

# Lincoln Link

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LINCOLN  
ELEMENTARY  
SCHOOL

## SAFETY IN PARENT ENGAGEMENT

Parents & Guardians:

We could really use your help in ensuring the safety of our learners and in promoting their independence. Please review the following with your child/learner:

- ◆ Learners should not arrive until 8:05 unless being dropped off at 7:45 for Breakfast Club. We do not have supervision outside until 8:05 and want to make sure your children are safe.
- ◆ Please pick up your learner outside at the designated grade level door at 3:08.
- ◆ If you need to pick up your child before the end of the day, we request that you do this before 2:45. For your child's safety will be limiting the adult traffic into our building between 2:45 and dismissal.
- ◆ Please inform your learner day to day if their pick up person will change. If your schedule varies, consider starting a notebook your learner can keep in their backpack where you write down who will pick them up each day. In the rare occasion that plans unexpectedly change midday, you may contact the office prior to 2:30 p.m. to relay an unexpected message to your child. Remember that all these messages interrupt learning so we want to keep them as few as possible. All messages must be requested prior to 2:30 p.m. to guarantee communication before the day-end and alleviate confusion in any last-minute changes for our learners at the busy end of the school day. It helps children to know what to expect as day starts; it alleviates unnecessary anxiety.
- ◆ Please encourage your learner to go into school and

leave school on their own. You can drop them off and pick up outside... this promotes independence. Our learners are only capable of what we lay out as our expectations. Let's push them to their fullest potential.

- ◆ Arriving to school every day and on time is essential for success. Attendance is KEY in ensuring learner future success. If your child will be absent, please call 743-6730.
- ◆ We welcome visits by family members and want family involvement as much as possible; we love family involvement in our students' learning. However, please schedule this ahead of time as opposed to just showing up for unplanned visits. This helps us all to be prepared and ensure these visits are productive for all.
- ◆ If you need to speak with a staff member, please consider e-mailing us or leaving a phone message ahead asking a time that we are able to speak. You can also ask us when we're available when you see us, but sometimes writing ahead helps us to then add this to our calendar. We want to keep the lines of communication open. Communication is essential. We also want to ensure we have time set aside to give you our undivided attention and that we can talk to you privately about any concerns you may have. This also teaches our learners the important skill of scheduling with others when we need to discuss something of importance.

Thanks for all you do to be a part of our Lincoln family. You are our learners' most important teachers!

# SAFETY IN SURVEILLANCE

In our continued efforts to provide a safe and secure school district, the School District of Janesville has installed security cameras at all SDJ Elementary Schools. The cameras are primarily placed outdoors near school door exits where safety and security issues have been documented by the School District of Janesville, Lincoln Elementary, or the Janesville Police Department. Cameras were also installed inside some areas of the building to monitor secluded areas and other areas of the building where data collected show a need for closer monitoring. Cameras were not (and will not be) placed inside of classrooms, the health office, or restrooms. The security cameras will be activated by motion only and will not have sound recording capabilities. The cameras will only be reviewed when a safety or security issue has been brought to building administration attention, School District of Janesville administration attention, and/or the Janesville Police Department's attention. Video viewing of any alleged incidents will also only be allowed by these three parties.

# SAFETY IN THE NEWS

In a March 15 Janesville Gazette article, [Janesville School Officials Mindful of Safety and Security](#) Reporter Nick Crow addresses the priority placed on safety in the School District of Janesville. He starts his article as follows,

*Installing security cameras at all Janesville School District elementary schools is an additional layer of safety on an already robust system of school security, school and police officials said.*

*People don't like to think about the worst, but safety is something school staff and officials must always keep in the front of their minds, Lincoln Elementary School Principal Shawn Galvin said.*

*Schools have to be prepared for anything at any time, Galvin said.*

*"We always have to plan for the worst and hope for the best," Galvin said. "But at the same time, you do have to move on, you have to live your life and do your job, which is to educate kids and keep that as the focus.*

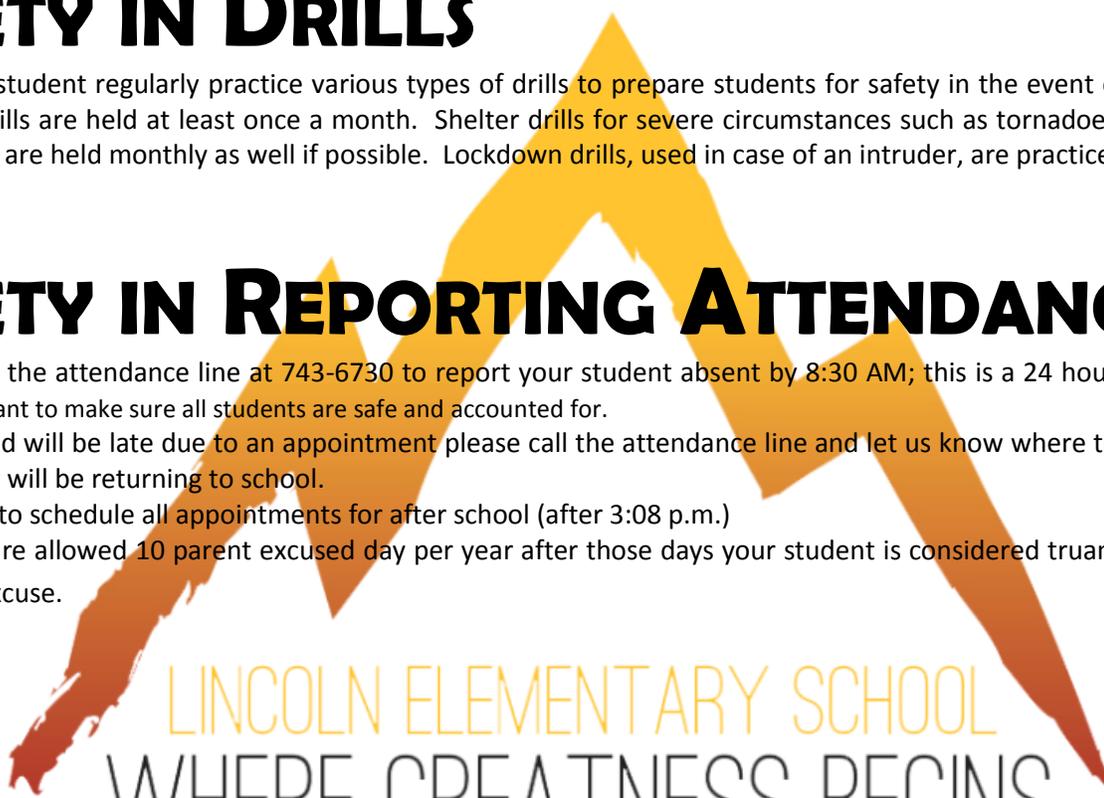
See more at this [Gazette Extra link](#).

# SAFETY IN DRILLS

Our staff and student regularly practice various types of drills to prepare students for safety in the event of an emergency. Fire drills are held at least once a month. Shelter drills for severe circumstances such as tornadoes and other serious events are held monthly as well if possible. Lockdown drills, used in case of an intruder, are practiced twice per year.

# SAFETY IN REPORTING ATTENDANCE

- ◆ Please call the attendance line at 743-6730 to report your student absent by 8:30 AM; this is a 24 hour accessible line. We want to make sure all students are safe and accounted for.
- ◆ If your child will be late due to an appointment please call the attendance line and let us know where they are and when they will be returning to school.
- ◆ Please try to schedule all appointments for after school (after 3:08 p.m.)
- ◆ Students are allowed 10 parent excused day per year after those days your student is considered truant without a medical excuse.



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