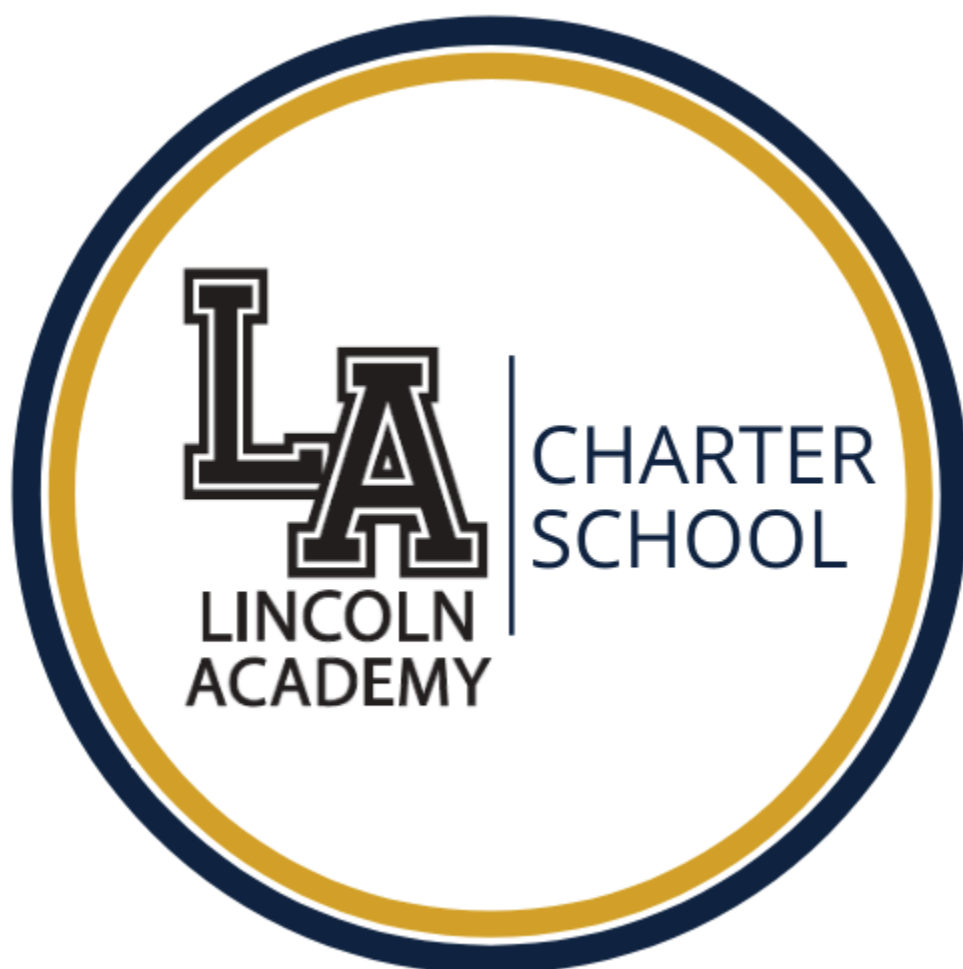


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# Family Handbook 2024-2025



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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

## **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 ensure 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 EDUCATIONAL 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. *All students have a right to an education that is free of disruptions.*

### ***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 written assignments.

6. Regular communication is critical in the education process. Regular 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. Please contact us if you are unable to connect with the school in some way and we will work to facilitate a connection.

### ***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.

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

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

### ***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. 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

If students are struggling with completing their homework, the student should talk to the teacher as soon as possible in order to rectify the situation. After that conversation, if the concern persists, the teacher will reach out to the family to create solutions. If that is not successful, the teacher, family, and an administrative representative will meet to create a Student Success Plan which will lay out the necessary steps, including consequences, for all stakeholders to help the student be more successful.

### ***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. Students who receive a D or F in any trimester are not eligible for honor roll status.

- ❖ 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. Grades are recorded on a report card at the end of each trimester. Kindergarten is on a semester calendar; therefore, there are two separate grading periods. Report cards for grades K-4 are sent home with students and available in Infinite Campus for grades 2-8.

