

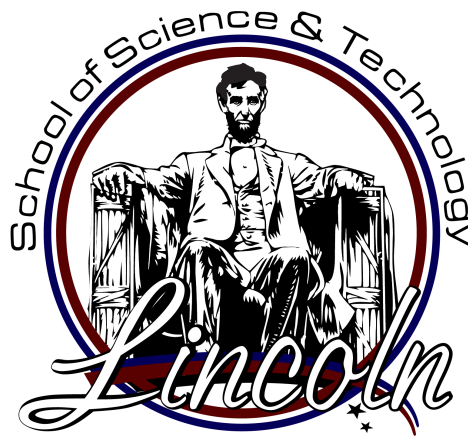
Lincoln School of Science & Technology

Parent & Student Handbook

2022/23

Vision Statement

Embracing a growth mindset, we empower all students to reach their social-emotional and academic potential.



Mission Statement

Lincoln School of Science & Technology is invested in the development of life-long learners with the traits and skills necessary for success in a changing world. We foster social-emotional and academic growth by...

Leaching each other to

Seek solutions in a

STEM-focused environment with

Tenacity and civility

Principal - Garrett Olguin

420 Myrtle Avenue

Cañon City, Colorado 81212

P: (719) 276-5830

F: (719) 276-5865

<http://lincoln.canoncityschools.org>



A Little Bit of Gorilla History...

Lincoln staff & students are proud to be the Lincoln Gorillas. Lincoln Elementary school evolved from the Garfield School from the 1880s. It wasn't until 1952 that the first parts of our current school were built. The majority of the current school was completed in the 1970s. In 2012, our school was renamed Lincoln School of Science & Technology. Lincoln staff and students have been known as the Gorillas all the way back to the original Garfield School! Our school colors are **dignity blue** and **burgundy**.

Lincoln School Day Times

Student supervision is available starting at **8:00 a.m.** Students may not be dropped off prior to that time.

Students Arrive & Report to Door #30 (even if not eating breakfast)	8:00 a.m.
Breakfast Served in Gym	8:00-8:15 a.m.
Morning Recess on Playgrounds	8:15-8:25 a.m.
First Bell Rings - Students Line Up @ Exterior Classroom Doors	8:25 a.m.
Tardy Bell Rings - School Day Starts	8:30 a.m.
School Day Ends - Dismissal	3:45 p.m.
Early Release Friday Dismissal Time	1:45 p.m.
No School Fridays	See district calendar P5

Student Drop Off

- Parents may not enter the breakfast area in the gym (Door #30) without first checking in at the office for a visitor's pass.
- Parents and younger siblings who do not attend Lincoln are asked to stay off the playground any time Lincoln students are at recess.
- After 8:25, or once the classroom door is closed, parents should bring their child to the front office for an attendance pass. The student will then hand the attendance pass to the Health Technician before going to their classroom.
- Parents may **not** enter the classroom at 8:25 when teachers welcome students in.

Student Pick Up

- Kindergarten students are dismissed from their individual exterior classroom door.
- First & Second grade students will be released out of exterior Door #6.
- Third, Fourth, & Fifth grade students will be released out of exterior Door #28 or their individual classroom door if it is on the west side of the building.
- Parents are asked **not** to wait on the playground for school dismissal or to arrive earlier than 3:35.
- An early dismissal within the last 30 minutes of the school day is considered tardy.

Students who are either **tardy** or have an **early dismissal** must always be signed in/out at the office by a parent.

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General School Information

Principal's Message for 22/23



Welcome to a new school year!

I have no doubt the 22/23 school year will be a great one for our school community. It's exciting to be the principal of this school community for a fourth year! As Cañon City High School alumni, my wife and I are both very proud to call Lincoln our home school. Our children will continue attending this year in 3rd and 5th grades.

This coming year, I encourage all Lincoln families to get involved. Make sure you have access to Campus Portal to keep up with your child's progress in school. Connect with their teachers. Ask questions to clarify. Join PTO - *after all, what could be better than free dinner and childcare?!?! In the end, you are a critical piece of your child's education. We are blessed at Lincoln to have such a great community of families and welcome an open and transparent relationship with you.*

One focus for 22/23 will be on refreshing our focus on our Discovery Culture through regular training for staff and then for students. Our Discovery statement is "We treat each other with dignity and respect." Another focus will be on honing in on our already-strong literacy instruction. Please note that the district's attendance policy has changed now that we are no longer having to quarantine classes. Take a look at Page 11 and notice that the number of parent-excused days is 8 now.

Please take the time to read through the entire handbook. Much time has been spent making sure it is up-to-date and relevant for our students and their families. Also make sure you stay current with school news on our Facebook page and YouTube channel. Feel free to reach out to me any time!

Garrett Olguin

719-276-5830

garrett.olguin@canoncityschools.org

Cañon City Schools District Calendar

Cañon City Schools - District Calendar
2022-2023

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2-4 REGISTRATION OPEN AT ALL SCHOOLS

