



2019-20

Parent/Student Handbook

HANDY REFERENCE TOOL

MAKE SURE TO KEEP

Welcome

Dear Family,

The faculty and staff of LPAS join us in welcoming you and your child to our school. This is “Where the Arts Start.” We are dedicated to providing a caring, safe, intellectually stimulating environment through the performing arts. As part of the Jefferson County Public School District, we hold high expectations for the success and achievement of all our students.

We look forward to an exciting and productive year. We are pleased to provide you with this Parent and Student Handbook which contains important information that you will need to know about our school. Please take the time to read this handbook carefully with your child. After reading this handbook, please sign and return the Acknowledgement form (last page) to your child’s teacher.

As you read this handbook, it is our hope that you will gain a clear picture of the efforts we are making to provide a quality educational experience for each student. We welcome a close relationship with our parent body and hope you will take an active interest in LPAS. There are many ways you can support your child and our school including:

- Ask your child about his/her day
- Assign a daily homework time each afternoon or evening
- Encourage your child to read every day
- Communicate with your child’s teacher by attending Parent/Teacher Conferences, sending notes or emails
- Call with your concerns
- Check your child’s backpack daily
- Review your child’s WOW folder on Wednesday for important papers.
- Participate in and support all school activities
- Join the PTA
- Become a volunteer

Together, let’s make this the best school year ever for our children at LPAS!

Sincerely,

Susan French-Epps, Principal

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Lincoln Performing Arts School

Lincoln Elementary is the first JCPs elementary performing arts concept school in the state of Kentucky. Lincoln emphasizes a strong academic program in reading, writing, mathematics, science, and social studies. Each of the core academic areas is integrated with drama, music, and dance. The curriculum will ensure that students experience the entire performing arts process, from designing a stage set, to performing a student-written piece of music or dance. Community partnerships with leading arts groups provide unique experiences and instruction like no other. The result is a rich, engaging, and powerful instructional program that provides a teaching and learning environment where creativity is nurtured and talents discovered.

Mission Statement

Lincoln Elementary Performing Arts School commits to educating the whole child, through rigorous, arts-infused curriculum, to best prepare students for future success.



General Information

Address 930 East Main Street, Louisville, Kentucky 40206

Phone School Office (502) 485-8291 Fax (502) 313-3496

School Nutrition Service Office (502) 485-8291 Ext. 2998

Family Resource Center (502) 313-2970

Hours of Operation The school is open for business between 8:00 am and 4:30 pm, Monday through Friday.

CEP (Child Enrichment Program) sponsored through YMCA of Louisville 7:00 – 9:00 am
3:45 – 6:00 pm

School Day for Students

8:30 Doors open for students

- All students have the option of being served breakfast at no cost to them as part of the National Breakfast grant given to Lincoln.
- All students report to the gym after breakfast.

8:55 1st Bell – School-wide Morning Meeting starts in the gym

9:05 2nd Bell – Instructional day officially begins

11:00 – 1:00 Lunch (20 minutes per class)

3:45 Instructional day officially ends

- Dismissal

3:45 – 4:00 Students depart (Students must be picked up by 4:00)

Parking Visitors may park on Main Street in front of the school and Market Street. The school side of Wenzel Street is reserved for car riders during the school day. Additional parking is available in the school parking lot accessed from Market or Main Street. **Do not park in Plumber Supply Parking lot across Main. You will be towed.**

Please note that cars **MAY NOT double park along Main Street** for safety reasons and you may be ticketed by Metro Louisville Police. You will be asked to move your car to an appropriate safe location prior to acceptance or dismissal of your child. Please also use the crosswalk for the safety of our students.

Cancellation of School, Delayed Opening, Closing Early

Cancellation of school occurs only during circumstances such as extreme weather, equipment failure, or public crisis. Cancellation of school, delayed opening, and early dismissal are publicized widely on local TV and radio stations and posted on the JCPS homepage:

<http://www.jefferson.k12.ky.us>.

CEP (Child Enrichment Program)

The Childcare Enrichment Program is available to all JCPS students from Kindergarten through Fifth grade. Regular program hours are from 7 a.m. to the start of your child's school day and from the close of school to 6 p.m. Continuous care is available from 7 a.m. to 6 p.m. when school is not in session, at select locations. Spring break, Winter break, and Summer programs require a separate registration. Site location may vary due to consolidation. Transportation to and from the C.E.P. site is the responsibility of the parent. In addition to planned activities and programs, each child will receive healthy morning and afternoon snacks. Breakfast is served for children in the before school program. For more information go to ymcalouisville.org.

Cellphones/Electronic Devices

Students cannot have cellphones or personal electronic devices out during instructional time. Students are asked turn in all devices to the office or teacher at the beginning of the day and obtain items at dismissal. **The school is not responsible for lost or stolen phones.** We advise students not to bring electronic devices to school and we encourage families to install tracking devices on the devices in case of getting lost or stolen.

School Activities

Lincoln Elementary has a variety of activities in which students may participate. Some activities are offered as part of the school day, while others are after normal school hours. Information about these activities will be given to the appropriate grade level students throughout the year. Please review LPAS Performing Arts Expectations and policies at the end of this handbook.

Technology

The *Acceptable-Use Policy (AUP)* for students must be filled out, signed, and returned to school every year. Students who have a signed *Acceptable-Use Policy* form on file at school will be given access to the resources available on the JCPS network. *Acceptable-Use Policy* forms are in the Parent-Student Folder.

Lost and Found/Personal Property

Students are responsible for the safety and security of their own personal property. Children are not allowed to bring items of great value or large amounts of money to school. The school cannot be responsible for lost or stolen items.