### ***GRADE LEVEL RETENTION AND PROMOTION***

Lincoln Academy staff and the administration will decide the promotion and retention of students with the involvement of parents. 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/ELECTIVES (ART, PE, TECHNOLOGY, LIBRARY and MUSIC)***

Art, music, library, physical education, and technology will be offered in Kindergarten through 4<sup>th</sup> grade. A variety of additional courses may be offered in middle school. If a student is to be excused from any of the specials/elective classes for a short period of time due to illness or injury, a note of explanation should be sent to the specials/electives 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. Thank



you for supporting the school by helping your student be well-rested and at school on time on designated test days so that they can do their best.

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

MAP is an online test in English language arts and mathematics for students in grades 1st 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 am and 3:30 pm for all K-8 students. No supervision will be provided outside these times unless they are participating in a club or zero hour class. Upon arrival in the morning, students are to report to his/her classroom or designated area. 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. The playground is reserved for students in Leopard Care only. Before and after school care can be arranged in advance through our Leopard Care Program. Enrollment and contact information can be located under the "Family Resources" tab on our website: <https://www.lincolnacademy.net/>.

### ***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. A carpooling option offered to Lincoln Academy families through RTD is a program called WayToGo. Lincoln does not manage this program nor accept any legal responsibilities for families who choose to participate. Any questions should be directed to the RTD program coordinator.

If you would like to have your student walk home, please contact the front office to get information on how 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. Cell phone use during pick-up and drop off is PROHIBITED.
2. Be extremely careful and alert in the school parking lot.
3. Be courteous and follow the directions of the staff as they direct you through the traffic pattern.
4. Drive slowly through the school grounds.
5. Please remain with your car at all times in drop-off/pick-up areas.

### ***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.

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.
3. The inner left lane is a pass-through lane at all times.
4. Cell phone usage is prohibited while driving through school property.
5. By federal law our school property is a tobacco and marijuana free zone (including all vape pens regardless of the substance). This includes inside your car while on our property.
6. All pets must remain in the owner's vehicle at all times.

### ***PARKING INSTRUCTIONS***

1. Lincoln Academy shall not be under any liability whatsoever for loss or damage to any vehicle, other property, or any injury to any person arising from use of or attempted use by any person of the parking lot.
2. Parking is available in the northwestern lot.
3. Please do NOT park to the north of building B, as this is a staff ONLY lot. During school hours, the southwest parking lot is for staff only and closed to visitors.
4. Please use the crosswalk when crossing from the northwestern parking lot to the school buildings. A staff member will be positioned there with a stop sign.
5. The Little Leopards playground area crosswalk should NOT be used during drop off and pick up times.

### ***DROP OFF INSTRUCTIONS***

1. Once you get to the "Zipper Merge Here" sign, please take turns merging.
2. All students should be dropped off in the morning in the right hand lane only after you have merged into one lane.
3. All students may be dropped off in the morning as soon as you are along the sidewalk.
4. When students are dropped off at 7:40, they may proceed directly to their classroom, or to their designated waiting area for 5/6th and 7/8th students.
5. Always pull forward as far as possible to close any gaps between cars before allowing students to exit your vehicle.
6. Once students have been dropped off, use your left turn signal and exit to the left pass through lane.
7. If a student is dropped off after 8:10, they will need to be checked in at the office by a guardian and then the office will release the student to their class.

### ***PICKING UP STUDENTS***

1. School ends at 3:00 for K-4 and 3:15 for 5-8. If you have only a K-4 student, please arrive prior to 3:15. If you have a middle school student and an elementary student, please pick-up both students at the same time between 3:15 and 3:30. Please allow 5-8 grade students to go to their lockers and walk out of the building after their last class which ends at 3:15. Cars picking up any students 5-8 will be asked to loop around the driveline if they arrive before 3:15.
2. If you come through the pick-up lane, please have your Driveline Sign displayed in your front window. Your Driveline sign will be distributed to you by the school. If the sign becomes damaged or misplaced, feel free to create a sign that can be displayed in the front window that has your student's first and last name, Driveline number in large bold font.
3. Once your car is full, use your left turn signal and exit to the left pass through lane.
4. If your student(s) are attending ASH (After School Help), please do not arrive on the property

until you have confirmation your student is ready to be picked up.