3-5/8 NEW LICENSED STAFF ORIENTATION - AUG 8 CLASSIFIED ORIENTATION

10 AM-DISTRICT KICKOFF - ALL REPORT/PM - PD FAIR

11 DISTRICT/BUILDING PD

12 DISTRICT/BUILDING PD

15 TEACHER WORKDAY

16 FIRST DAY/FULL DAY K-9/CCMS 6TH ONLY

17 FIRST FULL DAY OF SCHOOL (K-9TH ONLY)

18 FIRST FULL DAY OF SCHOOL - CCHS 10TH, 11TH, & 12TH

19 NO SCHOOL DISTRICTWIDE

26 EARLY RELEASE/STAFF PD

2 NO SCHOOL DISTRICTWIDE

5 *LABOR DAY

9 EARLY RELEASE/STAFF PD

16 NO SCHOOL DISTRICTWIDE

23 EARLY RELEASE/STAFF PD

30 NO SCHOOL DISTRICTWIDE

3 OCTOBER COUNT (30th day)

7 EARLY RELEASE/STAFF PD

13 END OF 1ST QUARTER

14 NO SCHOOL DISTRICTWIDE

17 START OF QUARTER 2

21 EARLY RELEASE/STAFF PD

28 NO SCHOOL DISTRICTWIDE

4 EARLY RELEASE/STAFF PD

7 END 1ST TRIMESTER

11 *VETERANS DAY

18 EARLY RELEASE/STAFF PD

21 PT CONF MAKEUP DAY

22-25 THANKSGIVING HOLIDAY *24-25

2 EARLY RELEASE/STAFF PD

9 NO SCHOOL DISTRICTWIDE

16 EARLY RELEASE/STAFF PD/Capstone Grading

23-26 CHRISTMAS HOLIDAY *23-26

2 *NEW YEARS DAY OBSERVANCE

9 END OF 2ND QUARTER

9 DISTRICT PD/ TEACHER WORKDAY

10 START OF 3RD QUARTER - STUDENTS RETURN TO SCHOOL

13 EARLY RELEASE/STAFF PD

16 *MARTIN LUTHER KING, JR. DAY

20 NO SCHOOL DISTRICTWIDE

27 EARLY RELEASE/STAFF PD

3 NO SCHOOL DISTRICTWIDE

10 EARLY RELEASE/STAFF PD

16 END OF 2nd TRIMESTER

17 NO SCHOOL DISTRICTWIDE

20 *PRESIDENTS' DAY

24 EARLY RELEASE/STAFF PD

3 NO SCHOOL DISTRICTWIDE

10 END OF 3rd QUARTER

10 EARLY RELEASE/STAFF PD

13-17 SPRING BREAK

20 START OF 4TH QUARTER

24 NO SCHOOL DISTRICTWIDE

31 EARLY RELEASE/STAFF PD

7 NO SCHOOL DISTRICTWIDE

14 EARLY RELEASE/STAFF PD

21 NO SCHOOL DISTRICTWIDE

28 EARLY RELEASE/STAFF PD

25-26 KINDERGARTEN ROUNDUP

10 BUDDY DAY

5 NO SCHOOL DISTRICTWIDE (BLOSSOM FRIDAY)

8 FLEX SNOW DAY - DETERMINATION MADE BY 4/1/2023

12 EARLY RELEASE/STAFF PD

17 CCHS GRADUATION*HS TEACHERS REPORT

19 NO SCHOOL DISTRICTWIDE

26 LAST DAY OF SCHOOL - HALF DAY K-11

29 * MEMORIAL DAY

Approved 03/28/2022

No School

No School - staff report

Start Quarter

End Quarter

Early Release

End of Trimester

Days per Quarter:

Q1	Q2	Q3	Q4
38	41	38	44
Sem 1		Sem 2	
79		82	

186 contracted

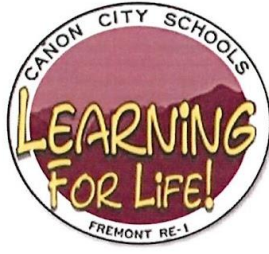
RETURNING TEACHER DAYS: 166

NEW TEACHER DAYS: 170

STUDENT DAYS: 161

*12-MONTH EMPLOYEE HOLIDAY

*JULY 4 12-MONTH EMPLOYEE HOLIDAY

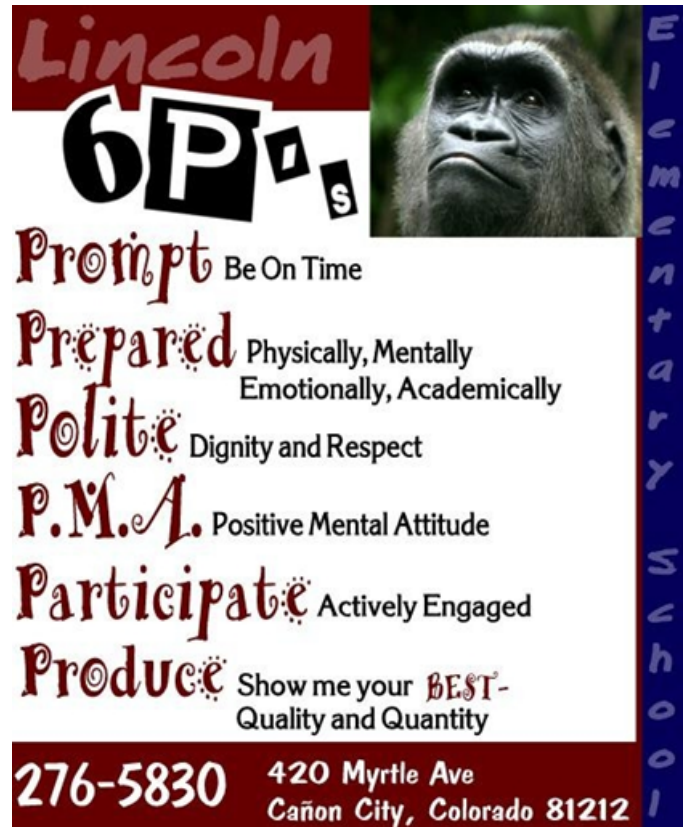


Discovery Culture Program at Lincoln

Lincoln School of Science & Technology has been using the Discovery Culture Program for over 20 years. In addition to other aspects of the program, we incorporate two important components of the Discovery Institute Model. Our firm commitment to the **Attending Skills** and the **6 Ps** is evident school-wide. All students learn, practice, and receive feedback on these specific positive social skills.



Lincoln
Attending Skills
Being in the Moment Here and Now
Appropriate Body Language Nose and Toes Forward
Appropriate Eye Contact Looking at the Speaker
Appropriate Feedback Voice, Actions and Words
Ask Questions to Clarify or Validate Two Way Communication
276-5830 420 Myrtle Ave
Cañon City, Colorado 81212



Lincoln
6Ps
Prompt Be On Time
Prepared Physically, Mentally
Emotionally, Academically
Polite Dignity and Respect
P.M.A. Positive Mental Attitude
Participate Actively Engaged
Produce Show me your **BEST**-
Quality and Quantity
276-5830 420 Myrtle Ave
Cañon City, Colorado 81212

Lincoln's Discovery Statement

We promote learning by treating each other with dignity and respect.

