

LINCOLN
ELEMENTARY
SCHOOL

Where Greatness Begins

Lincoln Elementary School Parent/Student Handbook 2016-2017

LINCOLN ELEMENTARY SCHOOL
WHERE GREATNESS BEGINS

Lincoln Elementary School

1821 Conde Street ● Janesville, WI 53546
(608)743-6700 ● (608) 743-6710 fax ● Principal Shawn Galvin
www.janesville.k12.wi.us/lin ● www.lincolnpl.weebly.com
<https://www.facebook.com/LincolnJanesville/>



School District Policies & Procedures and updates may be found on the website at www.janesville.k12.wi.us/

Make it a Grrreat Year!



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Section 1

GENERAL INFORMATION





Lincoln School Motto:
Where Greatness Begins

Lincoln School Colors:
Blue and Gold

Lincoln Elementary DETERMINATION STATEMENT

Here at Lincoln Elementary, we are willing to be pushed beyond the edge of our comfort levels and take risks, because we know that is precisely where innovation occurs and growth happens. With strength, vision, and determination we will change the educational paradigm. We are committed to being the place ‘Where Greatness Begins!’

SCHOOL DISTRICT OF JANESVILLE VISION FOR EXCELLENCE

- * Competition— “We have to be the best.”
- * Performance Driven— “Prove what we are worth.”
- * Innovative- “This is a place where you can take risks.”
- * Entrepreneurial Vision— “To be globally connected with anytime, anywhere learning.”
- * Masters of our own Destiny— “If you don’t create the future you want, you must endure the future you get.”

LINCOLN
ELEMENTARY
SCHOOL

Where Greatness Begins!

Principal Shawn Galvin 608-743-6705

sgalvin@janesville.k12.wi.us



Lincoln Elementary School
Janesville, Wisconsin
September, 2016

Dear Parents,

The beginning of a new school year is a time of great excitement and anticipation for all stakeholders of the Lincoln Community including students, parents, and staff.

This parent handbook is designed to guide and inform parents about district policies and the day-to-day operation of Lincoln School. These procedures help create a safe, nurturing, and academically challenging environment for your children. Please read this booklet carefully and keep it handy for future reference. Feel free to call the school at the number listed below if you have any questions. You will be able to get all of the latest Lincoln news and events by visiting our school website (listed below). We have parent resources, calendars, menus, and all of our latest newsletters on the website. You can also “Like” us on Facebook to get updates. If you don’t have access to the internet we will have copies of our bi-monthly newsletters available in the office.

Lincoln is a great school. One of the keys to its greatness is the involvement of the parents. You are a very important part of the team that is responsible for your child’s growth. Please be an active team member by staying in touch with the school and your child’s teacher. Come in and visit your child’s class and get involved with activities and events in the classroom and the school. A few ways that you can help support your child is by providing a positive environment and an atmosphere of respect. Children need to know that the adults around them care for them and have high expectations. It is with respect and support that children can dare to dream and set goals to achieve those dreams.

To those of you new to Lincoln School, we offer you a sincere welcome and hope your experience with us will be pleasant. To those returning to Lincoln School, we gladly welcome you back. We are looking forward to another good year of new and varied learning experiences. Please call Lincoln School at **743-6700** anytime if you have questions, problems, concerns, or compliments. We are eager to work with you and your child this year. Please remember that Lincoln is your school and you are a key team player in the success of your child.

www.janesville.k12.wi.us/lin

Educationally,



Shawn Galvin

Principal, Lincoln Elementary

Lincoln Elementary School
Personalized Learning
September, 2016

Lincoln Families,

As you have come to know, Lincoln tends to be on the front edge of educational innovation. We have implemented our 1:1 initiative with technology across the building with iPads and Chromebooks. This is just one way we are preparing your child as a lifelong learner on their personal journey to greatness. With this preparation as the ultimate goal, we are improving the way we deliver instruction with Personalized Learning.

What is Personalized Learning at Lincoln?

Personalized learning is an approach to learning and instruction that is designed around individual learner readiness, needs, strengths, and interests. Students are encouraged to customize their learning by actively participating in setting goals, planning learning paths, tracking progress and determining how learning will be demonstrated. Personalized learning is where children learn to take ownership of their education and to ultimately become life-long learners on their journey to greatness.

Simply put, Personalized learning gives students voice and choice in their learning.

- students understand how they learn best so they are prepared for today, as well as their future as global citizens
- students are co-designers of their learning
- students take ownership of their learning

The structure of Personalized learning can be summed up in these questions:

- What standard are you going to learn?
- How are you going to learn it?
- How are you going to show me your learning?

Why Personalized Learning at Lincoln?

Our focus is always what is best for each of our students at Lincoln Elementary. This student centered focus will allow us to shift our instructional framework to be able to spend more one on one time with your child to help guide them in their learning process, and help them take ownership of their education to become successful learners.

How will this impact your family?

As always, your child will continue to receive an excellent education from Lincoln's high-performing staff. The teachers at Lincoln are committed to the success of your child, and will continue to do so, no matter what the format of instruction may be within Lincoln Elementary.

Personalized learning is done in two formats at Lincoln. One format is a single grade level teacher working with a single grade level class. The second format is two teachers working with two grade levels of learners. For example, two teachers working with a combined group of 2nd and 3rd grade learners. This is what we call multi-age.

Class lists will be created as grade level teachers and the principal collaborate to use academic, social/emotional, gender and behavioral information to place learners into homerooms that are balanced.

Where can I access more information?

You can learn more at our Lincoln Personalized Learning Weebly site at lincolnpl.weebly.com, read Mr. Galvin's recent post in the [Superintendent's Blog](#) or scan the QR code at the right with your smartphone QR reader app or click the links to watch two short videos discussing Personalized Learning: <http://goo.gl/myyP06> and <https://goo.gl/9bSz1l>



A handwritten signature in cursive script, appearing to read 'Shawn Galvin'.

Shawn Galvin
Principal, Lincoln Elementary

**Parent Information Letter
Response to Intervention (RTI)
September 2016**

August 2016

Dear Lincoln Parent,

Lincoln Elementary School believes in providing the highest quality of education for every student. To meet this goal, we are using a three-tiered approach to instruction. This process, known nationally as Response to Intervention or RTI gained attention when federal law established these practices as an approach to identify and provide early intervention to struggling students. Each tier provides additional support beyond the core curriculum. Students needing supplemental instruction/intervention will be monitored frequently to ensure students meet grade level expectations. Students will continue to participate in the core curriculum even if they need the support of tier two or tier three interventions. In tier one; teachers will use different strategies within the core curriculum to address student needs. Students who are not progressing at a rate to meet end of year benchmarks in tier one, will be provided interventions matched to their needs. These tier two interventions take place in a small group that meets 2-3 times a week. An instructional support team will track students' progress with the intervention plan frequently. Interventions occur for a minimum of six weeks, but may continue as needed to ensure student success in the core program. The instructional support team may make adjustments in the intervention plan based on the student's progress. Depending on student need and progress, the team may change the intervention or increase the frequency, time or intensity of the intervention. This more intense level is considered tier three. Students provided with tier three interventions are placed in smaller groups than tier two, and the number of minutes per day and number of days per week increase. Monitoring student's progress continues on a continuous basis.