5. Unsupervised Students may NOT be on the playground after school because this is designated for Leopard Care.
6. Walkers may not be left unsupervised after school on the playground.

### ***INSIDE DISMISSAL DAYS***

1. If the weather is inclement (rain, snow, etc.) or extremely hot outside (95 degrees or hotter) students will be waiting inside the school to wait until you are on the property to be picked up through our Driveline app.

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

### ***CLASSROOM HOURS and TUTORING***

- ★ PreK morning class hours: 8:15 a.m.-11:30 a.m.
- ★ PreK afternoon class hours: 12:15 p.m. -3:30 p.m.
- ★ PreK Full Day class hours: 8:15 a.m.-3:30 p.m.
- ★ Elementary class hours: 8:00 a.m.-3:00 p.m.
- ★ Middle School class hours: 8:00 a.m.-3:15 p.m.
  - Scheduled After School Help is from 3:15 p.m.-3:45 p.m. on Wednesdays and Thursdays

Because we believe in the strength of our curriculum, the work of our teachers in their classroom instruction, and to avoid any perception of conflict of interest, Lincoln staff are not permitted to tutor current Lincoln students. Students in grades Fifth-Eighth are encouraged to attend After School Help (ASH) on Wednesdays and Thursdays from 3:15-3:45 to work directly with their student's teacher.

### ***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, headphones/earbuds, etc.) will be allowed to be used during school hours, including lunch and recess. There may be times when teachers approve the use of a student's cell phone as an educational tool. Students may keep such items in their backpacks or lockers for use before and after school only. Lincoln Academy staff may confiscate devices during school hours, including lunch and recess. This device will be held by an administrator in the front office 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.

## ***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.

## ***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.

## ***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.

## ***OUTSIDE FUNDRAISING AND SALES***

Students may not bring outside fundraiser order forms or items for sale to school even though they may be associated with a good cause.

## ***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 winter holiday party and a Valentine's Day party. There are no parties held for Halloween and students may not 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.

Lincoln Academy has the right to close, separate from the Jeffco School district due to inclement weather and/or emergencies.

### ***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, please reach out 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 consequence and prohibit students from its use should non-school or unacceptable uses be detected. Students will be issued school owned devices and will be expected to use devices according to the policy outlined in the acceptable use agreement linked to yearly registration. Technology fees are assigned to all students to help cover the costs of internet, servers, software and student equipment.

Lincoln Academy is committed to setting and holding a healthy balance between school work assigned on a computer and school work that is from a traditional book. We believe that learning technology is integral to a complete education but want to ensure that traditional schooling methods are used as part of a healthy learning environment.

### ***LOCKERS***

Lockers are utilized in grades 5<sup>th</sup>-8<sup>th</sup> 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. Students should properly lock their lockers at all times.

### ***LOST AND FOUND***

The lost and found area is located behind the bleachers in the west hallway adjacent to 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 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. All students will be offered free lunch regardless of income eligibility.

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), vape pens of any kind, alcohol, and lighters may not be on Lincoln Academy premises at any time. Students bringing prohibited items on campus will be consequence by administration and then the prohibited items 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 fee 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. All families are encouraged to complete a Meal Benefits Application which will help the school with additional funding and may allow for waivers of school-related fees. The Meal Benefits Application is available on School Cafe' or by visiting the school office.

Full replacement cost (fine) 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 appropriate health and safety accommodations as needed for the student. Additionally, Lincoln Academy is a Jefferson County Public Schools Healthy School and follows the district's School Food Policies for Holiday Celebrations, Birthdays, Rewards and Fundraising.

#### **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 for their student to be 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 supervising adult. This includes all cell phones.

### ***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:

#### **Hold! In your rooms or area. Clear the halls.**

Students are to clear the hallways and remain in rooms or areas until the "All Clear" is announced, and conduct business as usual. Adults will close and lock doors, account for all students and adults, and conduct business as usual.

#### **Secure! Get inside. Lock outside doors.**

Students are to return inside and conduct business as usual. Adults 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. Adults will 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 adult's guidelines. Adults will lead students to the 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 a location that is deemed safe and away from the school building. Children will be escorted to the location 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 adults and the adults will 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.