Title I Parent Involvement Agreement/Compact

Lincoln School of Science & Technology will hold **Lincoln Accountability meetings the 2nd Thursday of each month immediately following PTO during the academic school year. Dinner and childcare will be provided.** The following items will be addressed:

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

Lincoln School of Science & Technology will **hold parent/teacher conference sessions once per year in November, but parents may schedule meetings with teachers any time. At these meetings, the following items will be shared:**

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- Provide to each parent an individual student report about the performance of their 3rd through 5th grade child(ren) on the State assessment in reading, writing, and math.

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

- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

School Responsibilities

- Lincoln School of Science & Technology will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards
- 100% of staff will be highly qualified according to term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
- Perception surveys will be distributed annually to parents and students to inform changes necessary to the school.

- Provide parents with frequent reports on their children's progress. Specifically, the school will provide the following:
 - Progress reports/report cards, and annual IEP reports will be sent home.
 - Provide contact information, and assistance when possible, to other local agencies such as pre-school programs, Cañon City Metropolitan and Recreation District, Gateway to Success, etc.... when it is in the best interest of the child/family.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Parent/teacher conferences in October
 - By scheduling appointments at the school through the front office
 - By contacting the teacher directly via school telephone, home/school folder, email, or Class Dojo
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Volunteer at school upon the completion of Canon City School District's volunteer process
 - Volunteer during pre-approved, one-time only, specific events such as fundraising events, presentations, field trips, family nights, etc....
 - Attend trimester awards assemblies
 - Visit their child during lunch
 - Participate/volunteer for evening events such as reading and math night(s), band concerts, etc....
 - Attend Back-to-School events held in August

Parent Responsibilities

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

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

Student Responsibilities

As a student, I share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need to.
- Read at least 20 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Lincoln's Annual Unified Improvement Plan

Lincoln School of Science & Technology Unified Improvement Plan

As required per the Colorado Department of Education each year

This is Lincoln's 21/22 Unified Improvement Plan. Input for Lincoln's 22/23 Unified Improvement Plan will be sought from our Instructional Program Review, staff input, and parent input through PTO and Accountability meetings.

Goal 1 - School Culture

Lincoln School of Science & Technology will continue the work of identifying itself as a school focused on science and technology with an emphasis on the Traits & Skills our district has identified as critical for future success. The social-emotional needs of students is a priority through a restorative approach to discipline in a Discovery culture. The Discovery Program teaches students positive social skills and expectations for behavior. Best practices for inclusion of students of all levels of need are implemented.

Goal 2 - Academic Growth in Literacy

Lincoln School of Science & Technology will provide literacy instruction that is aligned with research-based best practices, creatively utilizing all available resources and personnel, within the scope of the goals of the Cañon City School District. Certified staff will analyze data, plan for instruction, and make adjustments to Tier I, II, and III reading instruction.

Goal 3 - Academic Growth in Math

Lincoln School of Science & Technology will provide research-based math instruction that is grounded in the Cañon City School District's instructional goals in an effort to increase the number of students performing at or above grade level in math.

Staff List

CERTIFIED STAFF

Principal	Garrett Olguin
Kindergarten	Elise Strickler
Kindergarten	Sarah Harrison
Kindergarten	Lilly Cash
1st Grade	Tonya Fisher
1st Grade	Nicole Clark
2nd Grade	Tami Jolliffe
2nd Grade	Jennifer Grantham
3rd Grade	Crystal Sawyer
3rd Grade	Monica Kreckle
4th Grade	Susan Buckles
4th Grade	Mitch Ary
5th Grade	Lowell Miller
5th Grade	Renee Watters
Music	Kendra Miller
P.E.	Tara Rall
Science Studio	Kristin Brown
STEM	Dwayne Walter
SPED Case Manager	Sibyl Arbelo
Special Education Teacher	Tara Brodeur
Special Education Teacher	Sara Reynolds
SSN Teacher	Rolinda Smith
Title I Teacher	Rachel Ortega
School Counselor	Kirsten Trainor
Gifted & Talented Education	Greg Smith
Occupational Therapist	Rebecca Delametter
OT Assistant	Christina Holt
Speech Therapy	Karen Miller

CLASSIFIED STAFF

Secretary	Trish Weatherill
Head Custodian	Abe England
Evening Custodian	Rose Bolin
Student Sweeper	TBD
SSN Para	Becky Barton
SSN Para	Paula Roberts
SSN Para	Cheryl Pohl
SSN Para	Robin Pedzinski
SSN Para	Hoshi Mistry
SSN Para	TBD
SSN Para	TBD
Title I Para	Danielle Filler
Special Education Para	Thiry Mills
Special Education Para	Stephanie Summers
Special Education Para	Jamie Wade
Special Education Para	Kristin Hakes
Special Education Para	Jill Wyss
Special Education Para	Lynn Kratz
Librarian	Sandy Smallwood
Health Technician	Karla Palmer
Kitchen Manager	Mary Martinez
Kitchen Server	Kim Zabel

Lincoln School Specific Information *(alphabetical by topic)*

Allergy Awareness

Please communicate with your child's teacher if your child has any food or environmental allergies. We will take steps to provide a safe environment for your child while they are at school.

Attendance

To succeed in school, both academically and socially, students must attend regularly and arrive on time. One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education by attending school if the child is of compulsory attendance age.

Absences

- 1) Parents are to notify the school health tech at **276-5834** by 8:30 AM of any absence.
- 2) A parent may excuse a student up to **eight** times in 22/23 school year, for an absence of any part of a day, without a doctor's note. **After reaching the eighth parent-excused absence, the student will only be considered excused by a doctor's note or by the school health technician.**
- 3) Prearranged absences are to be submitted to the principal on the Lincoln Pre-arranged Absence Form and should be for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. Submitting the form does not guarantee the absence will be excused. Refer to board policy JH.
- 4) A student who is absent for an extended period due to physical, mental or emotional disability, or is recovering from surgery, is to submit a doctor's note to the school.
- 5) Per state law, the maximum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is **4** in a **30-day period** or **10** within a **school year**. CRS 22-33-107(3)(a).

