuss their problem solving with the teacher upon return to the classroom.

Significant disturbances, defiance (not including refusal to complete work), or unsafe circumstances as a result of student behavior will be referred directly to the office without the referral process. **\*Students will only receive 2 re-directs during any specials periods due to the shortened length of time.**

### **Middle School:**

All students will receive 3 re-directs during a class period. Teachers will use the phrase, "This is your first re-direct for—"name the behavior"" and move on with class. If a student gets to a 3<sup>rd</sup> re-direct, the teacher will ask the student to stand in the hallway and when the teacher has a moment to step out, the teacher will ask the student what the issue is and the teacher and student will decide if the student can maintain and return to the class. If the student returns to class and gets one more re-direct or decides in the hallway conference he/she cannot maintain his/her behavior, the student will be sent to the Assistant Principal or designee for further disciplinary action.

Once a student is sent to the Assistant Principal, the student will discuss the issue and fill out a 'problem solving sheet' about the behavior and choices. Once that is complete, the Assistant Principal will keep the student in the office for the remainder of that class period. For Middle School students, it is the student's responsibility to find the teacher at the end of that school day, during ASH, to process with the

teacher about his/her behavior. The Assistant Principal also will touch base with the teacher to discuss why the student was sent out.

### **All Students:**

Lincoln Academy has four non-negotiable behaviors that will not be tolerated and will result in an automatic 'go home for the day(s)' and must return with a parent to discuss the incident and problem solve the next steps. The four behaviors are as follows:

1. Cursing at any staff member
2. Direct defiance of any nature
3. Harmful physical contact (more than jostling)
4. Grossly inappropriate behavior

### **Positive Behavior**

In addition, staff will be supporting our students' positive behavior and implementing our Pride Paws/Medals reward system that represent seven core values. At any time, a student goes above and beyond, showing the LA PRIDE core values of Leadership, Acts of Kindness, Prepared, Respect, Integrity, Determined or Excellence, a student may be awarded a paw/medal. There is a system set up where students can be rewarded for their medals/paws.

### ***DRESS CODE***

Students should dress in a manner that denotes good taste and is not distracting to the wearer or those in his or her presence. All clothing should be respectful, modest, and appropriate for our school environment. The following list along with good common sense should be used by students. This list is not exhaustive and final determinations of appropriate dress will be determined by administration.

- Footwear is required at all times and must be appropriate for classroom activities. (i.e. no slippers or shoes with wheels)
- No hats, bandanas or sunglasses may be worn in the building
- No pajamas except on designated pajama days
- No clothing or jewelry with inappropriate or offensive language, phrases or text that advertise illegal or restricted substances (i.e. alcohol, drugs, tobacco)
- Sleeveless shirts must be 1 inch in width at the shoulder for students in PK-3<sup>rd</sup> grade and 2 inches in width for students in grade 4<sup>th</sup>-8<sup>th</sup>
- Appropriate undergarments should be worn at all times and must not be visible
- All shirts must cover the mid-section of the body (front and back) either sitting or standing
- No ripped clothing which becomes revealing or a distraction
- No sagging pants or shorts
- Shorts and skirts must come within 6 inches of the knee as measured from the top of the knee
- No costumes except for school activities
- No trench coats, chains, studs, spikes, or gang attire

If a student's dress or appearance is judged to be disruptive, unsafe, immodest or unhealthy, the student will be asked to correct the situation immediately. This will take place in one of two ways:

1. The school may provide alternative clothing for the duration of the day.

2. Students will be asked to contact their parents to resolve the situation by bringing appropriate clothing to school for the student to wear.

Inability to rectify the situation will result in the student being sent home. Refusal to correct a dress code infraction may result in disciplinary action up to and including suspension.

## **PLAGIARISM**

In coordination with the district *Student and Family Handbook* which cites, “Knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution” as grounds for suspension or expulsion, Lincoln Academy shall institute and implement class policies concerning plagiarism and cheating. For each offense a minimal consequence of a “zero” for that work may be installed. A referral to administration for disciplinary action may occur.