**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 enrolling students:

1. All prospective students should apply for enrollment through Enroll Jeffco.
2. Waiting lists are established for each grade PreK-8 in Enroll Jeffco. Priority is given to staff children, followed by siblings, current Lincoln Academy PreK students, in-district and out-of-district applicants.
2. After the First Round Choice Enrollment period expires, a lottery is conducted and the wait list is created. Seats will be filled in each classroom based on the waitlist. Wait lists results are available to view in Enroll Jeffco.
3. An offer of a classroom seat will be made through Enroll Jeffco. This offer must be accepted or declined within 72 hours per Jeffco public Schools Choice Enrollment policy.
4. As a child gains admission to Lincoln Academy, any sibling he or she may have will be moved to the sibling priority grouping for their particular grade through Enroll Jeffco.

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 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, TARDY, and TRUANCY 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. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Please call the attendance telephone line to report absences. You may call this line any time. If your child is going to be absent for more than one day, you may make a note of that on the first day's call. If you anticipate 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 on the same day of the absence.

#### **Tardy Policy**

Students arriving at 8:10 a.m. or later must be checked in by a guardian at the front office. 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 leaving school more than five minutes early will be marked "early release." Students arriving at 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. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student attending a funeral, legal obligations, medical procedures or extenuating circumstances determined by the principal.
4. A student attending a school sponsored activity or receiving Jeffco educational services.
5. A student who is suspended or expelled.
6. A student in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absent due to court appearances and participation in court-ordered activities so long as the student's assigned social worker verifies the student's absence was for a court appearance or court-ordered activity.

After 10 excused absences, Lincoln Academy will reach out to the family to require suitable proof regarding the above exceptions, including written statements from medical sources for any further absences. Should written statements from medical sources not be provided, then further absences would be considered "unexcused" and would count towards any truancy proceedings (see truancy policy).

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

Please remember that regular attendance is very important to your students' academic growth. Our curriculum does expect a ten month school year, and there are significant laws in place to ensure that students are attending school regularly throughout the entire school year.

#### **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 according to the above timeline.

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.

#### **Truancy Policy**

*\*The Jeffco Public Schools Family Handbook* stipulates that truancy is identified, defined, and

addressed as follows:

If a student is absent without a parental excuse (or in some instances, a written medical excuse from a medical source) or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four unexcused absences from school in any one month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. Lincoln Academy may initiate judicial proceedings to enforce compulsory attendance if a student is declared "habitually truant".

A remedial attendance plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent, guardian or legal custodian shall participate with Lincoln Academy personnel during the development of the plan. Appropriate Lincoln personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.

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

All address, email, or telephone number changes should be done in Infinite Campus. 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 Infinite Campus account. This update 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, show their identification, complete a background check, and receive a nametag before continuing on campus. This includes all 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**

### ***SCHOOLWIDE EXPECTATIONS***

Lincoln Academy strives to partner with families as we all support students in their learning journey to become productive members of society. In order to assist students in meeting guidelines, Lincoln has schoolwide expectations in place that directly connect to our Mission and Vision. During school hours and all school sponsored events, students, staff, families, and all other community stakeholders are to demonstrate our Core Values:

**Excellence 🐾 Hard Work 🐾 Kindness**

The LA staff fosters a collaborative and inclusive approach to establish rules and guidelines based on our Core Values. By involving students in the process and discussing how these values manifest in behavior ("look like, sound like, and feel like"), they're not only setting expectations but also empowering students to take ownership of their actions and contribute to a positive school culture. This approach can help create a sense of community and accountability among students and staff alike.

One of Lincoln's traditions is LA PRIDE (**L**eadership, **A**cts of Kindness, **P**erseverance, **R**espect, **I**ntegrity, **D**etermination, **E**xcellence). Top students in each grade level that exhibit all of these characteristics through our Core Values will receive a PRIDE medal at the end of the year.

We encourage families to have open discussions with their students about daily expectations to help ensure everyone is working towards common goals. Lincoln staff demonstrates a commitment to family partnerships by being available for questions as we believe that education is a collaborative effort between home and school.