Lincoln Elementary School recognizes that all students learn differently. We are committed to helping all students succeed. Therefore, we ask for your support in implementing this three-tiered approach to meet the academic and behavior needs of your child along with all students in our school.

We will begin RTI in grades K - 5 from the start of school. Data collected from a variety of sources will help us provide students with the best instruction. Information from assessments will guide instruction and keep the school and you aware of how your child is progressing.

We look forward to sharing additional information as we progress through the school year. For more information on RTI, please visit our state website at <http://dpi.wi.gov/rti/index.html>. As always, do not hesitate to contact your child's teacher or me if you have questions or concerns.



Shawn Galvin
Principal, Lincoln Elementary

Lincoln Elementary School
Title I School
September 2016

Dear Parent/Guardian:

Under the “No Child Left Behind Act of 2001” federal law schools receiving federal Title I funds are required to notify parents of their right to ask for and receive information on the qualifications of their child’s teacher(s). Specifically, you have the right to request the following:

- Whether your child’s teacher has met state qualification and licensing criteria for the grade levels and subject areas in which he or she teaches.
- Whether your child’s teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child’s teacher and any other graduate certification or degree held by the teacher.
- Whether your child is provided services by instructional aides and, if so, their qualifications.

All teachers in the School District of Janesville have a bachelor’s degree and a large percentage have advanced degrees. In addition, all instructional aides meet current school district qualification. You can check on the state certification of your child’s teacher by accessing the Wisconsin Department of Public Instruction website (user name “view” password “1234567”) at <http://www.dpi.state.wi.us/dpi/slsis/tel/lisearch.html> or by contacting me at (608)743-6705.

Sincerely,



Shawn Galvin
Principal

2016-2017 School District of Janesville Calendar

School times: Elementary – 8:15am-3:08pm, Middle – 8:00am – 3:23pm, High – 8:00am – 3:28pm

<u>Event</u>	<u>Day of Week</u>	<u>Date</u>
Optional Teacher Work Day	Thursday	August 25
Teacher Work Days	Friday, Monday, Tuesday	August 26, 29-30
Teacher Work Day/Elementary Open House	Wednesday (see individual school for schedule)	August 31
Student First Day of School	Thursday (see individual school for schedule)	September 1
Labor Day	Monday (NO SCHOOL)	September 5
Teacher Staff Development Day Conferences – All Grade Levels	Wednesday (NO SCHOOL) Wed., 4 – 8pm (ES) or 4-7 (MS&HS) Thursday, 8am – 7pm (NO SCHOOL)	October 26 October 26 October 27
Teacher Non-Work Day	Friday (NO SCHOOL)	October 28
Middle and High School Only - End of First Quarter	Friday	November 4
Elementary Only - End of First Trimester	Tuesday	November 22
Optional Teacher Work Day	Wednesday (NO SCHOOL)	November 23
Thanksgiving Break	Thursday, Friday (NO SCHOOL)	November 24-25
Winter Break Begins	Thursday (NO SCHOOL)	December 22
School Resumes	Monday	January 2, 2017
Middle & High School Only - End of Semester	Thursday	January 19
Middle & High School Only – Teacher Work Day	Friday (NO SCHOOL - MS & HS)	January 20
Elementary Only-End of Second Trimester	Thursday	March 2
Elementary Only - Teacher Work Day	Friday (NO SCHOOL - ES)	March 3
Teacher Staff Development Day Conferences – All Grade Levels	Wednesday (NO SCHOOL) Wed., 4 – 8pm (ES) or 4-7 (MS&HS) Thursday, 8am – 7pm (NO SCHOOL)	March 8 March 8 March 9
Teacher Non-Work Day	Friday (NO SCHOOL)	March 10
Middle and High School Only - End of Third Quarter	Friday	March 31
Spring Break Begins	Monday (NO SCHOOL)	April 10
Staff Professional Development/Snow Reserve Day	Monday (SEE BELOW)	April 17
School Resumes for Students	Tuesday	April 18
Staff Professional Development/Snow Reserve Day	Friday (SEE BELOW)	May 5
Snow Reserve Day	Friday (SEE BELOW)	May 26
Memorial Day	Monday (NO SCHOOL)	May 29
School Ends – Students	Wednesday	June 7
Staff Professional Development/Snow Reserve Day	Thursday (SEE BELOW)	June 8
Optional Teacher Work Day	Friday	June 9

Snow Reserve Day: Two inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than two days in the school year, the third and beyond inclement weather days will be made up on the closest Snow Reserve Day after the inclement weather day that is not already being used for make-up time (Monday, April 17; Friday, May 5; Friday, May 26; Thursday, June 8). If one or more of these days are not needed to be used to make-up time they will be days off for students. Days marked Staff Professional Development/Snow Reserve Day will be used for staff development if not needed to be used to make-up instructional days due to inclement weather.

Optional Teacher Work Days: Teachers will work 2 of the 3 Optional Work Days (Aug. 25, Nov. 23 or June 9)

LINCOLN SCHOOL STAFF

Principal Shawn Galvin Office

Teaching Staff:

Kindergarten/ Grade 1	Carrie Mergen	Room 211/213
Kindergarten	Sara Nass	Room 505
Kindergarten	Sarah Graves	Room 507
Kindergarten/Grade 1	Hannah Johnson	Room 211/213
Grade 1	Elyse Dean	Room 206
Grade 1	Elizabeth Muetz	Room 208
Grade 2/3	Amy Eckels	Room 303/305
Grade 2	Jamie Olin	Room 210
Grade 2	Sara Ganyard	Room 209
Grade 2/3	Jenny Twardzik	Room 303/305
Grade 3	Ashley Becker	Room 307
Grade 3	Margie Mau	Room 301
Grade 4/5	Tracy Healey	Room 402/404
Grade 4	Jessica Hendrickson	Room 405
Grade 4	Chris Kohn	Room 407
Grade 4/5	Alli Arnold	Room 402/404
Grade 5	Jeff Winchell	Room 406