Tardies

- 1) Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students showing up more than 30 minutes late to a class shall be marked as absent. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate consequences may be imposed for excessive tardiness. **Six** unexcused tardies shall equal **1** full-day unexcused absence. Parents or guardians shall be notified each year of all consequences regarding tardiness. Students who leave a class less than 30 minutes before it ends will be deemed tardy.

Truancy

- 1) Prior to recommending court action, parents may be called to attend a Truancy Board Meeting to brainstorm how the school and district might support the family in improving attendance or tardiness for their student.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. **See Complete Board Policy: JH Student Absences and Excuses**

Behavior

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

Cafeteria Expectations

➤ Wash or sanitize hands when entering	➤ Keep hands, feet, and body to self
➤ Walk in single-file line, facing forward	➤ Once seated, sit-and-stick
➤ Food and drink remain in cafeteria	➤ Eat your own food only
➤ Carefully bus trays, stacking properly	➤ Follow directions from adults at dismissal
	➤ Use Voice Level 3 - Classroom Volume

Playground Expectations

➤ Use I-Messages to solve minor conflicts	➤ Promptly line up when told to do so
➤ Return borrowed equipment	➤ Use appropriate language
➤ Leave rocks, snow, branches, etc. on ground	➤ Use equipment properly, as intended
➤ Keep hands, feet, and body to self	➤ Play in assigned area only
➤ Treat others with kindness	➤ Use Voice Level 4 - Recess (no screaming)

Hallway Expectations

➤ Walk single-file on right side of hallway	➤ Promptly & purposefully move to destination
➤ Respect hallways displays	➤ Greet others appropriately (<i>smile and wave</i>)
➤ Carry technology appropriately	➤ Hold doors for one another
➤ Treat others with kindness	➤ Use Voice Level 1 - Silent

Bus Lines

➤ Wait for assigned monitor	➤ Sit in line and wait patiently
➤ Meeting siblings in intermediate hallway	➤ Keep hands, feet, and body to self
➤ Walk single-file through hallways	➤ Use Voice Level 3 - Classroom Volume

Bathroom

➤ Do your business, using facility appropriately	➤ Flush toilet
➤ Wash hands with soap and water	➤ Place trash in trash can
➤ Leave bathroom immediately	➤ Use Voice Level 1 - Silent

Library

➤ Be prepared	➤ Use your time wisely to choose a book
➤ Patiently and quietly wait in line to check out	➤ Inform an adult if a book is damaged
➤ Be respectful of library (books, furniture, etc.)	➤ Use Voice Level 2 - Whisper

Assemblies

➤ Use restroom prior to entering	➤ Enter silently in line, hands/feet/body to self
➤ Be a respectful audience	➤ Look to adult for direction to leave
➤ Leave silently in line, hands/feet/body to self	➤ Use Voice Level Appropriate for Presentation

Bicycles

Bicycles, scooters, skateboards, and other forms of transportation involving “wheels” are not allowed to be used on the school grounds between 8:00 a.m. and 4:00 p.m. Students are asked to walk on school grounds during this time period. Bike racks are provided and students are asked to walk their bikes onto the school grounds and use the racks. Skateboards and other transportation involving “wheels” may be stored in the office or classrooms during the day.

Birthdays

Children may bring a small treat to share with the class when celebrating their birthday. **Nut snacks are discouraged due to nut allergies. Healthy snacks are encouraged.** Please coordinate your celebration with your child’s teacher **before** bringing treats. Students are asked not to distribute invitations for home parties at school unless **every** child in the class is invited. Invitations are to be distributed at the 3:45pm dismissal bell.

Campus Portal & Communication

Please ensure you always have access to your Campus Portal account. If you are unable to log in, please see the front office for assistance. Parents are responsible for keeping their contact information and communication preferences updated in Campus Portal at all times. We will NOT allow anyone unauthorized (not listed in Campus Portal) to take your child from the school. Changes in custody or parenting plans should be communicated with paperwork to the office as soon as possible so that we can follow whatever legal guidelines might be in place for your child.

Please don't hesitate to reach out to the school as soon as possible if you have concerns with the school or if your child comes home distressed about a school situation. We are always open to working toward solutions with our families to solve problems. Together we can solve problems as a team dedicated to your child's success above all else!

<https://www.canoncityschools.org/campusportal>

Class Placement - Request for Teacher Deadline

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

Conferences

Parent/Teacher conferences are held in the fall for each child. Please look for communication from the school on the dates and times for this year's conferences. Additional conferences may be set up with your child's teacher.

Curriculum & Special Services Offered

GENERAL EDUCATION

Cañon City Schools offers curriculum that is grounded in the following:

- At least 90 minutes of literacy instruction each day. This includes reading, oral and written language, spelling, grammar, and literature.
- At least 60 minutes of math instruction each day.
- Social studies and science instruction.

LIFE SKILLS EDUCATION

Students are provided experiences with Life Skills classes beyond the basic subject areas:

- Science Studio
 - In lieu of traditional art class, but in alignment with Lincoln's focus on science and technology, students will participate in Science Studio. Through the use of Lincoln's current resources such as the greenhouse, science curriculum, and STEM program, students will receive an extension of their grade-level science lessons in the form of enrichment. To increase capacity for knowledge and comprehension, students will then get to demonstrate their conceptual understanding of topics through creative design exploration. Students will have Science Studio on a **weekly** basis.
- STEM (*Science, Technology, Engineering & Mathematics*)
 - In lieu of traditional technology class, but in alignment with Lincoln's focus on science and technology, students will participate in STEM class. Students in the primary grades K-2 will first focus on learning foundational skills in technology and begin to transition into the Design Process. Our 3rd, 4th, and 5th grade students will apply the skills learned in earlier grades to engage in robotics and programming. Students will have STEM on a **weekly** basis.