### ***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.

When students do not meet the established expectations throughout the school building and/or make a choice that distracts themselves or others from the learning process, the teacher will need to redirect the student so that the learning process can continue. This redirection can take many forms including a warning, one-on-one conference, or loss of some privilege in the classroom. Teachers are also encouraged to reach out to the family of the student to communicate the concern

but also about the steps that the teacher took to help the student get back to the learning process. We would ask parents to continue to partner with Lincoln and their student's teacher as we work to facilitate the learning process.

If the student continues to make choices to distract themselves or others after the previous steps have been taken, then the teacher will fill out a student referral form and one of the administrators will have a conference with the student and witnesses (as necessary) to understand all sides of the concern, communicate the classroom and school expectations, and then give a consequence to the student if one is warranted. Consequences will be assigned with the goal of learning from the mistake and changing the behavior and be based on a number of factors that include: severity of concern, age of student, understanding of student, and frequency of this students' referrals. Depending on the level of the consequence, either the student's teacher or one of the administrators will reach out to the family of the student to explain the concern, conversation, and then any consequence.

If a student makes a choice to harm themselves or another student, the student will be directly sent to the office with an office referral. Once again, an administrator will speak with the student, the staff member and any witnesses as necessary so that they can understand the concern. The administrator will then assign a consequence to the necessary parties to rectify the situation. Because student safety is our top priority here at Lincoln, we must take violence, threats of violence, illegal or dangerous substances, or other safety concerns extremely seriously and students will receive significant consequences for their actions.

If at any point a family member has concerns about a students' behavior or consequences, please do not hesitate to reach out to the school. We ask that you start by reaching out to your student's teacher and if the issue is not resolved at that point, then please reach out to one of the administrators.

## ***BULLYING***

At Lincoln Academy, we are committed to cultivating a safe place where all students can focus on learning and attain their highest character potential in a safe, orderly, and caring environment. When an incident of bullying is brought to our attention we follow Jefferson County School District policy JBC.

### ***Jefferson County School District R-1 District policy JBC defines bullying as:***

"Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination.

### ***and directs our response as follows:***

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur at any district school, on any district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall **immediately** report it to an administrator or teacher at their school.
- All students who witness student bullying in any such circumstance shall **immediately** report it to an administrator or teacher at their school.
- All administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action.
- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall **immediately** take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.
- Any person who takes retaliatory action against a student who reports in good faith an incident of bullying shall be subject to disciplinary consequences.

**All investigations and disciplinary consequences are kept confidential as mandated by the Family Educational Rights and Privacy Act (FERPA).**

### ***POSITIVE BEHAVIOR***

Staff will be supporting our students' throughout the school year using the Positive Behavioral Interventions and Supports (PBIS). PBIS is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. PBIS improves social emotional competence, academic success, and school climate as well as improves teacher wellbeing because the focus is on positive students actions and words. When students demonstrate one of our values - Safety, Orderly, and Caring through Leadership, Acts of Kindness, Perseverance, Respect, Integrity, Determination and Excellence - staff will recognize them and reward them with a PRIDE Paw. Students will be able to exchange their PRIDE Paw at the student store to receive educational and positive rewards.

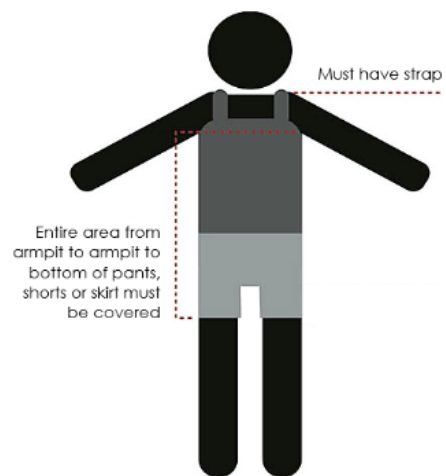
### ***DRESS CODE***

In keeping with the Mission and Vision of Lincoln Academy to maintain a safe, orderly, and caring environment, the following dress code is in place to help create a safe and professional environment for all students. Students should wear clothing that is safe for their environment and that supports in creating a professional atmosphere. Because with any employment there is a general standard regarding a staff member's dress, we are helping students prepare for that standard by setting expectations around student dress that support the professional atmosphere. With these guidelines we are seeking to enable students to learn in a distraction free environment (i.e. wearing a shirt with a reference to dangerous song lyrics or illegal substances). 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 the administration team.