PLEASE WRITE YOUR CHILD’S NAME ON CLOTHING AND PERSONAL ITEMS WITH A PERMANENT MARKING PEN. Clothing left in and around the school will be in the Lost and Found bin in the cafeteria. Unclaimed Lost and Found articles will be sent to the JCPS Clothes Closet in December, March, and June. Please contact the office to inquire about Lost and Found items.

Toys, games, and CD/DVD players are distracting in school and are not permitted. Confiscated items will be held in the school office and only parents or guardians may claim them.

Enrollment Information

All JCPS forms must be completed and returned to school by the second day of school. In case of an illness or emergency, information on the form is used to contact the student's parent(s), guardian(s), or relatives(s); therefore, it is very important that information on the form be accurate and up to date. If a student's address or telephone changes during the school year, parents or guardians should notify the school immediately.

ENROLLMENT REQUIREMENTS

Health Regulations State health regulations for students require that each student **MUST** have the following items on file at the school they are currently attending:

Immunizations

- A current and valid Kentucky Immunization Certificate. (Due within two (2) weeks after the first day of attendance)

Medical Examinations

- Students entering school for the first time must have a Kentucky Preventable Health Care Examination Form. (Due within two (2) months after the first day of attendance)

Vision Examinations

- Students entering school for the first time, ages three, four, five, or six years old only, must have a Kentucky Vision Examination Form. (Due no later than January 1 of the first year that the child is enrolled in a public school, public pre-school or Head Start) This examination must be completed by an optometrist or ophthalmologist.

Birth Certificate

- A certified copy of the each student's birth certificate is required to be on file at the school attending.

We follow strict guidelines for maintaining immunization and enrollment requirements.

Transfers and Withdrawals

The parents/guardians of any student moving should contact the school. Parents must complete the JCPS withdrawal form that may be obtained in the office. Parent and principal signature are required on the withdrawal form.

Health Requirements

Immunizations

In accordance with the Kentucky Cabinet for Health Services, 902 KAR 2:060, Section 2, immunizations are required for attendance at day-care centers, certified family child-care homes, other licensed facilities that care for children, preschool programs, and school must have the [Kentucky Immunization Certificate](#), EPID-230, (an original, not a copy, is requested) on file within two weeks of enrollment. The certificate must be signed by any duly licensed medical or osteopathic physician, nurse practitioner, or local health department provider; and must show dates all vaccines were administered. Please note that immunization requirements changed. Please call school or JCPS Health services for more information.

Generally the required vaccines and doses are as follows:

- Haemophilus influenza type b conjugate (Hib) - Children (under five years of age) attending preschool programs are required to have Hib vaccine. Note: Completed 4 dose series with one dose 15 months of age or later OR at least one dose after 15 months of age.
- Measles, Mumps, Rubella (MMR) - One dose (1) of MMR on or after the first birthday, AND a second dose of MMR containing vaccine is required for all students and Preschool or Head Start children who have reached their 4th birthday.
- Hepatitis B -Three (3) doses of Hepatitis B vaccine are required for:
 - Students in Preschool, Head Start, Kindergarten through 6th grade and students whose birth date is 10/1/92 or later.
- Diphtheria, Tetanus, Pertussis (DTP, DTaP, Td, Tdap) - The minimum requirements are four (4) doses with one (1) dose on or after the 4th birthday and a minimum of six (6) months between the last two (2) doses. For 6th grade entry, age 11 or 12 years old, one dose of Tdap is required.
- Polio (OPV/IPV) -The minimum requirements are three (3) doses with one (1) dose on or after the 4th birthday, and a minimum of four (4) weeks apart, but preferably six (6) months, between the last two (2) doses.
- Varicella (Chickenpox) - One dose, given on or after age 12 months is required and a second dose is required for all students and Preschool or Head Start children who have reached their 4th birthday unless a physician states that the child has had chickenpox disease.
- Pneumococcal (PCV) Vaccine- four (4) doses required with one (1) dose on or after 12 months of age.
- Meningococcal (MCV) Vaccine- one (1) dose required at 6th grade entry, students 11 years of age.

If any of the child's vaccinations are not given as scheduled, the child's immunizations will be considered out of compliance. This can be corrected by following the vaccination schedule or obtaining a medical exemption in writing from the doctor.

Preventative Health Care Examination Requirements:

A completed Preventative Health Care Examination form for Kentucky school children is required within two (2) months after the first day of attendance in a Kentucky School. The examination may be performed by a licensed physician, ARNP (nurse practitioner), physician assistant, or EPSDT provider from any state. This form must be submitted as proof of an examination that has been given no earlier than one (1) year prior to or sixty (60) days after the first day of attendance in a Kentucky School.

Eye Examinations

Students entering school for the first time, ages three, four, five or six years old only, should have a Kentucky Vision Examination form on file at the school they are attending no later than January 1 of the first year that the child is enrolled in a public school, public preschool or Head Start. The examination must be completed by an optometrist or ophthalmologist.

Dental Examination

Kentucky law, KRS 156.160(i), requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.

More information may be found on Jefferson County Public Schools Website.

Arrival and Dismissal of Students

Morning Procedures

CEP (Child Enrichment Program)

Morning Arrival: Please enter through Main Street entrance. All other exits will be locked. Doors will open at 7:00 am.

Early Pickup: Parents may pick up students only through the front of the building on Main Street.

Walkers

Morning Arrival: Walkers are permitted to enter the building only through the front of the building on Main Street.
Doors will open and adult supervision begins at 8:30 a.m.