- Library
 - It is a privilege to check out books from the school library. The librarian works with students to support a love for reading by finding literature that is at an appropriate reading level. Students are responsible for taking care of and returning their library books on time. Classes visit the library on a **daily** basis.
- Music - Vocal
 - Students will have music class where they will learn the basics of singing, reading music, and experiences with Orff instruments. The music teachers works to build an appreciation for music and utilizes creative dramatics to engage students. Various vocal music concerts are given throughout the school year. Students will have music class on a **weekly** basis.
- Music - Band
 - Fifth grade students are encouraged to participate in the band program. Lincoln school is proud to foster a love for creating music and to prepare our students for further band participation in middle school. Information on renting instruments will be provided by the music/band teacher at the beginning of the school year. Band is typically held on a **daily** basis.
- Physical Education
 - PE is a key part of our students' total educational development. Students learn how to cooperate with teammates, work together toward common goals, and how to practice our district trait of civility. Good sportsmanship is taught consistently through many different types of active lessons both in the gym and on the Lincoln campus when the weather is nice. Students experience PE on a **weekly** basis.
- Choices
 - Our school counselor leads this Life Skills class. In Choices, students learn what it means to be a great friend and member of the Lincoln community. The Discovery Program's skills are often woven into this course where students learn the importance of communicating clearly and working through conflict. All students at Lincoln have Choices on a **weekly** basis.

SPECIAL SERVICES

Students at Lincoln are provided support with their academics and other skills when necessary, and as mandated by Individualized Education Plans, Read Plans, or Advanced Learning Plans:

- Special Education
 - For children needing special help, our special education programs offer a valuable service. Work is adapted, or specific techniques applied to remediate a difficulty. Children spend varying amounts of time in this program according to their plan. They received personalized help from qualified instructors. Lincoln services students with mild, moderate, and severe needs.
- Speech
 - A Speech Language Pathologist works with children who have IEPs focused on speech. Children either spend one-on-one time or work in a small peer group with this specialist. The time scheduled varies with the child's needs as defined in their IEP.
- Occupational Therapy
 - Either an Occupational Therapist or Occupational Therapist Assistant works with students who have this need identified in their IEP. Students typically receive one-on-one support from these specialists. Parents are updated on progress during annual IEP meetings.
- Title I Reading
 - Title I Reading personnel assist students in the classroom setting with reading, writing, and math. They often support with reading small group instruction so as to reduce the pupil to teacher instructional

ratio. Additionally, Title I staff work to ensure all students are benchmark tested each year with district-level assessments.

- Gifted & Talented Education (GATE)
 - Students who are identified with an Advanced Learning Plan have been determined to be gifted in one or more areas. Please see Page 18 for more information.

Deliveries

To protect the learning environment and maximize instructional time for teachers, please minimize all deliveries to students and classrooms during school hours. Drop off any items needing to be delivered to your student at the office.

Dress Code

Reference District File JICA

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

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

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

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

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

Parents are expected to support this policy and review the expectations with their child(ren). In the event a student's parents cannot be reached when a dress code violation has occurred, students will be provided clothing by the school.

Emergency Planning

Cañon City Schools utilizes Standard Response Protocol (SRP) as our emergency planning system. There are FIVE emergency categories:

- **HOLD!** In your room or area. Clear the halls.
- **SECURE!** Get inside. Lock outside doors.
- **LOCKDOWN!** Locks, lights, out of sight.
- **EVACUATE!** To specified location.
- **SHELTER!** Hazard and safety strategy.

In keeping with good safety habits, students are instructed in the most appropriate SRP for the emergency incident. During these incidents, parents or guests are not allowed in the building. A sign is placed on the front door to alert visitors that we are conducting a drill. This is to ensure that staff can concentrate on the safety of all students and staff.

We conduct **ONE** fire drill each **MONTH** while school is in session. We also conduct **TWO** lockdown drills per **YEAR**.

For more information on Standard Response Protocol, please visit: <https://iloveguys.org/>

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Family Assistance

- **Donations**
 - Often around the holidays, local community groups contact us because they are interested in giving gifts to Lincoln families who may be experiencing difficulty. This includes holiday food baskets, Christmas toys, clothing, shoes, etc. Other groups offer one-time assistance for items such as eyeglasses for students. If you are interested in being contacted by such groups, please let us know.
- **The Backpack Program**
 - Lincoln participates in the Backpack Program to send students home with basic food items each weekend. Please contact the front office if you are interested in learning more.
- **Homeless Students**
 - There are benefits that students may qualify for if the family is experiencing homelessness. Did you know students receive certain rights if their family is homeless? The following situations may qualify a family as homeless:
 - Living in a shelter
 - Living in a motel or campground due to the lack of an alternative adequate accommodation
 - Living in a car, park, abandoned building, or bus or train station
 - Living with others due to loss of housing or economic hardship
 - Please contact the principal directly if you wish to take advantage of benefits available to homeless families

Field Trips

Parents wishing to attend field trips must check in at the office and wear a Visitor's Pass for the duration of the trip. Due to supervision and safety reasons, siblings not enrolled at Lincoln may **not** attend any field trip/experience. Please refer to Parent Volunteers on Page 21 for more volunteer information.