Special Education

Cognitive Disabilities	Nicole Ries	Room 413/415
Cognitive Disabilities	Sara Olsen	Room 412
Cognitive Disabilities	Angela Ehlenfeldt	Room 408
Learning Disabilities	Lisa Jones	Room 400
Speech & Language	Dana Brown	Room 410
Speech & Language	Amanda Rudkin	Room 410
Early Childhood	Katie Paquette	Room 501

Special Areas

Physical Education	Brenda Wenzel	Gym
Physical Education	Scott Lee	Gym
Vocal Music	Melissa Diffazio	Room 302
Art	Todd Miller	Room 300
Art	Carla Gilbert	Room 300
Band & Orchestra	Nicole Heling	Room 409

Specialized Staff:

Academic Learning Coach	To Be Determined	Room 203
Title I	David Smith	Room 503
Innovation Specialist	Kathleen Hanke	LMC
Nurse	Cindy Seidel	Office
ELL Teacher	Julie Parker	Room 401
ELL Teacher	Tracey Koeppen	Room 401

Student Services

Psychologist	Michele Costello	Room 203
Student Services Specialist	Stephanie Berg	Room 203

Therapy

Occupational Therapist	Kathy Sween	Room 411
Physical Therapist	Heidi Mancusi	Room 411
Therapist (Certified Assistant)	Amy Kehl-White	Room 411
Specially Designed Physical Ed	Mitch Moorhead	Room 411 / Activity Room
Assistive Technology Specialist	Kathy White	Room 411

Support Staff:

Principal's Secretary	Wendy Nelson	Office
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Instructional Aides

Office	Heidi Schroeder	Office
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LMC & Technology	Julie Brown	LMC
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Title 1 & Technology	Amanda Bailey	LMC
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TITLE I	Leslie Wente	Room 403
	Tish Corell	Room 503
	Andrea Beasley	Room 503

ELL	Raquel Smith	Room 401
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FAMILY RESOURCE CTR	Linda Hoague	Room 205
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INSTRUCTIONAL	Karen Koning	Room 403
	Jenna Mussigman	Room 403
	Amy Prosser	Room 503
	Kelly Zastrow	Room 403

Special Ed: EC	Tammy Zhe	Room 501
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Special Ed: ID	Melinda Arensdorf	Room 413
	Jill Cass	Room 413
	Tessa Falk	Room 413
	Alexis Schultz	Room 413
	Staci Becker	Room 413
	Amy Thompson	Room 408

Special Ed: LD	Kari Campbell	Room 400
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Lunch:	Tami Sanford	Kitchen
	Julie Kravick	Kitchen
	Peggy Kinkade	Kitchen

Custodians	Melvin Crawford	Receiving Room
	Karen Nettesheim	Receiving Room
	Bruce Stone	Receiving Room

PTA Greeting:

Welcome to the start of a new school year at Lincoln Elementary School. I hope you had an exciting summer vacation! The PTA has been busy planning for the 2016 – 2017 school year. The Lincoln PTA is a volunteer organization that promotes anything that is in the best interests of all children and parent involvement. Lincoln PTA sponsors many events throughout the year including our school carnival, book fairs, family fun night, Children’s Art Council presentations, art fairs and ice cream socials. Each year the PTA allocates funds to support all of these events. Along with the many events that we fund, we also contribute money toward the field trips the children take during the school year.

The greatest need the PTA faces each year is finding volunteers to help with these events. A continuing goal for the upcoming year will be to make it extra fun for the parents, teachers and children to be involved in the PTA. Donating your time will keep these activities going, and we’re going to have some fun along the way!

To volunteer you can sign up at our Open House back to school day on September 2nd for the activities that you would like to offer your time for. You can also fill out and return the parent volunteer form in your registration packet. Finally, you can look for the “Help Wanted” notes, which are published in our monthly Lincoln Link, or notes that are sent throughout the year preceding each event. We welcome any new ideas as well so please feel free to call anytime. I would like to say Thank YOU to the parents and staff at Lincoln for being so supportive of our Lincoln PTA.

To those who are joining our Lincoln family, we extend an invitation to join us. Our entire board is looking forward to working with you all this year. It will be a great year. Watch for more information and get ready to have fun!

Lincoln PTA

PTA Officers for 2016 – 2017

President	Summer Bruegger	(608) 201-5310
Vice President	Amanda Bailey	(608) 931-5424
2 nd Vice President	Tanya Keller	(608) 295-4218
Secretary	Nicole Auston	(608) 553-1998
Treasurer	Leslie Wentz	(608) 563-1431

PTA Meetings and Calendar

Regular PTA meetings are generally the 3rd Tuesday of the month unless it conflicts with an event. They are held at 4:30 p.m. in the Lincoln LMC. Everyone is encouraged to attend whether they are members of the PTA or not. The dates of meetings are September 20, October 18, November 15, January 17, February 21, March 21, April 18, and May 16. Special events are scheduled as follows.

Lincoln PTA Calendar 2016 – 2017

August

Wed. August 17 Portrait Day
Wed. August 31 - Back to School Night (5:30pm-6:30pm)

September

Mon. Sept. 5 - NO SCHOOL
Tues. Sept.13 - Scoopie Night W.Court St. Culver's (4pm-8pm)
Mon. Sept. 19 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Sept 23 - Popcorn Day
Mon. Sept. 26 - Picture Retake Day

October

Fri. Oct. 7 - Color Run @ Lincoln (3:30pm-4:30pm)
Mon. Oct. 17 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Oct. 21 - Popcorn Day
Wed. Oct. 26 - Fri. Oct. 28 - NO SCHOOL for Conferences
Wed. Oct. 26 - Book Fair @ Lincoln (3pm-8pm)
Thurs. Oct. 27 - Book Fair @ Lincoln (8am-7pm)

November

Thurs. Nov. 3 - Fall Carnival @ Lincoln (5pm-7pm)
Tues. Nov. 8 - Scoopie Night @ W.Court St. Culver's (4pm-8pm)
Mon. Nov. 14 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Nov. 18 - Popcorn Day
Wed. Nov. 23- Fri. Nov. 25 - NO SCHOOL - Thanksgiving

December

Tues. Dec. 6 - Holiday Shop @ Lincoln (8:30am-3pm)
Wed. Dec. 7 - Holiday Shop @ Lincoln (8:30am-3pm)
Thurs. Dec. 8 - Holiday Shop @ Lincoln (8:30am-7pm)
Thurs. Dec. 22 - Winter Break Begins

January

Mon. Jan. 2 - School Resumes
Mon. Jan. 16 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Jan. 27 - Popcorn Day

February

Tues. Feb. 7 - Scoopie Night W.Court St. Culver's (4pm-8pm)
Mon. Feb. 20 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Feb. 24 - Popcorn Day

