

Parent and Student Handbook

2026-2027

Lincoln Elementary Performing Arts School
930 East Main Street Louisville, KY 40206

Where Students Take Center Stage in Their Learning

Principal, Samantha Miller

Assistant Principal, Stephanie Palmquist

School Office: (502) 485-8291 7:40AM - 4:10PM

Family Resource Center (FRC): (502) 313-2970

Student Hours: Students may enter at 8:10AM. School hours are 8:40AM-3:20PM. All car riders must be picked up by 3:50. Parents should be in the line by 3:40. Walkers should be picked up by 3:40 at the latest.

CEP Hours:7:00-8:10AM; 3:20-6:00PM ymcalouisville.org

https://www.jefferson.kyschools.us/o/lincoln
Our school website is a valuable resource for families, providing important announcements, school calendars, event information, forms, and updates throughout the year. Families are encouraged to check the website regularly to stay informed and connected.

Order school spiritwear at lpasspiritwear.com.

Attendance

School Hours & Schedule

- Instructional Day: 8:40 AM – 3:20 PM. The building opens at 8:10 for students.
- Morning Meeting (8:40 AM – 9:00 AM): Essential for daily community building. Missing this part of the instructional day impacts your child's peer connections and sense of belonging.
- Core Content: Occurs all day until dismissal.

Tardies

- **Definition:** Arriving after 8:40 AM or leaving before 3:20 PM.
- **Late After 8:40 AM:** Students arriving after 8:40 AM must be signed in.
- **Impact:** Unexcused tardies accumulate and convert into full-day absences.
- **Exemptions:** Tardies are only excused for medical appointments or family emergencies.

Absences & School Interventions

Chronic Absence: Missing more than **10%** of the school year. Students suffer academically if they miss 10 % or more of school days. Studies show that students who miss too many days in kindergarten and first grade often have trouble mastering reading by the end of third grade. Being absent makes it harder for students to build friendships and become active in their school community. Attending school regularly helps students feel better about school and themselves.

- **Escalation Process for Attendance Concerns:**
    1. The teacher reaches out to check on the student.
    2. PowerSchool sends an automated attendance alert.
    3. Formal letters are sent home if issues persist.
    4. Home visits may be conducted to provide family support.
- **Legal Consequences:** Consistent attendance is required to prevent truancy notices and letters from the Attorney General's Office.
- **Questions?** Please contact the school counselor or Family Resource Coordinator with questions.

Excuse 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.*** An excused absence or tardy includes:

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, (Students must be free from fever, vomiting, and diarrhea for 24 hours

before returning to school)

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 (EHO)*.

Educational Enhancement Opportunity: An educational enhancement opportunity (EHO) form must be submitted before the absence and determined by the principal to be of significant educational value, including but not 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. A student receiving an excused absence for an EHO shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320.

Dress Code

Policy Statement

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. 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 toes. Sneakers are encouraged to wear every day.
- No shoes with wheels

Pants, shorts, skirts

- Pants and shorts to fit snuggly at the waist
- Extremely brief shorts and short skirts are not appropriate for school. Shorts should cover at least one-third of the thigh.

Shirts

- No thin or spaghetti-strap tops may be worn.

- All clothing must cover all undergarments.
- All clothing must cover the abdominal area unless part of traditional attire.

General

- Tops and bottoms must overlap at all times, including when arms are raised, unless part of traditional attire.
- Hats, caps, hoods, and other headwear may not be worn during the school day unless for school-sponsored activities or 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.

Family Engagement & Communication

Families are the most important asset and resource to their child's education. There are many ways to be involved. In alignment with the district's plan for family engagement, we have identified the many ways parents and teachers can work together to build a strong foundation for the student. The most important relationship and communication is between the parent and the teacher.