Gifted & Talented Education (GATE)

The Exceptional Children's Educational Act (ECEA) defines "gifted" children as:

Those persons between the ages of four and twenty-one whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Gifted children are hereafter referred to as gifted students. Children under five who are gifted may also be provided with early childhood special educational services. Gifted students include gifted students with disabilities (i.e. twice-exceptional) and students with exceptional abilities or potential from all socio-economic, ethnic, and cultural populations. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these areas of giftedness:

General or Specific Intellectual Ability

Leadership Abilities

Specific Academic Aptitude

Visual or Performing Arts, Musical or Psychomotor Abilities

Creative or Productive Thinking

The GATE (Gifted and Talented Education) program for Cañon City Schools provides programs and programming for academic and arts identified GATE students. At the elementary level, GATE students benefit from GATE pull out classes that center around critical thinking, creative problem solving, leadership, and social-emotional development. Gifted services at the middle school and high school level occur during the regular school day through advanced classes and content extensions. Other extended activities for GATE students include school and district science fairs, experiential field trips, and SPLASH! (Summer Program Learning for Advanced Students) summer school held in June each year! Additionally, district-wide screening of all second-grade students occurs in the spring of each school year. Please contact Shyla Christiansen, GATE Coordinator, at shyla.christiansen@canoncityschools.org or visit the GATE website for more information: <https://www.canoncityschools.org/departments/gifted-talented-education/index>

Health Technician (School Nurse)

Lincoln's Health Technician: **Karla Palmer 719-276-5834**

Students Sick at School

If your child gets ill at school, the nurse will call you to pick up your child. Let us know if you have made special arrangements for someone other than you to pick up your child from school. We will NOT ALLOW ANYONE UNAUTHORIZED to talk to a child or take a child from school. If there are any questions, we will call the custodial parent or guardian. No student may call home to excuse themselves for the day due to illness. All illness-related excusals must go through the Health Technician.

Immunizations

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

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

Effective August 2007, Kindergarteners must have 2 varicella (chicken pox) vaccinations. The Colorado Department of Public Health and Environment added these vaccinations because of present outbreaks of these very serious and contagious illnesses. Following the Department of Health suggested schedule, exemptions from immunization may be medical, religious or personal. The appropriate immunization exemption forms are available from your doctor or the school nurse.

Health Records

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

Medication at School

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

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

Students are not allowed to carry any medication with them while at school. The medicine must be kept in the nurse's office.

Non-prescription, over-the-counter medication will be given only with written permission of the parents and must still be kept in the health technician's office. Your child will receive only those for which you give permission. The following non-prescription medication is available at school:

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

The Pulse School-Based Health Center at Cañon City Middle School

A school-based health center (SBHC) brings the healthcare provider into a school so that students can avoid health related absences and receive the support they need to succeed in the classroom. SBHC's are staffed by a multi-disciplinary team of medical and mental health professionals. The Pulse will be open to all staff and students of all schools in the Canon City School District. The Pulse will also be open to children of staff, and siblings of enrolled students, ages 0-5.

Services offered may include;

- Physical Exams, including sports physicals
- Immunizations
- Management of chronic conditions such as asthma, allergies, and diabetes
- Acute, minor injury, and illness
- Counseling services/ mental health services
- Routine laboratory testing and throat cultures
- Prescriptions and medications
- Health and wellness education
- Reproductive health
- Dental treatments
- Referral to community providers and agencies
- Insurance enrollment assistance

The Pulse will require the parent/ guardian's signed consent form prior to the minor child accessing services. With signed consent to treat, a child aged 12 years and up may access the SBHC without a parent present. Students under 12 years of age must have a parent/ guardian present. Unless prohibited by law, parents will be informed about their student's visit to the health center. By law, minors age 12 and over can access some forms of treatment without parental consent.

Kids Klub - Cañon City Recreation District

Kids Klub is available after school, if there is a minimum of 5 students enrolled. Kids Klub is provided by the Cañon City Recreation and Parks District, for a nominal fee. Please visit <https://ccrec.colorado.gov/> for registration or contact CCRD directly at 275-1578, located at 575 Ash Street in Cañon City. Lincoln School of Science of Technology is happy to host this program at our school.

Lost & Found

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

Nutrition Services

The federal funding that provided meals at no charge to ALL students during the pandemic is **no longer available**. For the 22/23 school year we will return to normal operations and charge for meals. Please contact 719-276-5813 with any questions.

Free meals will still be available to those families who apply for and qualify for FREE or REDUCED MEAL BENEFITS. Families who do not qualify will be responsible for paying for their students' meals. Meal and program information is provided below:

Meal Times and Pricing:

- **Student Breakfast** - No charge for LSST students who qualify for free or reduced meal benefits; **\$1.25** for students who do not qualify for free or reduced meal benefits.
- **Student Lunch** - No charge for students who qualify for free or reduced meal benefits; **\$2.50** for LSST students who do not qualify for free or reduced meal benefits.
- **Staff Adult Meals** - Lunch, \$3.00 Breakfast, \$2.00.
- **Community Adult Lunch** - \$4.00 Please check-in at the front office to join your child. Adult Breakfast \$2.00.

Menus/Meal Payments/Charging:

- Please click [here](#) to sign up to receive an electronic menu emailed to you each month. You can also access menus at www.ccsnutrition.org.
- We provide an online payment system to place money on their child's account for meals. Accounts can be created and automatic low balance email alerts can be set at [payschoolscentral](#). If preferred, payment can also be sent with your child to school.
- No charging of meals is permitted. Please ensure your child has funds on their account.
- Each student will be provided with an ID badge that will be used with our scanner system to account for their meal. www.payforit.net

Free and Reduced Meal Benefits:

- Benefits are available to families who meet household income requirements.
- Applications and information is available at www.ccsnutrition.org or your child's school.
- Applications must be completed, processed and approved before benefits are received.
- Please allow up to 10 days for the processing and approval of your application.
- You will be sent a notification letter advising you of your benefits or call 276-5813.
- Families must provide \$5.00-\$10.00 for meals until your application is approved.
- Students who qualify for reduced meals, lunch at no charge.
- New applications must be completed at the beginning of each school year.

Parent Visits to the School

All visitors who enter any part of our school must check in at the front office first. Visitors are required to present a state-issued ID, sign in at the school office, and have permission to visit specific school areas. Upon leaving campus, visitors are required to sign out and return the visitor's pass to the front office.

If parents wish to have breakfast or lunch with their child, they must follow the same visitor process as stated above. Visitors are not allowed to go to recess with their child.