March

Fri. Mar. 3 - NO SCHOOL
Wed. Mar. 8 - Fri. Mar. 10 - NO SCHOOL for Conferences
Wed. Mar. 8 - Book Fair @ Lincoln (3pm-8pm)
Thurs. Mar. 9 - Book Fair @ Lincoln (8am-7pm)
Mon. Mar. 20 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Mar. 31 - Popcorn Day

April

Tues. Apr. 4 - Scoopie Night W.Court St. Culver's (4pm-8pm)
April - Spring Pictures
Mon. Apr. 10 - Fri. Apr. 14 - Spring Break
Mon. Apr. 17 - No School or Snow Day Make-Up (if needed)
Mon. Apr. 24 - PTA Meeting @ Lincoln LMC (4:30pm)
Fri. Apr. 28 - Popcorn Day

May

Mon. May 1 - Fri. May 5 - Teacher Appreciation Week
Fri. May 5 - No School or Snow Day Make-Up (if needed)
Thurs. May 18 - Fine Arts Night (4:30pm-6:30pm)
Book Fair (3pm-7pm)
Fri. May 19 - Popcorn Day
Mon. May 22 - PTA Meeting/ Appreciation Dinner (4:30pm)
Fri. May 26 - No School or Snow Day Make-Up (if needed)
Mon. May 29 - NO SCHOOL

June

Wed. June 7 - Last Day of School
Thurs. June 8 - No School or Snow Make-Up (if needed)

Lincoln Elementary School

Supply Lists grades K – 5 for 2016-17



SUPPLY ITEM	Kg	1 st	2 nd	3 rd	4 th	5 th
Baby Wipes - <i>Toallitas húmedas para bebés</i>	1	1				
Backpack or School Bag - <i>Mochila / Bolsa Grande</i>	1	1	1	1	1	1
Box of Tissues (Large) - <i>Kleenex (caja grande)</i>	1	2	2	2	2	2
Clothes' Change (1 set) - <i>Cambio de Ropa</i>	1					
Colored Pencils (Crayola) 10 – 12 colors - <i>Lápices de Colores</i>		1	1	1	1	1
Composition Notebook - <i>Cuaderno de composición</i>			1	1		
Crayons 24 count (Crayola) NO FLUORESCENTS! - <i>Crayones (cuenta de 24)(se prefiere Crayola) ¡No colores fluorescentes!</i>	2	2	1	1	1	2
Disinfecting Wipes - <i>Toallitas Desinfectantes</i>	1	1	1	2	1	1
Dry Erase Pen (Expo Brand) - <i>Marcador Secado Seco</i>	8	8	4	4	2	4
Headphones (traditional style NOT Ear Buds) - <i>Auriculares</i>	1 set	1 set	1 set	1 set	1	1
Eraser – Pink Pearl (No toys or novelties) - <i>Goma para Borrar</i>		2	0	0		
Eraser Caps (for pencil tops) - <i>Goma para Borrar, Tapa para lápiz</i>			1 pkg	1 pkg		
Folders, Plain with Bottom Pockets - <i>Carpetas simples con bolsitas adentro</i>			3	5	3	4
Folders, Plastic with Bottom Pockets - <i>Carpetas de plástica, bolsitas adentro</i>	3	3				
Glue – Large Bottle (Elmer's washable recommended) - <i>Pegamento – Botela Grande (se recomienda Elmer's lavable)</i>	2				2	1
Glue Sticks - <i>Lápiz Adhesivo (Glue Sticks)</i>		4	1 pkg	1 pkg	2	2
Hand Sanitizing Gel - <i>Gel para Desinfección de manos</i>			1 small	1 small		
Highlighter - <i>Marca textos amarillos (Highlighter)</i>			1	1		1 yellow
Markers (Crayola Classic Broadline) - Washable - <i>Marcadoras lavables</i>	1	1	1	1	1	1
Markers (Crayola Classic Fine-line) - Washable - <i>Marcadoras lavables</i>					1	1
Marker (Black) Extra fine (Flair by Papermate) - <i>Marcadoras negro Exfino</i>						2
Paper, Loose Leaf (wide ruled) - <i>Papel, Hoja suelta, renglón ANCHO</i>				1	1	1
Pencils, #2 Wood Only & sharpened - <i>Lápices, #2 (de madera)</i>	12	12	24	24	72	72
Pencil Sharpener (not toy or novelty) - <i>Sacapuntas (no juguete)</i>						
Post-It Notes 3X3" - <i>Post-It Notas 3X3"</i>				1		
Ruler (1/16 scale & metric) - <i>Regla (1/16 medidas en pulgadas y centímetros)</i>			1	1	1 clear	1
Scissors (Fiskars) - <i>Tijeras (se prefiere Fiskars)</i>	1	1	1	1	1	1
Supply box – No bigger than 6"x9" (soft-sided lunch type preferred) - <i>Cajita/Bolsita para Útiles, mas pequeno que 6"x9" (se prefiere de nylon suave con cierre)</i>	1	1	1	1		
Spiral Notebooks:Single Subject (wide ruled), assorted colors - <i>Cuaderno Espiral – 8x10 renglón ANCHO</i>	2	2	2	5	1	3
Tennis Shoes (for gym, to be kept at school) - <i>Zapatos para el Gimnasio (para La Educación Física, para dejarlos en las escuela/pueden ser usados, pero limpios)</i>	1 pr	1 pr	1 pr	1 pr	1 pr	1 pr
White Socks (clean, used for dry erase boards) - <i>Calcetines Blancas (limpios, usado para los pizarrones de borrado seco)</i>					1	1
Zip-top plastic bags (1 box-1 gallon size freezer) - <i>Bolsas con Cierre (Ziploc) – Caja Tamaño Galón - Desliza</i>	1	1	1	1		
Zip-top plastic bags (1 box-Sandwich size) - <i>Bolsas con Cierre (Ziploc) – Caja Tamaño Sándwich – Desliza</i>	1	1		1	1	1
Zip-top plastic bags (1 box-quart size) - <i>Bolsas con Cierre (Ziploc) – Caja Tamaño Cuarto de Galón – Desliza</i>			1			

Section 2

LINCOLN SCHOOL POLICIES AND PROCEDURES



LINCOLN SCHOOL POLICIES AND PROCEDURES

Animals at School / Playground

Families wishing to bring an animal to school must follow district policy. Please check with your child's teacher prior to bringing an animal to school. Please allow sufficient time for the teacher to get information for you regarding this issue.

Pets should not be on the playground before or after school. Please remain on the sidewalks and have your child meet you at a designated location if you wish to bring the pet to school.