## **PLAYGROUND RULES AND GUIDELINES**

1. Students must respect and obey the adults on duty.
2. Students are expected to treat others with respect and consideration.
3. All games should be played with a concern for others using the playground.
4. The playground equipment is to be used properly. If there is a question concerning use, consult with a teacher or educational assistant.
5. Tag and chase games are only permitted with direct adult supervision.
6. Toys of any kind are not allowed on the school grounds.
7. Shoes must be worn at all times.
8. Fighting, or pretending to fight, is not allowed.
9. There is no climbing allowed on fences, trees, or tables.
10. There is no throwing of rocks, sand, snow, or wood chips.
11. During recess students should slide down slides.
12. Swings are to be used for swinging back and forth only. Side swinging, twisting and leaping off can be dangerous.
13. Language on the playground and around the school should be polite and respectful of others.
14. Students may not be able to return to the classroom for coats, hats, or gloves after coming outside. If boots are not worn when there is snow, students will be confined to the blacktop and other plowed areas.
15. Students will remain in their classroom on days when the weather does not allow for outside recess.
16. Children of volunteers must have parental supervision to be on the playground during the school hours. Additionally, they may not be on the playground when school is in session and classes are on the playground.
17. Students may not be on the playground after school without parent supervision.

If a student’s behavior on the playground is disrespectful or unsafe, the student will be asked to correct the situation immediately. Failure to do so may result in disciplinary action such as the temporary loss of recess privileges. In order to foster responsibility, middle school students may experience more freedom, with accountability, on the playground and in the lunch area.

## **SCHOOL RULES**

1. Keep all communications honoring to one another.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good caretaker of all things.

***STUDENT CELL PHONE USE***

Cell phones are discouraged from being brought to school. However, if parents feel a cell phone is necessary, it must be turned off and kept out of sight during the school day. If a staff member sees or hears a student's cell phone during the school day, it will be confiscated and only parents will be allowed to retrieve the phone from the front office per administration.

## **SECTION VI: PARENT INFORMATION**

### ***BOARD OF DIRECTORS***

President: Phil Courtney

Vice President: Lori Woods

Secretary: Nina Sloan

Treasurer: Nathan Alley

Member: Dan Burrows

Member: Sarah Wasinger

Member: Bernie Templeton

Principal: Janelle Johnson

The Board of Directors meets the second Monday of the month at 6:30 p.m. in the Lincoln Academy student center. All are welcome to attend these meetings.

### ***CONFIDENTIAL PARENT SURVEY***

Each spring, the School Accountability Committee distributes a confidential survey to parents. The results of the survey are used to effect change as deemed appropriate, improve operation, report to agencies that the school is accountable to, and assist in future planning. Please take the time to complete the survey as your voice is important.

### ***DATA SAFETY***

Lincoln Academy makes every effort to follow and improve upon the data security provided by Jefferson County Schools. This includes training teachers in basic student data protocols, being sure our software vendors follow safety protocols and making every effort to secure your data both in our building and at the district. For further information, please contact us or review these policies within Jefferson County Schools. <http://www.boarddocs.com/co/jeffco/Board.nsf/Public#> (search "computer security").

### ***GRIEVANCE PROCEDURE***

Lincoln Academy supports voluntary resolution of disagreements or other conflicts and firmly believes that most issues can be handled informally, without resort to any official process. Therefore, it is the board's expectation that members of the Lincoln community who have concerns with school personnel will address such concerns with that person one-on-one. However, the board recognizes that there may be circumstances where one-on-one resolution fails or where, due to the gravity of the situation, it is appropriate to bring one's concern to a higher authority. Therefore, the board adopts the following grievance policy.

This policy shall only apply to concerns which involve or implicate the actions or inactions of a Lincoln Academy employee, board member, or other official (or a contractor operating in one of those roles). Also, this policy shall only apply to concerns that involve or directly relate to that person's performance in his or her official capacity; the process shall not be used to pursue solely private grievances.