Parent Volunteers

We encourage parents to volunteer in the school with our students and teachers. This is the best way to send the message to students that we are all committed to quality education. All volunteers must follow the Canon City Schools Volunteer process before beginning to volunteer. When volunteering on an occasional basis for field trips or classroom parties, the School Check-in system is used with required state-issued ID. To become a fully approved volunteer, if helping on a more consistent weekly/monthly basis, register on-line at the website below:

<https://www.canoncityschools.org/departments/human-resources/volunteer>

Personal Items at School

Students **should not** bring personal items such as electronic games, radios, toys, etc. to school, except for the purpose of class displays or other educational purposes with permission from their teacher or principal. This prevents theft, loss or broken items which causes conflicts between students. Students may bring recreational items such as footballs, soccer balls, and tennis balls to school for use during recess. Hard items such as golf balls and baseballs are prohibited. Items should be labeled with the students' name

Tobacco, vapes, toy weapons, multi-tools, weapons (i.e. knives) or any other potentially dangerous items are strictly prohibited on campus. These items will be confiscated and be reported to the principal for possible disciplinary action.

Pets at School

Animals are not allowed on campus while students are present. Exemptions to this policy include fish and service animals. Service animals are those that are trained to aid an individual with a specific disability. Emotional support animals are not permitted. Refer to School Board Policy EJ for more information:

<https://www.canoncityschools.org/board-of-education/board-policies>

Phones & Electronics at School

- **Cell Phones**
 - If students bring a cell phone to school, the device must remain off and in their backpack for the day.
- **School Phones**
 - The school phone system is for school business and emergency use only. Students are not allowed to make phone calls to parents for personal reasons unrelated to school. In otherwise non-emergency situations, parents may call and leave a message for their child with the front office.
- **Smartwatches or Other Electronic Communication Devices**
 - Students who choose to wear smartwatches or have other communication devices at school may not use them to make calls, send text messages, or browse the internet during the school day unless approved by staff.

PTO & Accountability Team

Lincoln School PTO (Parent/Teacher Organization) is a vital part of our school. Parents are encouraged to work with this organization as volunteers. Monies from fundraisers are used to purchase playground equipment, assemblies, library and computer materials, and to fund the Lincoln P.T.O. scholarship given to a CCHS senior at graduation.

PTO functions will be combined with the Accountability Planning Team. All parents are invited to attend the monthly meetings and to participate in our fundraisers and volunteer activities. Please get involved in this parent/teacher educational partnership. *EVERYONE IS WELCOME!*

PTO OFFICERS & ACCOUNTABILITY REPRESENTATIVES

- **President** Thiry Mills
- **Vice President** Jeana Nelson
- **Secretary** Janel Ensinger
- **Treasurer** Tina Olguin
- **Hospitality** Kristina Post
- **Staff Representative & Accountability Representative** Tonya Fisher

The accountability process is an important part of public education. The Accountability Planning Team is led by the principal and reviews the plans and programs of the school system. They gather data about the community views of our schools. They identify needs and recommend actions which should be taken to improve our school.

Our own Lincoln Accountability Planning Team has been extremely helpful and has become very knowledgeable about all facets of our school. They have been very supportive of the principal and our staff. Interested parents are invited to become members of this team. It meets once a month immediately following PTO meetings. The team has been small enough that anyone interested has been allowed membership. For further information, contact the office.

Recess

Any time the temperature outside is 20° or above (including wind chill), we will go outside for recess. If the wind chill and/or air temperature is below that, or it is heavily raining or snowing, we will have indoor recess.

Report Cards and Testing

Report cards are sent home with students within one week after the end of each trimester. All fees, lost books, library fines, lunch charges, etc. must be in good standing before the report card is issued. All K-5 report cards are standards-based in an effort to show parents the standards-based skills their children are learning.

TESTING

Grades 3-5 participate in the state-level Colorado Measures of Academic Success (CMAS) annually. District-level benchmark assessments will be used K-5 to determine each child's progress. Pertinent information will be given as needed and results will be shared with parents at conferences. Parents can monitor their students' grades, attendance, and missing assignments by signing up for Campus Portal (see Page 13).

School Supply Lists



Lincoln School of Science & Technology



2022-2023 Supplies List

\$25.00 per student annual mobile device fee

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

<p><u>KINDERGARTEN</u></p> <ul style="list-style-type: none"> 1 box of Kleenex 1 container of Clorox Wipes 1 bottle of hand sanitizer 4 glue sticks 1 pack of pencil top erasers 3 SOLID Color PLASTIC folders with brads and pockets 1 box of Ziploc Bags (Girls-snack & Boys-quart) 1 pair of Headphones (NO earbuds) 3 boxes of snacks to share with the class (family size fruit snacks, family size granola bars, animal crackers, etc) 1 package of Dixie Cups 1 large, 5X8 hard case pencil box 1 three ring pencil pouch 1 box crayons <p>*Please label supplies with your child's name</p>	<p><u>FIRST GRADE</u></p> <ul style="list-style-type: none"> 1 box regular size crayon-24 colors 1 box 10 colored pencils 3 plastic folders with metal brads 4 Expo Dry erase markers 2 pack highlighters 1 box Ziploc storage bags: girls-quart size, boys-snack size 1 box of tissues 1 non spill plastic water bottle (labeled) 1 pair headphones -will need to be replaced throughout the year if lost or broken <p>*All supplies will be shared in the classroom, please DO NOT label supplies</p>
<p><u>SECOND GRADE</u></p> <ul style="list-style-type: none"> 1 pair headphones (no ear buds- must stay at school, need to be replaced if lost or broken) 3 pink erasers 2 large boxes of tissues for classroom sharing 2 plastic folders w/bottom pocket and metal brads 1 composition notebook with lined paper 1 school box (5 x 8 - maximum size to fit in desks) 1 standard letter-size clipboard (without storage) 1 box 10 colored pencils (erasable) 1 box crayons 1 small bottle of glue 2 dry erase markers (any color) 1 container bleach wipes 1 water bottle (with spill proof lid) 	<p><u>THIRD GRADE</u></p> <ul style="list-style-type: none"> 2 large box of tissues 1 container of disinfecting wipes 2 plastic folders with pockets and brads 2 pink erasers 1 24-count box colored pencils 1 pack highlighters 1 pencil box 1 package dry erase markers (replace throughout year) 1 pair of earbuds or headphones that MUST remain at school (will need to be replaced throughout the year if lost or broken)
<p><u>FOURTH GRADE</u></p> <ul style="list-style-type: none"> 1 pencil box 4 dry erase markers 2 glue sticks 1 large box of tissues 1 24-count box colored pencils 1 RED plastic folder with bottom pockets (no brads) 1 GREEN plastic folder with bottom pockets (no brads) 4 highlighters (yellow, pink, green, and blue) 1 package Clorox wipes 1 composition notebook <p>1 pair QUALITY earbuds or headphones that <u>MUST</u> remain at school (will need to be replaced throughout the year if lost or broken)</p> <p>Optional: computer mouse</p>	<p><u>FIFTH GRADE</u></p> <ul style="list-style-type: none"> 1 large box of tissues 1 24-count box colored pencils 1 small pencil bag; no boxes, please 1 expand-a-file folder with multiple tabs; NO Trapper Keepers 1 black Sharpie 1 pack of black dry erase markers 1 pack highlighters 1 large container Clorox wipes 1 package notebook paper 1 pair earbuds or headphones that <u>MUST</u> remain at school and be replaced throughout the year if lost or broken