Appropriate Dress for Weather Conditions

It is important that parents check each morning to make certain children are dressed suitably for the weather. This is especially necessary during cold or damp weather. It is generally expected that any child well enough to be in school will be able to participate in outdoor recess and noon period activities. Parental requests for short-term exceptions to this rule due to medical or other valid reasons will usually be honored; however, notes to remain inside should be rare for a healthy child. All children will remain inside during extremely cold or rainy weather.

Appropriate School Attire

Appearance should reflect the purpose or activity for which the student is participating. Our day to day operation is that of an educational business. We request the students to present themselves in a manner that reflects this serious business. School sponsored activities may adjust this appearance as we establish special school spirit days.

- Clothing worn by students should be neat and appropriate and should be worn as it is intended. (Example: bib overalls with straps up and attached; pants worn at the waist)
- Clothing or appearance should not cause a distraction in the classroom or be embarrassing to others.
- School administration reserves the right to ask students to remedy the clothing that is considered distracting or inappropriate.
- Underwear, including all undergarments, should not be visible, as it may be offensive or embarrassing to other students or staff.
- Clothing and jewelry promoting alcohol, drugs, tobacco products, or gangs will not be tolerated.
- Clothing which has objectionable pictures, sexual meaning, is otherwise offensive, or carries a negative message, is prohibited.
- Clothing that does not cover a student's body appropriately is prohibited (i.e. mesh shirts, short midriff shirts, overlarge sleeveless t-shirts and undershirt, spaghetti-strap tank tops, etc.)
- Hats and jackets are not to be worn in the building and must be stored in a student's locker during the day.
- Chains are not allowed.

Students with inappropriate clothing will be referred to the office. Students will be allowed to change or turn shirts inside-out, if appropriate, or to contact parents/guardians to bring appropriate clothing. Students will remain in the office until proper clothing is available. See District guidelines for details.

Attendance Procedures:

The Board of Education policy states that parents must contact the school office when their child is absent. Calls to the Lincoln School Office (743-6700) should be made each day before 9:00 A.M. for morning and all-day absences, and by 12:30 P.M. for afternoon absences. Voice mail is available prior to 7:30 a.m. Please give the following information: student's name, homeroom teacher's name, and reason for absence. In addition, parents must provide a written excuse for each absence when the child returns to school.

FROM THE DISTRICT OFFICE. . . .

Regular student attendance in school is important. It is only through regular attendance that maximum student achievement can occur. Under state law, a parent may only excuse their child's absence from school for 10 days during a school year. This includes absences related to when a parent excuses their child for part of a school day. Absences related to student medical needs, funeral, or an out of school suspension are not counted against the 10 parent excused absences. It is also important that students are on time for school. A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester is a habitual truant.

The district needs to account for all student absences during the day. If a student leaves during the course of a day for a community appointment such as the doctor or dentist, the school needs to account for the time that the student is not in school. The student needs to bring in a written medical note or the absence will be counted against the 10 days of parent excused absences. Student absences during the day also count against perfect attendance.

We look to your support to encourage regular on-time student attendance in school.

If you have further question, please contact your principal.

Dr. Karen Z. Schulte
Superintendent

Back to School Night

Lincoln will begin the year with a "Back to School Night" open house on the evening prior to the first day of school for parents and students to meet their teachers, familiarize themselves with the classroom, and put away supplies. Students in grades 1 – 5 will begin attending full time on the first day of school. Kindergarten students will have a staggered start (see Kindergarten Staggered Start).

Breakfast in Classroom (BIC): We will serve what is called "Breakfast in the Classroom" (BIC). BIC will be served at 8:15 a.m. as students enter the classroom (this replaces the previous Breakfast Club). There are many benefits to BIC, including: It is universally free, so it is at no cost to you; It replaces snack milk, which means that families will no longer have to pay the milk fee each trimester. Families will also not need to send a daily snack in with their child; since BIC replaces the mid-morning snack time, those minutes return to the schedule and can be used for instruction; since BIC is at the beginning of the school day, more students will be able to access it. *Please note that students will not be allowed on campus until 8:05 a.m.*

Change of Information:

Update the Infinite Campus Parent Portal or keep the school office informed of changes of address, phone numbers, and emergency information as they occur during the school year. It is extremely important that we are able to contact parents in the event of illness or other emergencies.

Community Learning Center (21st Century CLC)

The Lincoln CLC program is a grant funded before and after school program for grades 2nd - 5th. At Lincoln, our goals are to provide:

- a safe hands on learning environment that extends beyond school hours
- a strong foundation to become critical thinkers by using programs such as: Engineering is Elementary, LEGO Story Starter, LEGO Robotics - EV3's and WeDo's
- communicate and collaborate with our families and Janesville Community to enhance the learning occurring in the CLC program

Daily Schedule:

The instructional day for children in grades K-5 is 371 minutes long with a 42-minute noon period between morning and afternoon sessions.

First Bell	8:15 a.m.
Classes Begin	8:20 a.m.
Morning Recess (all grades)	10:00 a.m. – 10:16 a.m.
Lunch (varies by specific classroom):	
Lunch A: Grade K-1 (Mergen, Graves, Johnson)	11:30 a.m. – 12:00 p.m.
Lunch B: Grade K-1 (Nass, Dean, Niman)	11:45 a.m. – 12:15 p.m.
Lunch C: Grade 4-5 (Healey, Hendrickson, Arnold)	12:00 p.m. – 12:30 p.m.
Lunch D: Grade 5 (Kohn, Winchell)	12:15 p.m. – 12:45 p.m.
Lunch E: Grade 2-3 (Eckels, Twardzik, Mau)	12:30 p.m. – 1:00 p.m.
Lunch F: Grade 2-3 (Olin, Ganyard, Becker)	12:45 p.m. – 1:15 p.m.
Dismissal	3:08 p.m.

All students are expected to be in their classrooms when morning and afternoon classes begin or they will be counted tardy. **Students should arrive shortly before 8:15 a.m. Do not have children arrive at school before 8:05. Supervision is not available before this time.** Students should also leave promptly at the end of the day. Limited supervision is provided after school.

Dismissal During School Hours:

When a student is to be excused before the end of the school day for any reasons (example: doctor or dentist appointments), a note from the parent must be written to the child’s teacher. The office will then issue a yellow passport slip to be signed by the doctor or dentist and returned to the school office when the child returns. A passport DOES NOT take the place of a written note from parents regarding illness or other absences. Children **MUST** be picked up in the school office **NOT** in classrooms or at entryways anytime they are dismissed during the school day, including illness. 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.

Emergency Drills:

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.

Enrollment Fees: Please check the district website or call the school office for the cost.