Car Riders

Parents are given a car tag number to be placed on the rearview mirror. This identification (ID) is used by staff members to identify children and parents. If your child will be a car rider at any time during the school year please read this carefully:

Morning Arrival: Please enter Wenzel Street from East Washington to form a car line. Starting at 8:30, a staff member will meet students at their cars and help them exit safely. Please do **not** allow your child to exit the car until you reach the staff member. **DO NOT drop off students on Main Street.**

Bus Riders

Parents are encouraged to allow their child(ren) to ride buses, if eligible, the first day of school rather than bringing them to school the first morning. **Parents who bring their children the first morning and expect them to ride the bus home that afternoon should notify the school upon arrival so that the student may be properly tagged and identified as a bus rider.**

- Students' backpacks will be tagged with a luggage tag identifying their morning and afternoon drop off. **THIS TAG MUST REMAIN ON THE BACKPACK ALL YEAR.** We appreciate your help in implementing this important safety procedure.
- Students dropped off at school with no instruction will be retained at school following dismissal and parents will be notified to pick them up.

Morning Arrival: All buses are unloaded in parking lot off Market Street where a staff member will meet and greet the bus riders.

Afternoon Procedures

Walkers

Afternoon Dismissal: Walkers are dismissed at 3:45 through playground door on Market Street. All students will be dismissed when they are matched with family member picking him/her up from the building. Parents must park their cars and walk in to pick up their child. **Parents may not double park. Do not park in Plumber's Supply lot.**

CEP

Afternoon Dismissal: Parents may enter through Main Street entrance to pick up their child in the cafeteria.

Car Riders

Afternoon Dismissal: Please hang your car tag number on your rear view mirror with the number facing towards the windshield. Work with your child to help them memorize his/her car tag number. **A parent who picks up his or her child as a car rider needs to enter on Wenzel Street through East Washington Street. You may not turn from Main Street onto Wenzel Street. If this happens, you will be asked to pull forward and your child will come out at 4:00 pm.** All car riders are held each afternoon until a staff member calls their ID number. Once a staff member has identified the student ID number, he or she should immediately dismiss the child to the parent's car. **Parents are not to get out of their cars when picking up their children. It is vital that each parent remain in his or her car so that traffic can continue to move expeditiously towards Market Street.** Parents may pull forward away from car rider line to stop and get out.

Bus Riders

Afternoon Dismissal: Bus riders are dismissed from classrooms to designated areas where they will then be escorted to buses by staff members.

- All buses are loaded in the parking lot off Market Street with staff members supervising.

During the first two (2) weeks of school, your child(ren) may experience a 30-60 minute delay. This is to ensure that all students are assigned to and loaded on appropriate buses. All students riding the bus for the first time will be tagged with pertinent information (name, school name, transportation arrangements and drop off location).

Changes in Transportation

Changes in the normal way a child goes home, including early dismissals from school require a note sent to the teacher that day and approval by an administrator. Please do not call at dismissal time to change transportation arrangements. **All transportation changes must be made before 3:00pm.** This is to ensure all parties are notified in a timely manner (teachers, bus drivers, bus depot, student, office staff, etc.). We know that occasionally emergencies arise, however transportation changes by phone will not be accepted when they are a regular occurrence.

Attendance

Students are required by law to attend school every day. Regular attendance at school is necessary for children to learn and is a life skill that will help them throughout their lives.

Attendance for all students in Kentucky is calculated based on the amount of time that the student is present in school. Attendance reports show students as tardy, absent, half-day present or present the full day. A student is tardy if he or she misses up to 35% of the instructional day by ***arriving late, leaving early or a combination of the two.***

Students must be free from fever, vomiting, and diarrhea for 24 hours before returning to school.

In the event your child is absent, follow these procedures:

- Call 485-8291 before school begins
- Send a note when child returns to school

Make up work will be available from the classroom teacher in a timely manner or when the child returns to school.

Absences

The following are recorded as excused absences:

- Illness
- Medical appointments
- Death in the family

Consequences for unexcused absences:

- 3rd Unexcused absence: Warning letter to parent
- 4th Unexcused absence: Referral to the FRC for conferencing and other preventive measures
- 6th Unexcused absence: Referral to an ADDP (School Social Worker). Students are also seen by the Admissions/Exit Committee to be placed on a probation
- 9th Unexcused absence: Final Notice sent and referral for further legal action processed. Students may be exited from the program.

Perfect Attendance

Lincoln Elementary School defines perfect attendance as zero absences and zero tardies.

Tardies

Students who arrive at school after 9:05 am or leave prior to 3:45pm will be marked tardy on the attendance record. Help your child to learn the importance of promptness by having him/her in school by 9:05am and remaining at school until 3:45pm. Students usually want to be present when school commences, but they need your help.

- The expectation of LPAS is to be on time for school. When a child is tardy to school (after 9:05 AM), **A PARENT MUST SIGN THE CHILD INTO SCHOOL IN THE MAIN OFFICE.** The tardy will be excused if a student has a medical appointment or a family emergency beyond the parent's control. Students must walk independently to class.
- When a student has 10 unexcused tardies they will be seen by the admissions/exit committee to be placed on probation. Students may be exited from the program.
- Early dismissal of students is strongly discouraged. In the event that a child must leave early, the office must be notified in writing or in person. Students must be signed out in the office by an authorized adult who has been designated on the student's Enrollment Information Form. Personal identification (ID) is requested for verification. For the safety and protection of our students, telephone requests for early release of students are not honored.

Truancy

Kentucky School Law KRS 159.150 states: "Any student absent for more than three days, or tardy on three or more days, without a valid excuse is truant, and any student reported truant more than 3 times is a habitual truant."

Remember: For students to be successful in school they must be present to learn.

LPAS P.A.W.S. Attendance Incentive Program

The LPAS Perfect Attendance Wins Success (P.A.W.S.) Program is a successful program implemented by the Lincoln Attendance Committee to improve school attendance. Students who earn perfect attendance in a grading period will have their name entered into a drawing for a prize. At the end of the grading period during Morning Meeting, the school will celebrate classes who have perfect attendance.