This policy shall not apply to anything that presents a clear and present danger to either a person or Lincoln Academy's facilities, which the normal grievance process could not reasonably be expected to deal with in a timely manner. Such concerns should immediately be brought to the attention of the principal (or a board member if the principal is not reasonably available). The principal or board member

to whom such a concern is brought shall make the decision as to whether the concern raised is appropriate for the grievance process. If the principal or board member decides the concern is appropriately handled as a grievance, he or she shall direct the aggrieved party to file a formal grievance. Such decision shall be final.

The outlining of various levels of authority to act on grievances is not meant to insulate any party from accountability for how a particular grievance is handled. Nor is it meant to prevent a decisionmaker from seeking input from or providing situational awareness to those further up the chain. In particular, the board expects to be notified of any grievance that involves individual safety, a threat to the preservation or security of Lincoln Academy's facilities, or a direct or blatant violation of school policies or procedures.

### *The Process*

1. A party who wishes to file a formal grievance shall set such grievance down in writing, stating the person or persons against whom the party wishes to complain and the grounds for the complaint. The party may also propose a suggested resolution, but this is not required.
2. The written statement shall be provided to the appropriate member of administration within fourteen days of the events which lead to the grievance. A grievance that is not filed within these fourteen days may be dismissed. However, a grievance should not be dismissed for failure to meet the deadline when that failure is clearly due to a diligent effort to resolve the issue without resort to a formal grievance.
  - a. When a grievance is against an assistant principal or principal, the written grievance shall be filed one level higher. In other words, a grievance against an assistant principal shall be filed with the principal. A grievance against the principal shall be filed with the board president.
  - b. A grievance against a member of the board shall also be filed with the board president. Or, if the grievance is against the president, it shall be filed with the vice president. However, a grievance against a board member shall only be filed in this way if it involves actions directly relating to service on the board. Other grievances against board members shall be handled in the normal way (i.e., filing with the assistant principal).
3. Except where a grievance is initially presented to the board president or vice president (in which case other procedures, discussed below, will apply), the person to whom a grievance is presented or appealed shall work to mediate or otherwise resolve the conflict.
  - a. Where a written grievance has been filed without any attempt to informally work out the conflict, the first-level decision maker may (and in most cases should) decline to act until the parties attempt to work things out on their own.
  - b. The decisionmaker should ordinarily strive to mediate a resolution that is satisfactory to all parties. However, the board recognizes that there may be cases where a mutually agreeable resolution is not attainable or would for some reason be inappropriate. Therefore, mutual satisfaction is merely a goal, not a requirement.
  - c. Attempts to resolve a grievance should, as much as is possible, be a friendly, honest, and causal process. No particular procedures are required and the course of the proceedings is left to the

discretion of the decision maker in consultation with the parties.

d. Once a mutually agreeable resolution is reached, the grievance shall be considered resolved. However, if it becomes apparent, for any reason, that no mutually agreeable resolution is possible, the decision maker shall craft what he or she believes is a reasonable resolution of the conflict, announce that decision to the parties, and end the proceedings.

e. A decisionmaker may, in his or her discretion, refer a grievance to a higher level without announcing a decision and notify the parties that such a referral was made.

4. If either the aggrieved or complained-against party is not satisfied with the resolution of a grievance, he or she may appeal from the assistant principal to the principal or from the principal to the board within fourteen days. On appeal, the party viewing the appeal is not bound by any previous decision in the matter and has whatever powers that party would have upon addressing the grievance in the first instance.

#### *Special Considerations Related to the Hearing of Grievances by the Board*

5. Where a grievance is received by the board president or vice president (whether initially or on appeal), it shall be added to the agenda for the next regular or special meeting of the board (whichever occurs first).

6. The board shall review any grievance brought before it and may do so in regular or executive session, as the board chooses and as permitted by law. Parties requesting that the board hear their grievance are reminded that Lincoln Academy is a local public body covered by Colorado open meeting and open records laws. Therefore, pursuing a grievance before the board may waive privacy or confidentiality protections that apply at lower levels.