Family Resource Center:

The Family Resource Center is a special place within the school where all parents can visit to relax, browse, meet other parents, and check out family games, videos, toys, books, community information, and parenting information. Students may also check out items during the school day. The FRC encourages family communication and family-school partnerships. We have something for every family to enjoy! Throughout the district, parenting workshops and family nights are offered. Watch your school newsletter for these events.

Field Trips:

Each year our students take at least one field trip. These trips are carefully planned and conducted to enrich the instructional program and take advantage of educational opportunities not available at school. Parental permission must be given before students can participate in field trips. Parents who agree to assist with field trips are expected to help supervise groups of children and may not bring other children along on the trip. Due to limits in admission, transportation, and other pre-arrangements, only designated chaperones may attend field trips. *IMPORTANT: Please be aware that some field trips require non-refundable pre-paid ticket*

purchases. In the event a child is unable to attend an event which requires a pre-payment commitment, we may not be able to give a refund. In addition, since all field trip costs are determined on the number of students attending, it is very difficult to refund money if a child does not attend, and in some cases may make it impossible.

Forgotten Items:

When bringing in items your student may have forgotten, please bring them to the school office. We will insure that they receive them in a timely manner. Classroom time equals instruction time, so we try to keep disruptions at a minimum.

Hot Lunch Program:

The School District of Janesville is offering the Community Eligibility Provision at Lincoln. All enrolled students of Lincoln are eligible to receive a healthy breakfast and a lunch at school at **no charge**. Your children) will be able to participate in the School Breakfast Program and National School Lunch Program without having to pay any fees. Please note: Cold Lunch Milk is not free under the Community Eligibility Provision.

Illness/Injury/Emergency Care:

The safety and welfare of children is of great importance to both parents and the school. If a child should become ill or injured while under school supervision, procedures outlined in the school district **Emergency Nursing Handbook** will be followed:

- A. If a child has a minor accident, the following action will be taken:
 - 1. First Aid will be administered according to school approved procedures.
 - 2. The child will be returned to class if he/she is all right.
- B. If a child is unable to return to class because of illness or minor injury, the following steps will be taken:
 - 1. Parents will be contacted.
 - 2. If parents are not available, the emergency contact number recorded on the student information card will be called.
 - 3. Once contacted, parents or the emergency contact will have the responsibility for providing transportation for the child to leave school in a timely manner.
 - 4. If we are unable to reach parents or the emergency contact, the child will be kept in school and continued attempts will be made to reach them or the emergency contact.
 - 5. Procedures for dismissal during school days (see page 3 in this section) will be followed.
- C. If a child is in need of immediate medical attention, the following steps will be taken:
 - 1. First Aid will be rendered immediately according to school approved procedures.
 - 2. Transportation to a medical facility will be arranged for the child.
 - 3. Parents will be called. If they cannot be reached, the emergency contact will be called.
 - 4. When necessary, if parents or the designated emergency contact cannot be reached, the child will be taken to the closest available emergency room.

Please ensure that the emergency contact information on your child's student information card is accurate by keeping the school office informed of any changes of information on the card. Failure to provide the school with emergency contact information or with any other necessary up-to-date information will give the school district authority to provide emergency care as needed according to school district approved procedures.

Infinite Campus Messenger

With the move to Infinite Campus as our Student Information System, the School District of Janesville now provides vital communications to parents, student and staff through a single application. Campus Messenger will be used to notify you of school closings or delays due to inclement weather or school emergencies as well as follow up on attendance and various school events.

The following is information you need to know about Campus Messenger:

- Contact phone numbers and email are maintained in Infinite Campus and can be updated by individual parent/guardians via the Campus portal throughout the year.
- Parents maintain their own Contact Preferences (which phone number and/or email to receive which type of messages) in the Campus Portal.
- Caller ID will display the school district's main phone number (743-5000) for any message sent from the district office.
- Caller ID will display your student's school's phone number for any messages sent from that school or from any teacher in that school.

Help us keep your students safe and secure by keeping your contact information up-to-date and accurate.

Infinite Campus Parent Portal:

Families are now able to view their child's lunch account, gradebook, attendance and more via computer. Each account will show the activity for each student, including account balance. Increased information, such as grades, are also provided within the Parent Portal. If you are interested in participating in the Parent Portal, please send a note to the school office with your child's name and your signature. Information will be sent home with your child.

Instructional Program: Our school program emphasizes basic instruction in the usual subject areas. Grades K-5 are organized in grade level instructional teams which make it possible for children to work with more than one teacher on any given day. It is also possible that a child may be moved from one group or teacher to another during the school year to ensure proper instructional placement. Please feel free to discuss the instructional program with your child's teacher at any time.

It is our goal for every child to be the best they can be. Student success needs to be nurtured by all (student, parent and teacher). We are here to assist you in any way we can. If you have any questions please feel free to contact us. Thank you for your support.

Invitations: Lincoln Elementary works on building a sense of community among students. Therefore, we encourage students to mail invitations for parties to students at their homes rather than bring them to school. This can create very uncomfortable feelings for students, and may cause dissention.

Kindergarten Staggered Start

We will implement a staggered start for our Kindergarteners. Only half the kindergarteners will attend at once on each of the first two days before attending all together on the third day and following. Kindergarten teachers will communicate the details of this schedule to families.

Library Media Center:

The LMC is a centralized collection of learning materials and opportunities. It represents a combination of resources including materials, machines, facilities, and people. LMC materials include printed matter such as books, paperbacks, pamphlets, and magazines. It also includes non-printed audiovisual materials such as slides, cassette tapes, film strips, transparencies, study prints, and records. The LMC does not charge a fine for overdue books and materials; however, lost or damaged items will have to be paid for. After a book has been overdue for two months, it is considered lost. There are special materials to mend damaged books, so please return them to the LMC for repair rather than attempting to do it yourself.

Lion's Den:

The Lion's Den is the Lincoln School Store. It is open after school one day a week, generally on Tuesday. The store is sponsored by the Lincoln Elementary Student Council. Proceeds benefit the school.