Absences and Excuses defined by Jefferson County Public Schools

Students are required to attend on time, daily at the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.1

Truancy Defined

Any pupil who has been absent from school without valid excuse for three (3) days or more, or who has been tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant.

Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family, (a physician's note is required for verification after (10) absences for illness).
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Provided the date(s) requested do not conflict with the State or District testing periods, a student shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange

program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board.

A student receiving an excused absence to pursue an educational enhancement opportunity shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320.

Parent Notes

Parents/guardians are to notify the school on the day on which their child is absent and provide notes to explain and confirm excused absences and tardies **within three (3) school days of the student's return.**

Make-up Opportunities

A student receiving an excused absence shall have the opportunity to make up missed schoolwork pursuant to procedures outlined in the Student Support and Behavior Intervention Handbook and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Observations and Visits

Visitors	All visitors must enter the school through the main entrance (Main Street location) and must go directly to the office to sign in/out and receive a badge.
Conferences	<p>On going communication regarding student progress is extremely important to students' academic success. To schedule conferences with their child's teacher, parents and guardians are encouraged to call the school office and leave a message or to send a note. Parents are encouraged to communicate through our school website, social media, and email. The teacher will return your call during planning or before or after school.</p> <p>Two days during the school year have been designated by the JCPS District just for parent-teacher conferences. Check the district calendar, and plan to attend the parent-teacher conferences. Mark your calendar now! Other conferences can be scheduled by calling the school office and leaving a message or by sending a note. The teacher will return your call during planning or before or after school.</p>
Communication	<p>Please get up-to-date information through our social media sites: Website: http://lincoln.jefferson.kyschools.us Facebook: http://Facebook.com/LPASlou Twitter: @LPASlou Instagram: @LPASlou</p>
Non-Custodial Parent	All non-custodial parents have the right to review records, to request conferences, and to pick up their child. The only exception is when a court order states otherwise. Official custody papers must be on file in the school office, or non-custodial parents will have all parental rights.

Parent Visitation Policy

All parent observations must be scheduled and mutually agreed upon by the teacher, parent, and principal. An observation form must be completed **24 hours in advance**. The principal must approve and sign off any observation request. The length, frequency and duration of visits shall not be invasive or disruptive to the privacy, safety and learning of **all** students in the class. Due to issues with confidentiality, parents should respect the teachers' and other students' workspace by not going through the papers, notebooks and/or plan books on their desks or other work areas. A parent may look at his/her own child's work only.

Volunteers

Lincoln Elementary values parents as our partners. Volunteers serve as a very special resource. However, all volunteers must fill out a background check. Parents and guardians are encouraged to serve on committees, to help in classrooms, and to assist with programs and extracurricular activities. The JCPS District forms are in the Parent-Student Folder for those parents/guardians who are interested in chaperoning field trips, helping in classrooms, and assisting with school programs.

Parents previously submitting background forms are not required under JCPS guidelines to resubmit.

Request for Classroom Observation

In order to minimize disruption to the educational environment, classroom observations are not to exceed 30 minutes.

Name of Observer

Phone Number

Requested Date of Observation

Requested Classroom Teacher

Beginning and ending time of Observation

Purpose of the Observation

Requirements and Expectations of Observers

1. Remain quietly seated in the area designated by the classroom teacher.
2. Do not engage students or staff in conversation during observation.
3. Keep in confidence any observations of student educational performance that you obtain during your visit.

Bus Rider Expectations

The safety of students is a top priority, and misbehavior on a school bus will not be tolerated. The following rules exist for the safety of all bus riders.

- LISTEN TO THE BUS DRIVER AT ALL TIMES
- BE SEATED AT ALL TIMES
- ALL OBJECTS AND BODY PARTS MUST BE INSIDE THE BUS AT ALL TIME
- EATING AND GUM IS NOT ALLOWED
- NO HORSEPLAYING
- NO RUNNING OR PLAYING AROUND OR AT THE BUS STOP(S)
- DEMONSTRATE RESPECT FOR YOURSELF AND OTHERS
- KEEP HANDS, FEET, OBJECTS AND COMMENTS TO YOURSELF
- FOLLOW ALL SAFETY RULES

Misconduct on the School Bus

Bus Drivers deal with misconduct on the bus in various ways prior to a referral to a school administrator.

When a referral becomes necessary, the driver submits a written referral to the school administrator. Each time a child is written up by a driver for misconduct, the parent will receive a copy of the Referral form.

Bus Referral Consequences

First referral - a school administrator holds a conference with the student

Second referral - a school administrator holds a conference with the parent(s)/guardian(s).

Third referral – may result in suspension from the bus. The number of days depends upon the offense.

Excessive bus referrals may result in loss of transportation privileges.

Each student is dealt with fairly, and discipline will be consistent and appropriate.

Parents are responsible for getting the student to and from school. **SUSPENSION FROM THE BUS IS NOT A SUSPENSION FROM SCHOOL.**

Field Trips and Health Safety

Field Trips

A field trip is an educational activity that is an extension of classroom instruction and is conducted away from school. All students are expected to participate in the learning experience provided by field trips.

For a child to participate, a parent/guardian must sign and return the Field Trip Permission Form. If this is not signed and returned by the due date, your child will not be able to attend the field trip. For liability reasons, we are unable to accept telephone confirmation or handwritten notes.

If a student's behavior is inappropriate and/or poses a safety risk for him/herself or others, the child may be excluded from participating in a field trip. If a student is to be excluded for misbehavior, the principal reviews the exclusion and the parent/guardian is notified prior to the field trip.

Health and Safety

Medication should be given at home when possible. If it is necessary for a student to receive medication at school, the parent/guardian must complete and have notarized, an *Authorization to Give Prescription and Over the Counter Medication Form*. Parent/guardians may come to the school office to have a signature notarized.