- Clothing that is overly revealing should not be worn at school
- Clothing or jewelry with inappropriate or offensive language, phrases or text that advertise illegal or restricted substances (i.e. alcohol, drugs, tobacco) may not be worn at school

- Clothing must have straps and the bottoms of shirts/tops must meet or be longer than the top of the pants so undergarments are not visible
- Footwear is required at all times and must be appropriate for classroom activities. (tennis shoes must be worn in gym class and are highly recommended on the playground)
- Hats, hoods, bandanas or sunglasses may not be worn in the building
- Costumes may not be worn except for approved school activities
- Trench coats, wallet chains, studs, spikes, or gang attire may not be worn at school

If a student's dress does not meet these expectations, the student will be asked to correct the situation immediately. The student may be provided alternative clothing for the remainder of the day, or the student will be asked to contact their family to provide them with alternative appropriate clothing.



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.

### **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. This includes lunch, recess, and passing periods. If a staff member sees or hears a student's cell phone during the school day, it will be confiscated and parents will be expected to retrieve the phone from the front office per administration. This policy extends to include electronic headphones of any kind other than those used for academic purposes in academic settings.

\*Lincoln Academy will continue to evaluate these policies and procedures. Minor changes may be made throughout the school year. Once policy changes are made information will be updated in the handbook and communication will go out to the community.\*

## **SECTION VI: PARENT INFORMATION**

### ***PARENT INVOLVEMENT***

We are proud that Lincoln families are involved with and passionate about their children's education. We have a Parent-Teacher Organization and parent-run school Board of Directors providing governance to the school. Families are encouraged to volunteer at least 20 hours of their time each school year, with many families choosing to give several more hours. Frequent interaction between parents and staff forms a close-knit team that provides an outstanding education in a caring environment. Additionally, it is an important part of our Charter Renewal process with the School district to show significant parent involvement.

### ***BOARD OF DIRECTORS (BoD)***

School governance is provided by the Board of Directors which meets monthly, except for July, in the Student Center (dates and times posted on the webpage). Board committees consist of facilities, finance, governance and accountability. Parents interested in learning more about potential involvement with the BoD should review the BoD page of the school website for current contact information or speak with the BoD School liaison.

### ***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. Parents interested in learning more about potential involvement with the PTO can also contact the PTO School Liaison.

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.

### ***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 PTO page on the school website. Every hour counts! If volunteers would like to work in the classroom, please make arrangements for the 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.

When a volunteer arrives on campus, they must check in at the front office (or assigned volunteer contact person). Each volunteer is required to fill out the Volunteer Expectations Agreement. This document then guides all interaction while a volunteer at Lincoln. Volunteers agree to the following:

- I agree to conduct myself in a professional manner, to promote the education and interest of the students and the reputation of Lincoln Academy.



- I agree to perform the duties assigned to me in accordance with the school policies and procedures.
- I understand that as a volunteer I must work under the direction of a professional employee at all times.
- I understand that I am not to be working one on one with a student at any time.
- I agree not to post student information or pictures on social media sites.
- I understand that I am required to pass a background check to ensure that there are no outstanding concerns with my work with students.
- I understand that a violation of any terms of this volunteer agreement could result in the termination of my volunteer assignment.

### ***CLASSROOM VISITATION***

Lincoln Academy encourages parents, guardians, and community members to visit classrooms, activities, and functions at any time to observe the work of the school. Lincoln Academy believes that there is no better way for the community to learn what the school is doing. To facilitate this experience without causing a disruption to the learning environment, visitors seeking to spend time in classrooms must complete a Visitation Plan form (found in the front office) at least 24 hrs before the visit and must agree to abide by the rules outlined in that form.