7. In resolving a grievance, the board may, in its discretion, take any of the following actions:

- a. Refer the grievance to a committee for a recommendation on what action to take;
- b. Mediate the grievance;
- c. Affirm any decision made by a lower decision maker;
- d. Impose its own resolution of the grievance;
- e. Refer the grievance to the principal with a directive to resolve the grievance; and/or
- f. Take any other action within its power directed to reasonable and quick resolution of the grievance.

8. Where a grievance is against a board member, such board member shall be entitled to participate in discussion or debate regarding the grievance. However, such board member should not vote on a final resolution of the grievance. Where a grievance is against the board president, the vice president shall preside over any debate, discussion, or action on the grievance.

#### **PARENTAL RESPONSIBILITIES**

Parents at Lincoln Academy are expected to cooperate with all school policies, especially in the areas of dress, discipline, and academics. Parents should encourage students in all of their academic

endeavors and should give assistance when deemed necessary.

The responsibility for good behavior rests on the individual student and his/her parents. It is critically important that parents assist the school in promoting, developing, and maintaining good behavior from each child.

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

Conferences will be scheduled once in the fall and once in the spring. Parents are strongly encouraged to attend. In the middle of the first trimester there is a required parent/teacher conference for each student. Parents are expected to attend this conference, however; if the parents are unable to attend, they should plan to make other arrangements with the teacher to discuss the academic progress of their child at another scheduled time.

We encourage additional conferences with your child's teacher, if needed, on an appointment basis. Drop-in conferences and impromptu conferences during morning drop-off and afternoon dismissal and pick-up times are often hurried and lack privacy and preparation. They also prevent a teacher from giving rightful attention to his/her assigned responsibilities and from giving his/her full attention to a parent's concerns.

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

The Lincoln Academy PTO serves a critical function and role within the school. PTO organizes community events and is in charge of fundraising projects for Lincoln Academy. Please watch for information regarding opportunities available through the PTO.

Presidents: Danielle Cornejo

VP/Treasurer: Micah Gilbreth

Secretary: Jenell Deleon

Directors: Dawn Bennett, Alicia Borreggo, Mary Meyer, Rob McReady, Allison Scheck and Inna Snyder

School Liaison: Lindsey Tomsick, Middle School AP

The PTO meets monthly (except for August and December) at 6:30 p.m. Location is TBD depending on the month. All are welcome to attend these meetings. Please look for more information on the PTO page on the school website.

### ***STANDARD RESPONSE PROTOCOLS***

Lincoln Academy follows the Standard Response Protocols for emergencies. Anyone on campus who sees an immediate emergency may call one of the following protocols and 911 when needed:

#### **Lockout! Secure the Perimeter**

Students are to return inside and conduct business as usual. Teachers are to bring students inside the building, conduct business as usual, increase situational awareness, and take roll.

#### **Lockdown! Locks, Lights, Out of Sight**

Students should move away from sight and maintain silence. Teachers should lock the classroom door, turn out the lights, move away from sight, maintain silence, wait for an emergency responder to open the door, and take roll.

#### **Evacuate! (Directions to follow)**

Students should leave their stuff behind, form a line and follow the teacher's guidelines. Teachers will lead students to evacuation location, take roll, notify if missing, extra, or injured students.

In the event of a school-wide crisis that requires evacuation, all students will be evacuated to Oberon Middle School, 7300 Quail, in Arvada. Children will be escorted to the school by Lincoln Academy staff. Parents will be informed of the situation and pick-up procedures if necessary.

**Shelter! (Directions to follow)**

Students: should shelter according to the directions given by the teacher and the teacher should take roll.

Fire and emergency drills will be conducted throughout the year to prepare students in case of an emergency. Parents will be notified when the school conducts a Standard Response drill.

***VOLUNTEER WORK***

Lincoln Academy has a great need for volunteer help of many kinds and the depth of the school experience frequently hinges on the readiness of voluntary help and services. We request that ALL parents volunteer in some manner. Upon entering LA, parents agree to volunteer a minimum of 20 hours per year per family. Please remember to log each hour your family volunteers electronically through the website. Every hour counts! If volunteers would like to work in the classroom, please make arrangements for care of younger siblings. This commitment will add to your children's educational experience and will reinforce to your children your personal commitment to their education.