A separate form must be completed for each medication. In the event that the dosage or administration time changes, a new form must be completed.

- Medicine must be in its original container with the prescription label for that particular student.
- Over the counter medications, such as aspirin, cough syrup, etc. will not be given without a proper over the counter medication form on file. A medical form can be picked up in the office.
- Medications must be stored in the school office for the safety of all students.

Please send an adequate supply of medication to avoid having to send it back and forth. For example, if the medication is for all year, send a one-month supply.

- Please notify us regarding medication needing refrigeration.
- Unless you notify us otherwise, medication may be administered with 30 minutes before or after the time specified on the authorization form. If students arrive late or leave early, they may miss a scheduled time.
- Lincoln staff members with JCPS Health Services training will administer all authorized medications.

Illness/Injury at School

Students who become ill or injured, or have a fever during school hours, will be sent to the office. We will try to contact the parent. If we cannot reach the parent, we will use the emergency contact information provided. Please remember, we cannot keep children who are ill at school.

Student with a fever:

- Fever only that is **100.5° F or higher** without fever reducing medication such as Tylenol or Motrin (**child must be fever free for at least 24 hours to return to school**).
- Temperature of less than 100.5° F **AND** they have other signs of illness.
 - The student should be evaluated by a health care provider immediately if they are experiencing difficulty breathing, unusual lethargy, irritability, persistent crying, blurry vision, confusion, and/or disorientation.
- If temperature is 102.5° F or greater **AND** less than one (1) hour of school remains and the school is unable to contact parent/guardian to pick up child, EMS is to be notified immediately. EMS should be notified sooner if student also displays additional signs of respiratory difficulties or change in mental status.
- If temperature is less than 102.5° F, student may go home on their usual mode of transportation, **UNLESS** they are experiencing respiratory difficulties or change in mental status. This will then require calling EMS immediately.

Student with physical symptoms:

- **Diarrhea** defined as an increased number of stools compared with the child's normal pattern **and/or** stool that is not contained by diapers or toilet use.
- **Vomiting two (2) or more times in the previous 24 hours**, unless the vomiting is self-limited, is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- **Undiagnosed rash**
 - A student with a rash should be excluded from school unless he/she has a current statement from a licensed health care provider stating:
 1. The presence of the rash does not represent an illness that is contagious.
 2. The student is well enough to perform normal daily activities.
 - Staff should call the parent/guardian as soon as a rash is noticed, to pick their child up from school.
 - Staff should also send home the "Notice of Exclusion from School for Undiagnosed Rash" letter with the student.

- **Conjunctivitis (pink eye) with purulent (pus) drainage** until resolved OR until the student provides a statement from their healthcare provider that they can return to school and are not contagious.
- Diagnosed **impetigo** or **strep throat** until 24 hours after treatment has begun **AND** child has been fever free for 24 hours.
- **Head lice** as per JCPS protocol.
- **Scabies** until 24 hours after treatment has begun.
- Any illness that prevents the child from participating comfortably in program activities.
- Any illness that results in a greater care need than the staff can provide without compromising the health and safety of other children.

Generalized symptoms that may require further evaluation by the student's

Primary Care Provider:

- Dry mouth
- Increased urination
- Increased hunger
- Increased thirst
- Dry/itchy skin
- Fatigue
- Sores or infections that will not heal
- Blood in urine or stool
- Persistent headache
- Neck pain/stiffness
- Irritability
- Blurry vision
- Double vision
- Confusion
- Disorientation
- Dizziness

NOTE: Some of these symptoms may require an immediate call to EMS.

Please do not send any over-the-counter medication (cough drops, headache medication, Benadryl, allergy medication, etc.). All medication must have documentation from a doctor.

School Services

School Counselor

School Counselor provides services to students, teachers and parents. The main objective of our school counselor is to help you and your child have a successful school year. Individual appointments with the counselor can be made by calling the Counselor's Office at 485-8291.

Counseling programs and activities:

- Classroom Guidance
- Small-Group Counseling
- Individual Counseling
- Assessment
- Exceptional Child Education
- Advance Program/Primary Talent Pool
- Student Achievement/Social Emotional Concerns
- Student Recognition
- Student Records
- Student-Staff Support Team
- Referrals to Other Resources/Community Agencies
- Tutoring Information
- Transition to Kindergarten/Middle School
- College and Career Ready

FRC (Family Resource Center)

The Kentucky Family Resource Centers were developed as part of the Kentucky Education Reform Act (KERA). Family Resource Centers work to help remove barriers to student learning and to provide services to promote student success and well-being. Each center assists students and families through programs, referrals to outside agencies and by partnering with groups within and outside of the school.

Programs and services are unique to each center and are determined by the needs of the population served, available resources, location and other local characteristics. The centers work with families to improve students' attendance, decrease problems with behavior or suspensions, offer academic support, cope with mental and physical health issues, and offer parent support and assistance. All students and families are served regardless of income.

At the Lincoln/Dawson Orman Family Resource Center, we build lasting relationships with students, parents, staff members, and the community.

Hours: Monday through Friday 7:30 a.m. to 4:30 p.m. or by appointment by calling (502) 313-4496

Below is a list of some of the services provided or referred by the FRC:

- Job Assistance
- Support groups for children
- Seven Counties and other Mental Health Services
- Programs for new and expectant parents
- Computer Training courses for adults
- Recreational and family activities
- Area day care referrals
- GED, Job Corp, technical school, and other school referrals
- Clothing and school supply assistance
- Neighborhood Place referrals
- Community collaboration
- Before and after school child care programs
- Educational Enrichment Activities Career Fairs

Nutrition Services

A nutritious breakfast and lunch are served daily in the school. Free and reduced-price meals are available to students who qualify. Applications are available in the school office or from the School and Community Nutrition Services office at (502) 485-7080. A new application must be processed at the beginning of every school year for free or reduced-price service to continue.