Lost and Found:

All articles and items found at school are kept on Lost and Found cabinets where children and parents may claim them. Glasses and jewelry items are kept in the office. An unbelievable amount of very good clothing

remains unclaimed each year. We generally give unclaimed clothing to a local charitable institution at the end of the school year. **PLEASE MARK ALL ITEMS WITH THE CHILD'S NAME.**

Medication Administration to Students:

School personnel may not, under any circumstances, provide aspirin or any other medication to students without a written request from the parent **AND** authorization from a doctor. We encourage parents to make every effort to dispense medication at home; however, if it has to be done at school, the school office must be notified and a signed school permission medication form must be on file. This includes both prescription and non-prescription medication. If it is necessary for children to take medication at school, check with the school office for further clarification. **IF A CHILD IS ALLERGIC TO BEE STINGS OR HAS ANY OTHER LIFE THREATENING CONDITION, CONTACT THE SCHOOL OFFICE IMMEDIATELY SO ARRANGEMENTS CAN BE MADE TO PROVIDE ADEQUATE CARE.**

Non-Custodial Parents/Secondary Parent/Guardian:

We provide trimester progress report information to non-custodial and/or secondary parent/guardian when requested. We ask that you notify us in writing of your wish to be added to the non-custodial and/or secondary parent/guardian parent list **each school year**. If you would like to request a copy of our bi-monthly newsletter, the Lincoln Link (also available on the school's website), please include this with your request. When at all possible, please make arrangements to pick up the information in the office, or have it sent home with your child. If necessary, the information can be mailed (we respectfully ask that you provide postage). Please make this request in writing to avoid confusion or misunderstandings.

Nutrition:

Lincoln Elementary encourages healthy living through good nutrition and physical activity. We have a steering committee to help us address nutrition issues. We will continue to provide guidelines and information to parents and staff as they evolve. We currently help our students understand the difference between snacks (healthy) and treats (not healthy). Although both are allowed, we encourage healthy choices when possible. We ask that soda not be brought into the lunchroom. Please try to send healthy snacks if your child brings them for the class. We also encourage healthy snacks if your child brings a cold lunch. Class party guidelines encourage healthy snacks and alternatives to traditional cookies and cupcakes. We suggest the same guidelines for birthdays if possible. Please continue to watch for ideas and additional information as we strive to provide more nutritious alternatives for our students.

Personal Items:

Please do not allow your child to bring valuable items to school, including any type of trading cards. They are a classroom distraction, and we cannot be held responsible if they are lost or broken. Cell phones may be brought to school but must be put away during the day. See the district procedures for more details.

"Lockers and desks are the property of the School District of Janesville and may be searched by school administration or their designee at anytime." (Board Policy 5231)

Personalized Learning

Lincoln Elementary School has adopted an educational concept called personalized learning. [Personalized learning](#) is an approach to learning and instruction that is designed around individual learner readiness, needs, strengths, and interests. Learners are encouraged to customize their learning by actively participating in setting goals, planning learning paths, tracking progress and determining how learning will be demonstrated. [Personalized learning](#) is where children learn to take ownership of their education and to ultimately become life-long learners on their journey to greatness. Personalized learning is done in two formats at Lincoln. One format is a single grade level teacher working with a single grade level class. The second format is two teachers working with two grade levels of learners. For example, two teachers working with a combined group of 2nd and 3rd grade learners. This is what we call multi-age. Class lists will be created as grade level teachers and the principal collaborate to use academic, social/emotional, gender and behavioral information to place learners into homerooms that are balanced.

School Rules and Student Discipline:

At Lincoln School, we believe:

- every child has the right to attend school without fear of harm, physical threats, or verbal abuse.
- the atmosphere of our school should be pleasant, safe, conducive to learning, and marked by a spirit of cooperation and respect.
- parents and teachers must work together to promote life-long responsible behavior in children.
- all students should behave appropriately and demonstrate respect for the worth and dignity of others.
- behavior expectations should reflect the common sense and courtesy most people in society find acceptable.
- student behavior which interferes with the educational process or violates the rights or safety of others will not be tolerated and will be dealt with fairly and firmly.

We ask for parental assistance and support in helping children understand their responsibilities as students. Please keep in mind that children who violate any school rules may be subject to disciplinary action outlined in the School District of Janesville Student Conduct Code for Elementary Students. A copy of the Code of Conduct may be requested at the office.

RULE 1: I CAN BE RESPECTFUL

All students are expected to show respect to property and others.

- Disrespectful behavior that defies authority is prohibited. (school board policy)
- Racial, cultural, gender, and/or sexual harassment of any kind is prohibited. (school board policy)
- Swearing, obscene language, and vulgar gestures are not permitted.
 - o Common courtesy, respect and consideration for others, and good manners are expected of all students.
- Keep the school building clean and orderly. Do not litter or vandalize school property.
- Raise hands to talk and listen when others are talking.
- Always do best quality work.

RULE 2: I CAN BE RESPONSIBLE

All students are expected to behave in a reasonable and responsible manner.

- Conduct which endangers the safety, health, or property of others is prohibited. (state law)
- Threats to others or discussion of violence to other students or staff is prohibited.
- Bomb threats or discussion of bombs is prohibited.
- The use or possession of drugs, alcohol or tobacco is prohibited. (school board policy)
- Classroom rules must be followed. (classroom rules may vary from one teacher to another)
- There should be no unnecessary noise or shouting in the building, including hallways and the lunchroom.
- Be on time for school. Tardiness causes students to fall behind in school work and may result in failing grades.
- Come to each class prepared to learn with all supplies and assignments in hand.
- Complete all assigned work.
- Be responsible for personal belongings.

RULE 3: I CAN BE SAFE

All students are expected to follow basic safety procedures.

- Fighting and rough games are **ABSOLUTELY NOT PERMITTED!**
- Snowballs and hardballs are **ABSOLUTELY NOT PERMITTED!**
- Any items that may cause harm to others or create a disturbance (weapons, toy guns, pocket knives, boom boxes, CD players, electronic devices, shaving cream, etc.) are **ABSOLUTELY NOT PERMITTED!**
- Permission is required for students to move or use equipment of any kind.
- Bicycles may not be ridden on school grounds.

(School Board Policy 5463) School grounds include the sidewalks directly in front and beside the school. This is approximately one block in each direction. All bikes should be parked at the **closest** bike rack. Bicycles should be walked onto and off of school grounds.

- Recreational toys with wheels (i.e. skates, skateshoes, Heelies, skateboards, scooters) may not be used when school is in session. Please use the same policy as bicycles.
- Trading cards of any type are not permitted.

School Supply Lists:

Each year our teachers determine items needed to assist a student's instruction and request parents provide these needed materials. [The complete list](#) is available on the district website under the Resources For Parents.

Security Procedures:

In order to ensure the safety of all students, our building will be locked at all times. If you have school business, our main entrance will continue to be entrance #2. Please approach the entrance, and press the call button. The office will ask your name and purpose for visit. They will then release the door for you to enter. Please remember to proceed directly to the office to sign in. **Please be patient** if the office is not able to answer immediately. Their first priority is attending to our students.

Special Alerts:

It is occasionally necessary to alert children to the need to be especially careful of circumstances or events that might be potentially harmful (friendly strangers, construction, unusual traffic, etc.) It is important to give them helpful information about what to do, where to go, what to avoid, and how to get help. It is equally important to be very careful not to create an atmosphere encouraging irrational fears or hysteria in children or adults. If appropriate, teachers will be requested to speak with students regarding circumstances about which children should be alerted. If the situation is urgent or requires further clarification, a note will be sent home to parents. When you become aware of situations or circumstances, which may present a threat to the safety and well being of our students or school community, please contact us immediately. We appreciate parental helpfulness and will always take your concerns seriously.