Social-Emotional Health of Students

A universal assessment in the social-emotional/behavioral health domain will be administered each fall and spring for K-5 teachers to complete. Data outcomes will be used to provide students with additional social-emotional/behavioral health supports and targeted professional development for staff, etc.

Staff Qualifications

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

- Cañon City Schools only hires highly qualified certified staff.
- All teachers are endorsed or licensed by the Colorado Department of Education for their teaching assignment(s).

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

- Teacher licensing credentials
- Paraprofessional qualifications

For more information, please contact the Principal (276-5830) or the District Human Resource Office (276-5700).

Student & Student Records Access

Unless a court order is provided saying otherwise, children of estranged or divorced parents will be released to either natural parent as identified on the child's birth certificate. If applicable, please ensure the office has the most recent documentation of any custodial arrangements regarding your student(s).

Also, according to the Family Educational Rights and Privacy Act of 1974, both custodial and noncustodial parents shall have access to their students' records unless the school is provided with a court order which provides to the contrary. Student records are now available on Campus Portal (see Page 13).

Technology

Terms and Conditions for Technology

Cañon City Schools has implemented a 1:1 mobile device initiative, whereas every student K-12 will be provided a device to use during the school year for academic purposes. **A mobile device insurance fee of \$25 is required** for each district student and will be collected each year at registration. A device may not be issued to your student until this fee is paid. If finances are a barrier, please contact the principal directly to work out a solution.

Information about the Canon City Schools' Acceptable Use Guidelines **SOP: JS** is available at:

<https://www.canoncitieschools.org/board-of-education/standard-operating-procedures-sop>

Cañon City Schools Policy Information

School Board Policies

Various state and federal laws direct school districts to provide policies to students and parents on an annual basis. Policies are distributed because students and parents must have notice of what they can expect when certain circumstances arise during the school year. Access full policies online at:

<https://www.canoncitieschools.org/board-of-education/board-policies>

Policy File	Policy Name
AC, AC-R, AC-E	Nondiscrimination/Equal Opportunity (and complaint process)
ADC	Tobacco Free Schools
ADF	Local Wellness Policy
EBCE	School Closings and Cancellations
IHAMR	Health and Family Life/Sex Education (Exemption Procedure)
IHODA	Concurrent Enrollment
IKA	Grading/Assessment Systems
IKF-2	Graduation Requirements (Beginning with Class of 2021)
IMB	Teaching about Controversial Issues and Use of Controversial Materials
IMBB	Exemptions from Required Instruction
JB	Equal Education Opportunity
JBB	Sexual Harassment
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDD	Violent and Aggressive Behavior
JICDE	Bullying Prevention Education
JICEA	School-Related Student Publications
JICEC	Student Distribution of Non Curricular Materials
JICF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JIH	Student Interviews, Interrogations, Searches and Arrests
JA-1	Student Organizations
JK and JK-R	Student Discipline

JK-2	Discipline of Students with Disabilities
JKA, JKA-R	Use of Physical Intervention and Restraint
JKA-E-2	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion
JKBA and JKBA-R	Disciplinary Removal from Classroom
JKD/JKE	Suspension/Expulsion of Students
JLA	Student Insurance Programs
JLCB and JLCB-R	Immunization of Students
JLCD	Administering Medication to Students
JLCDA	Students with Food Allergies
JLDAC	Screening and Testing of Students (And Treatment of Mental Disorders)
JLDAC-E	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JLF	Reporting Child Abuse/Child Protection
JLFF	Sex Offender Information
JQ	Student, Fees, Fines and Charges
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-R	Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures)
JRA/JRC-E-1	Notification to Parents and Students of Rights Concerning Student Education Records
JRCA	Sharing of Student Records/Information between School District and State Agencies
JS	Student Use of the Internet and Electronic Communications
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KI	Visitors to Schools

Non-Discrimination Statement

SCHOOL DISTRICT FREMONT RE-1 DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, ANCESTRY, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, GENETIC INFORMATION, DISABILITY OR NEED FOR SPECIAL EDUCATION IN ADMISSIONS, ACCESS TO, TREATMENT, OR EMPLOYMENT IN EDUCATIONAL PROGRAMS OR ACTIVITIES WHICH IT OPERATES.

Complaint procedures have been established for students, parents, employees, and members of the public. Complaints may be filed verbally, in writing or anonymously. If you wish to file a complaint using the district complaint form, please submit to: Ms. Jamie Davis, Director of Human Resources, Title IX, Section 504, and Americans with Disabilities Act Coordinator, 101 North 14th Street, Cañon City, Colorado 81212 – Telephone: (719)276-5700. Email: jamie.davis@canoncityschoosls.org