Breakfast

All students are served breakfast in the classroom at no cost to them as part of the National Breakfast grant given to Lincoln.

Lunch Prices

All students are served lunch at no cost to them as part of the National Lunch Program.

A La Carte Items

A la carte items may be available daily at each school location. Items available for a la carte sale may include individual portions of items on the lunch menu, favorite snack items, spring water, and canned juice drinks. All items available for a la carte sale meet JCPS nutrition guidelines for beverages and snacks. A la Carte purchases may be restricted by written parental direction to the school manager.

Food Allergies

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA-required form. Forms are available from the school Nutrition Services manager and must be completed and signed by a physician.

Parents and Nutrition Service staff are encouraged to make the school office aware of all students' allergies.

Items specifically listed on medical referral forms by a physician as a life threatening allergen will be noted in the student's record and withheld from that student's meal service. Due to the possibility of residual or cross contamination of allergens and non-allergens in manufacturing plants, and the ability of manufacturers to omit small percentage ingredients in ingredient listings, it is impossible to guarantee an allergen free environment.

Any family who has dietary restrictions for personal reasons (Vegetarian, religious, etc.) please contact our Lunchroom manager to make arrangements.

Communication

Home to School Communication

Students are given two colored folders (Blue and Red) at the beginning of the year. Students in 3rd – 5th grade will have an agenda. The folders and agenda must be maintained and used throughout the school year. These folders and agenda are imperative to good communication between home and school.

The **RED folder** is a daily folder that students should bring back and forth **daily**. This folder will have daily communication, student's homework, and behavior information. Students in grades 3rd -5th should bring home their agenda **daily**, in addition to their red folder. Classroom newsletters will go home on Mondays in students red folder.

The **BLUE folder goes home on Wednesdays**. It is called the WOW (Weekly on Wednesday) Folder. This folder will have students graded work and any information from the school. A school newsletter and **ALL** printed school to home communication will be sent home on Wednesdays, in an effort to keep our school families well informed about school activities, policies and other important information. All information should be removed from the folder and it should be signed by a guardian and returned promptly on Wednesday. We ask you to check your child's backpack daily, even though there may not be homework assigned to ensure you are being informed.

In an effort to help families stay informed most information can be found online at <http://lincoln.jefferson.kyschools.us>. We also encourage our teachers to keep their classroom webpages updated to help you stay better informed.

PTA (Parent Teacher Association)

Lincoln Elementary families and staff are encouraged to join our PTA. PTA membership forms are sent home at the start of school, and are available at Open House. The PTA plays an important role in providing services to all Lincoln students.

Meetings are announced in the monthly school newsletter that goes home on the first Wednesday of each month. The PTA will also periodically send home a PTA newsletter in the WOW (Weekly on Wednesday) Folder.

Please call the school office at 502-485-8291 for PTA contact information. Be sure to look for the PTA's website link on the Lincoln Elementary website.

SBDM (Site Based Decision Making)

Our school operates with a school-based-decision-making management system. Elected representatives from staff and parents, together with the principal, form the SBDM Council and meet monthly in an open forum to conduct business concerning the school program.

Social Media

We encourage you to stay connected to our school through our social media sites. We even offer text alerts by signing up through our homepage.

<http://lincoln.jefferson.kyschools.us> (School website)

Facebook.com/LPASlou

Twitter.com/LPASlou

Youtube.com/LPASlou

Instagram.com/LPASlou

JCPS Important Phone Numbers

Lincoln Performing Arts School	485-8291
Fact Line	485-3228
Transportation	485-3470
Parent Assistance Center	485-6250 or 485-6771
Elementary Student Assignment	485-3802
Elementary School Questions	485-3495 or 485-3152
Middle School Questions	485-3549
High School Questions	485-3664
Early Childhood Programs	485-3919
Lincoln/Dawson Orman Family Resource Center	485-8114
Guidance/Counseling	485-3255
Health Services	485-3387
Optional, Magnet, and Advance Programs	485-3323
Exceptional Child Education	485-3215
Board of Education	485-3011
PTA (15 th District)	485-3535

Bus Compound

	Compound Name	Phone
BB	Blankenbaker Compound	485-3162
BL	Blue Lick Compound	485-3145
BU	Burks Compound	485-6690
DE	Detrick Compound	485-3169
HO	Hoke Compound	485-3147
JA	Jacob Compound	485-7660
JE	Jeffersontown Compound	485-3153
LL	Lees Lane Compound	485-7055
MO	Moore Compound	485-3163
NI	Nichols Compound	485-3057
	Special Needs Transportation (East)	485-6099
	Special Needs Transportation (West)	485-6088
WI	Wilhoit Compound	485-8595

LPAS Policies

All policies are listed on our website under Parent Information. We highly suggest you visit our website to review those policies. If you do not have Internet access, you may request policies by calling the school office at 502-482-8291.

Homework Policy

Lincoln Elementary believes that meaningful homework is an effective instructional strategy that enables students to practice what they have learned. Meaningful homework helps establish independent study skills and promotes individual accountability. Meaningful homework assignments should reflect extensions of classroom learning and authentic opportunities for engaging deeper with content. Homework should never be given as a punishment.

Teacher responsibilities are to:

- Develop and design meaningful homework assignments that directly reinforce concepts learned in class to provide additional instructional support to students, as needed.
- Regularly provide students with feedback on homework.
- Communicate clear and concise expectations to students.
- Make assignments relevant to learning to ensure transition readiness.
- Ensure all students have equitable access and opportunities to complete the homework.

Make-Up Work

A student returning to school after an excused absence or suspension may request make-up work within three school days of his or her return to class. The student will have the number of school days of absence or suspension plus one school day from the time he or she receives the makeup work to complete the work and submit it to the teacher (as per the *JCPS Code of Acceptable Behavior and The Student Bill of Rights*).