### ***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.

### ***LINCOLN ACADEMY PARENT CONFLICT RESOLUTION POLICY***

#### **Purpose:**

Lincoln Academy strongly believes that the most effective course for parents or guardians (“parents”) to address teacher or administration concerns is directly with the party or parties involved. Parents are strongly encouraged to work individually with their children’s teachers to address concerns. This supports Lincoln Academy’s goal of modeling respect and collaboration. Lincoln Academy also recognizes that in some instances, parents may have unsuccessfully endeavored to resolve their concern or feel unable to speak to the relevant party or parties. At that point, they may elect to file a formal grievance.

#### **Scope:**

This policy refers to every parent of a Lincoln Academy student, including those employed by Lincoln Academy and those serving on the Lincoln Academy Board of Directors. For employees of Lincoln Academy who have workplace concerns, please refer to the Employee Grievance Policy. Lincoln Academy employees or board members who have a parent concern are strongly encouraged to have another family member address any concerns with the relevant party or parties. While not required, it helps keep their Lincoln Academy and parental roles distinct and may prevent the appearance of interference.

#### **Goals:**

Lincoln Academy's goals regarding this Parent Conflict Resolution Policy are as follows:

- Maintain a formal grievance procedure that parents may pursue when other avenues have been exhausted
- Communicate the procedure so that it is received and understood by all parents
- Treat all parents who file formal grievances equitably
- Preserve confidentiality when possible
- Ensure that all grievances are addressed and resolution reached whenever possible
- Maintain accurate and complete records of all formal grievances
- Respect the anti-retaliation policy anytime a grievance is filed

**Definition:**

Parents may have a complaint, problem, or concern regarding their children's education or learning at Lincoln Academy. These are best addressed with the teacher or staff directly involved. Lincoln Academy defines a grievance as a more formal process where the complaint, problem or concern is escalated. A grievance may be directed to the Principal after working with the teacher or staff directly involved. If resolution is still not reached with the Principal, the Parent may go to the Executive Director.

Parents may file formal grievances for any of the following reasons:

- Concerns regarding inappropriate behavior at school
- Health and safety matters
- Academic concerns

While this list is not exhaustive, Lincoln Academy stresses that all parents are encouraged to resolve concerns directly and informally before they resort to a formal grievance.

**Filing a formal grievance:**

Parents who wish to file a formal grievance should contact their child's Principal and escalate to the Executive Director only if resolution is not reached with the Principal.

**Formal grievance process expectations:**

Employees who face allegations from a parent's formal grievance can expect the following:

- To receive a copy of the allegations against them
- The opportunity to respond to the allegations against them within a period of 15 calendar days after receipt of the allegations
- A thorough review of the allegations against them by the Principal and/or Executive Director
- A thorough review of their response to the allegations by the Principal and/or Executive Director
- To receive a copy of the decision regarding the allegations, as well as notice of any additions to their personnel file or disciplinary actions taken

Lincoln Academy expects the following of all parents and employees in regard to formal grievances:

- To treat all parents who file grievances equitably
- To withhold judgment and remove assumptions about all parties involved without

regard to personal opinions or alliances

- To preserve confidentiality as much as possible
- To recognize that, depending on the severity of the allegations, concerns or formal grievances may be escalated and/or an investigation initiated even when confidentiality is requested
- To strictly adhere to Lincoln Academy's strong stance against retaliation for those coming forward with a grievance, as well as those supporting individuals bringing forth a grievance

### **Grievances filed with the Board or involving a Board Member:**

A formal grievance is to be filed with the Board only as a last resort. As such, addressing a grievance with the Principal and/or the Executive Director is expected before escalating to the Board.

As Lincoln Academy is a public body covered by Colorado open meeting and records laws, pursuing a grievance before the Board may reduce privacy or confidentiality. The Board, within its policies and bylaws, may take any number of actions, or none at all, regarding the formal grievance, depending on the specifics and gravity of the formal grievance. If the grievance involves a Board member or members, the Board member involved will refrain from voting on any resolution or action in the matter.

This Conflict Resolution policy is intended to outline how parents can voice their concerns in a constructive way. Lincoln Academy is committed to providing a respectful and collaborative environment for all students, staff and parents. Filing a formal grievance is always to be taken as an option of last resort.

For any questions regarding this policy, please contact your Principal.

### ***PARENTAL RESPONSIBILITIES***

Parents at Lincoln Academy are expected to partner with the school in 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.