Student Pick-Up/Drop-Off Information:

1. **Please have your child enter from their appropriate grade exit. They should exit at night from the same exit. Brothers and/or sisters meeting together after school should do so outside one of their exits rather than the front door.**
2. Children should not arrive before 8:05 a.m. and should leave promptly at the end of the day.
3. We request your help and cooperation to alleviate extremely dangerous situations which occur when children and cars come together in the school parking lots, on school grounds, or in the streets adjacent to school.
 - ◆ **FOR EVERYONE'S SAFETY, THE SCHOOL PARKING LOTS ARE OFF LIMITS FOR STUDENT DROP OFF OR PICK UP.** The school parking lots are limited to staff and visitor parking only. Parents may use the east parking lot (South Oakhill) when school is not in session for children or when they have business to conduct in the school building such as visiting with a teacher or picking up a sick child.
 - ◆ **THE USE OF CONDE STREET ENTRANCE TO DRIVE ONTO SCHOOL GROUNDS OR TO DROP OFF OR PICK UP CHILDREN IS NOT PERMITTED.** The Conde Street (west side) entrance to our school grounds is reserved for school buses, vans, and/or private vehicles used to transport students or adults with handicaps or special needs.
 - ◆ **WE URGE PARENTS TO DROP OFF AND/OR PICK UP CHILDREN ON THE SCHOOL SIDE OF THE STREET WHEN POSSIBLE.** A stop, drop, and go is located in the front

of the building on Conde Street. When stopping to pick up or drop off children, keep well away from walking paths, sidewalk crossings, driveway entrances, and bus loading zones. If children must cross the street, teach them that it is very dangerous to cross any place other than a marked crosswalk.

These are very serious safety concerns. Everyone has to do their part to help make Lincoln School a safe place for everyone.

Telephone Use:

School phones are for school business and should only be used for this purpose. Students may use telephones for school matters and legitimate emergencies. Personal cell phones are allowed to come to school but may not be used for any purpose during the day. Students are asked to keep them put away. See school district procedures for more details.

Technology:

Lincoln piloted the district's 1:1 device initiative and continues to lead the way. Each K-2nd student has an individual I-pad assigned to them for school use, while 3rd-5th students utilize their own Google Chromebook. There is a website with many resources and useful information including the school calendar and current events. Please join us at <http://www.janesville.k12.wi.us/lin>



To and From School:

More problems and complaints regarding student behavior come from situations occurring while children are going to and from school than at any other time during the school day. **The school emphasizes and teaches safety, courtesy, and good citizenship; however, parents must help at home!** Teach children respect for good behavior and common sense safety procedures, especially as they travel to and from school. Parents must let children know that proper conduct is expected at all times and that they disapprove of fighting and other unacceptable behavior.

Visitors:

Parents are welcome to visit school during regular classroom hours to observe children at work. Visiting the classroom gives students a feeling of cooperation between parents and the teacher, and it helps parents gain a better understanding of the responsibilities shared with the teacher. Parents are expected to arrange a **mutually** convenient time **prior** to the visit by contacting their child's teacher or the school office. Developing a feeling of independence is also important for children. We ask that as a general rule, parents drop off and pick-up children **outside** the building at the appropriate exit. **All visitors to Lincoln School are required to come to the office, sign in, and receive a visitor pass. For your child's safety, we ask that this be done if you are in the building dropping off or picking up your child as well.** Please remember that even though you are a parent you are also a visitor and must sign in at the office unless you are attending a special school program. We appreciate everyone's help as we try to provide a safe environment for your children.

Volunteers:

We have many ways to utilize [volunteers](#) for anyone willing to donate their time and talents. You can work directly with students or preparing materials for teachers or assisting in the office with clerical tasks. Complete a [Volunteer Application](#) (also available in the office). This form will need to be filled out and returned to the office for principal approval and then forwarded on to the Educational Services Center.

Withdrawal of Students From School:

It is extremely important that parents notify the school office several days prior to moving to indicate their child's last day of attendance and where they will be attending.

Dear Parent/Guardian,

Head lice is a parasitic insect that has been present for centuries. This notice is to provide you with information on head lice, measures the school district takes to control the spread of head lice, and actions you can take to help the school district control the spread of head lice.

Head lice are found worldwide. In the United States infestations of head lice are most commonly noted among preschool and elementary school age children and their household members. Adult head lice move by crawling, they do not jump or fly. Head lice feed on human blood several times a day and live close to the human scalp where it is warm. Head lice are not known to spread any disease.

Head lice is spread by having direct contact with a person who has adult live lice in their hair. Most common methods of spread include sharing towels, bed linens, combs, brushes, hats, scarves, coats with a person who has head lice. Personal hygiene or cleanliness has nothing to do with getting head lice.

The following actions are recommended to prevent the spread of head lice at school:

- Store each student's hats, coats, jackets in separate lockers or cubbies.
- Do not have dress-up clothes at school that different students can play with and wear without being laundered between students.
- Teach students not to share clothing, towels, hats, scarves, helmets, combs, hair clips, head bands, or other personal grooming articles.
- Store smocks, gym clothes, etc. in separate lockers or cubbies.
- For longer hair, braid your child's hair or have it pulled back in a pony-tail.

During the school year, trained staff in the schools will be checking student's heads when there is a suspicion of head lice. This suspicion is noted because a student is frequently scratching their hair in class, a staff person notes head lice or eggs (nits) in a student's hair, or a parent reports a case of head lice to the school. Once a case of head lice is identified or reported, staff will check the heads of other close contacts (where spread is most likely) to check for additional spread to other students in the school. Students with live lice will be sent home for treatment. Upon their return to school, students with live lice will be checked to be sure they have no live lice before returning to the classroom.

Schools will also use letters (sent home with students) to notify parents of head lice in their child's classroom and ask for the parents help in monitoring for head lice. Parents can also help by watching for the classic signs and symptoms of head lice. These include:

- A tickling feeling or something moving in the hair.
- Itching caused by the allergic reaction from the lice bites.
- Irritability or difficulty sleeping as adult lice is most active at night.
- Sores on the scalp caused by scratching.

If parents note these signs or symptoms they should check for head lice. If head lice are found, check with the child's doctor or your local pharmacy for treatment options. Report the case of head lice to your child's school. Together we can minimize the impact of head lice and lost school time.

If you have questions or concerns, please call your school nurse.

Sincerely
School Nurse