Parent/Guardian Responsibilities

- Set up a quiet, organized place to do homework.
- Establish a consistent daily schedule for homework.
- Encourage, motivate, and prompt child to do homework, but don't do it for him/her
- Look over homework when finished and discuss homework concepts with child.
- Stop homework for child's bedtime.
- If child consistently has difficulty completing homework within the given period, please notify the teacher.

Student Responsibilities

- Complete required homework to the best of his/her ability.
- Return to the teacher the following school day or on due date.

Teacher Responsibilities

- Design homework assignments that clearly show purpose and outcomes.
- Grade and record homework: As per the *JCPS Student Progression, Promotion, and Grading Handbook*, homework will be counted as one component of the student's grade.
- Review, discuss, and return homework to students in a reasonable period.
- Set consequences, which may include the loss of special privileges, parent/guardian notification, or parent-teacher conference.

Homework Assistance

Homework assistance is only a phone call away.

- JCPS Homework Hotline is available for student assistance for 4 to 7 p.m. at 485-8343. JCPS Tutoring Learning Centers are available at various Jefferson County schools. Call the school counselor for sites and tutoring times.
- Jefferson County L.I.N.K. Centers are located in supportive environments in the community in which the student lives, for more information call 485-6415.

Components of Academic Grades and Requirements for Progression

The academic grade reflects what students know and are able to do. The academic grade is based on student performance and may include the following:

- Participation/Attendance Portfolios
- Homework Exhibitions
- Class Assignments, Individual and/or Group Work
- Discussions/Problem Solving Teacher Observation
- Quizzes/Tests Special Projects/Performance Assessment

Jefferson County Public Schools establishes uniform, standard procedures for grading, progression, and promotion for elementary, middle, and high schools.

Primary Program (K-3)

Letter Symbol	Description
O – Outstanding	Work is consistently <u>above grade level</u> expectations
S – Satisfactory	Work <u>meets grade level</u> expectations
NI – Needs Improvement	Work <u>needs improvement to meet grade level</u> expectations
U – Unsatisfactory	Work <u>is not meeting grade level</u> expectations
N/A – Not Applicable	Not taught this six weeks

Intermediate Program

Grades Four (4) and Five (5) use the following designations that are based on a percentage score:

Letter Grade	Description
A – Excellent	Work is consistently <u>above grade level</u> expectations
B – Good	Work <u>meets grade-level</u> expectations
C – Satisfactory	Work <u>is progressing towards grade level</u> expectations
D – Poor	Work <u>is not meeting grade level</u> expectations
U – Unsatisfactory	Work is not acceptable

Progression for Students

All students will have access to the Kentucky Program of Studies and Common Core Standards. All students struggling to meet standards in content areas will be provided interventions that include the JCPS Intervention Protocol, Extended School Services (ESS), and grouping for skills.

Behavior Expectations

The JCPS District developed a Student Support and Behavior Intervention Handbook. Each student receives a copy. Parents/guardians are asked to review the handbook carefully with their child and to send the signed Parent Acknowledgment Form back to the school. In addition, Lincoln Elementary has developed school wide expectations for common areas and each classroom has its specific discipline plan, as well as school wide expectations to follow. Each student is responsible for his or her actions. The help and cooperation of parents, staff, and students are essential for an effective Positive Behavior Intervention System (PBIS).

LEAD through actions

- Be a role model
- Follow directions
- Be respectful

PROMOTE positive thinking

- Use growth mindset
- Show effort
- Model appropriate behaviors

ACHIEVE goals

- Exceed expectations
- Never give up
- Listen to learn

SHINE brightly

- Love yourself
- Understand others
- Embrace differences

Our school follows the JCPS district's Student Support and Behavior Intervention Handbook regarding behavior and corrective strategies. Students whose behavior continues to disrupt the education process for others may be referred to our exit committee.

State and Federal Confidentiality laws prohibit the school from discussing personal information with parents about children other than their own.

As always, if you should have any questions or concerns about your child's behavior, please contact the school at 485-8291.

Exit Policy

It is the desire of the staff at Lincoln Performing Arts School that parents work in cooperation with the school to see that the expectations of the school are met and supported. Parent(s), school, and student must work together to support the expectations of this magnet program. Parents may lose the privilege of sending their children to Lincoln Performing Arts School if they do not meet the expectations. To remain at the Lincoln Elementary Performing Arts School, must reflect commitment and self-motivation toward the learning process. The following steps toward an exit of students will be followed when parents and/or students are delinquent in supporting the policies of this magnet school.

If a student's behavior is excessive and disruptive to the extent that it interferes with the students learning and indicates a lack of self-discipline or respect for others, the following procedures will occur in accordance with the Jefferson County Public Schools Code of Conduct:

1. If elementary behavior violations occur, then in-school discipline measures will be taken.
2. If behavior violations continue, the exit committee will review the behavior record of the student to determine if the student will be placed on a probationary period and a certified letter will be sent to the student's home.
3. The exit committee will reconvene at the end of the six (6) week period to determine the future of the student at Lincoln.
4. The student and parent will be notified by letter of the exit committee's decision before the end of the current school year.

If a student has excessive tardies and/or absences and/or late pickups, the Family Resource Coordinator and Attendance Clerk will make an effort to help the student correct the problem through letters, home visits, and meetings. If a student has 10 or more unexcused tardies or 6 or more unexcused absences, it may result in probationary procedures outlined above.

The committee will consist of three (3) staff members and will meet every six (6) weeks.

Criteria for Appeal Process

If the student and parent wish to appeal the decision of the exit committee, they will be required to submit the appeal in writing to the building principal within seven (7) days of notification of the committee's decision. Any subsequent appeals will follow JCPS due process procedures for an appeal of dismissal of the magnet program.

LPAS School Dress Code

Our primary focus is to provide all students with a safe and positive learning environment. The purpose of this dress code is to enhance school safety, improve the learning environment, and promote good behavior. All students are expected to dress appropriately for the activities of the school day and the weather. In order to achieve this goal, the following guidelines are in place at Lincoln Performing Arts School.

Shoes

- Tennis shoes or sturdy, form-fitting shoes are recommended for the school day.
- No backless or high-heeled shoes are permitted. Flip flops are not permitted: sandals with back straps can be worn with closed toe. Sneakers are encouraged to wear every day.
- No shoes with wheels

Pants, shorts, skirts

- Pants and shorts to fit snugly at the waist
- Extremely brief shorts and short skirts are not appropriate for school. Mid-thigh length or longer is appropriate.

Shirts

- No thin or spaghetti strap tops may be worn.
- All clothing must cover all undergarments.
- All clothing must cover abdominal area.

General

- Tops and bottoms must overlap at all times, including when arms are raised.
- Hats, caps, hoods, and other headwear may not be worn during the school day unless for school-sponsored activities or for religious reasons.
- Coats (outerwear) may not be worn indoors during the school day.
- The following items are inappropriate for school and therefore not permitted:
 - Make-up
 - Any article of clothing or accessory that promotes drugs, alcohol, tobacco, sex, violence, weapons, or is offensive or degrading.
 - Anything that may cause a distraction to the educational process or is deemed inappropriate or unsafe.

This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.

LPAS Performing Arts Expectations

"Where the Arts Start!"

At LPAS, it is our goal to provide high quality, specialized performing arts instruction in the areas of dance, drama/theatre, and music to our students.

We believe that all students can experience the joy of creating and the self-confidence that comes from the development of skills and the process of performance. All four Performing Arts areas are dedicated to creating a positive learning environment that cultivates collaboration, creativity, and offers opportunities to discover the arts while promoting literacy across the curriculum.

The Arts are an integral part of who we are and a tool for how we do things. Arts are a part of our everyday learning and it has an enormous impact on every student-performer who participates. Students are expected to behave and conduct themselves in such a manner as not to disrupt the arts educational process and to continue their growth toward maturity and self-responsibility. Each student needs to assume an active role in his/her educational program to make it a meaningful experience. A commitment must be made by the school, teachers, students and parents to promote a positive environment.

In order to be a productive and reliable member, there are expectations students must fulfill. The following information will outline some of these expectations as well as what students can look forward to in the upcoming school year.

I. Academics:

- Students are expected to demonstrate responsible academic effort by completing assignments and by participating in classroom activities.
- Since the arts are an integral part of our curriculum, students are expected to demonstrate responsible effort by participating in the arts classroom activities.
- Bi-weekly progress reports will be a collaboration between arts teachers and homeroom teachers. The result of these progress reports could determine eligibility for performances. This will also be communicated to parents.

II. Good Citizenship:

- All student-performers are expected to be good citizens in school and in public when representing Lincoln Performing Arts.
- Any behavior that results in class/hallway disruption, referral or probation could affect eligibility for performances. These behaviors will be a part of the bi-weekly progress report.
- Students are expected to enter the PAW (Performing Arts Wing) Zone:
 1. Voices on a level zero
 2. Walking with quiet feet
 3. Following instructions given by the teacher
 4. Respect for themselves and others
- Consequences for not meeting these expectations could result in a referral.

III. Equipment:

- All students are responsible for the proper care and security of arts equipment. This includes band/orchestra instruments, classroom instruments, costumes, performance t-shirts, etc.
- The student/parent is responsible for equipment that is broken, lost or not returned and may be charged for the replacement of the items.

IV. Performances:

- LPAS provides many opportunities for student performances throughout the year.
- Performance in all academic areas and school behavior will determine if student is eligible to perform. **Character off-stage determines a character on-stage.**
- Grade levels concerts are posted on the school website calendar and social media at the beginning of the year. These are subject to change in case of inclement weather, etc.
- School Day Performance field trips – student, parents and teachers will be notified at least 2 weeks in advance of the trip.
- Because we are a Performing Arts school, some community performance requests require a quick turn-around period. We are committed to giving you as much advanced notice as possible.
- Student performers are expected to attend community performances if they have agreed to attend. It is the responsibility of the parent to notify the arts teacher in charge of the performance prior to the event if student is unable to attend. Many performances are based on the number of performers attending and we are committed to doing our best.

V. Concert Dress:

- One of our responsibilities as teachers is to educate students about concert etiquette, including dressing appropriately in traditional concert attire.
 - Informal performances – LPAS performance t-shirt (provided by the school), blue jeans & tennis shoes.
 - Formal performances – black dress pants, white dress shirt (provided by the students)
 - Costumes may be used for dance and drama. The arts instructor will communicate this information in advance to parents.
 - At no time are flip-flops, character t-shirts, basketball shorts, or sweats appropriate attire for performance concerts.
 - Jewelry will be limited and addressed on an individual basis.

**Please Read & Sign the Student and Parent/Guardian Agreement
Detach and Return to School on Friday.**

Student and Parent/Guardian Agreement

We have read and agree to the expectations of the LPAS Performing Arts Department.

Date: _____
Student Signature (Please sign clearly and neatly)

Date: _____
Parent/Guardian Signature

Lincoln Elementary Performing Arts School

Parent Student Handbook Acknowledgment Form

Please read and sign below. Then tear out and return this form to school.

I have read and received the Lincoln Elementary Performing Arts School *Parent Student Handbook* and have discussed the information with my child.

Student's Name/Signature

Parent's/Guardian's Signature

Homeroom Teacher/Grade

Date _____