Teachers will:

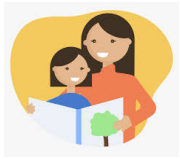
- Reach out to each family via phone call within the first 2 weeks of school.
- Use ClassDojo to communicate and will return responses within 24 hours
- Provide a monthly grade-level newsletter to inform of upcoming grade-level events and learning
- Offer Family Conferences fall, spring and when requested - Teacher emails are on the website
- Have students use the red folder **daily**. This folder will have communication, student's homework, work, and paperwork. Red folders are given at the beginning of the year
- Provide specific ways for parents to support at home

The School will:

- Use the school website to provide easy access to information https://www.jefferson.kyschools.us/o/lincoln http://Facebook.com/LPASlou
- Send Family Newsletters, flyer, and SMS (text) reminders
- Schedule and provide time for teachers to implement relationship-building practices with families (phone calls, Back to School event, Open House, etc)
- Provide families with ways to engage

Ways to Engage in Our Learning Community

- Attend school events! There are so many! Be sure to check the calendar on the website!
- **Watch D.O.G.S.(Dads of Great Students)** is a program for male role models—dads, grandpas, uncles, and others—to volunteer. By spending time in common areas like the cafeteria or during recess, you provide a positive presence for our students and show them that our community cares.



- **Read to Me** is for any adult who wants to help students become stronger, more confident readers. As a volunteer, you'll go into a classroom to listen to students read one-on-one. This simple act of sharing a book can help a child develop a lifelong love of reading. The students will be reading books they've chosen or books from their class, and you'll be given a simple guide to help you support them.
- **Parent Teacher Association (PTA)** The PTA at Lincoln is a vital part of our school community. Our PTA's many programs and activities directly benefit students and families. All Lincoln families and community members are encouraged to join the PTA. The National PTA's data shows a clear trend: The more parent involvement activities focus on improving student learning, the more student learning improves. With the help of the PTA, we are working to provide Academic Family Events that help families to feel equipped to help their children succeed as well as support a strong academic community among parents. If you would like to volunteer your time and talents, there are many opportunities for you to do so. Please contact the PTA for more information. The PTA's website is linked on the school website. The LPAS PTA also has a Facebook page. Joining PTA is easy! Go to https://lpas.givebacks.com/shop to pay your dues and get started!
- **School-Based Decision Making (SBDM)** Councils are responsible for setting school policy and making decisions as outlined in statute, which should provide an environment to enhance student achievement and assist in meeting the goals established by law. Membership of each council includes two parents, three teachers, and the principal of the school. The principal is the chair. Visit the school website for SBDM links. This allows you to stay connected.

Family Resource

Family Resource Center (FRC)

The Kentucky Family Resource Centers were developed as part of the Kentucky Education Reform Act (KERA). FRCs 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.

Our FRC works 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.

Hours: Monday - Friday 8:00 am to 4:30 pm or by appointment by calling (502) 214- 7391.

The FRC office can provide information and referrals for:

- Job Assistance
- Support groups for children
- Information on 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
- Information on Before and after school child care programs
- Educational Enrichment Activities Career Fairs

If you have any questions, feel free to reach out to your child's teacher

Wellness and Weather

Please send students with coats and hats daily to stay comfortable. Indoor wellness occurs if the "feels like" temperature is below 30 degrees, as we follow district safety guidelines to decide if outdoor wellness can occur. Just like in previous years, wellness activities will occur in classrooms and in the gym. Teachers should be offering movement activities when indoors. If your family needs assistance with winter weather gear, please contact our FRC Felicia.ward@jefferson.kyschools.us for assistance.

Health & Nutrition

A La Carte Items

A la carte items may be available daily at each school location. Items available for a la carte sale
All items available for a la carte sale meet JCPS nutrition guidelines for beverages and snacks.

Birthday Snacks

At Lincoln, we love making our students feel special on their birthdays! While full birthday parties, balloons, and decorations are best kept for home, we are happy to help them celebrate with their classmates at school. If you would like to send in a birthday treat, please keep these important guidelines in mind to help us keep all our students safe and included:

- **Store-Bought Only:** For food safety, snacks must be unopened, store-bought, and in their original packaging with the ingredient label visible. **No homemade treats are allowed.** Smart Snacks include: Whole-grain rich animal crackers, graham crackers, low-sugar granola, Goldfish, Cheezits, pretzels, Sun Chips, popcorn, Fruit Snacks
- **Easy to Share:** Individually packaged or easy-to-distribute treats work best! The teacher will find a time later in the afternoon for students to enjoy the snack during instruction.
- **Drop-off:** You can drop the treats off at the front desk, or your child can bring them to class.
- **Check with the Teacher First:** Please contact your child's teacher before sending anything in. They will let you know the exact student count and



any dietary restrictions or allergies (like nut, egg, or sugar restrictions) to ensure *every* child can safely enjoy the treat.

- **Party Invitations:**To keep our classrooms inclusive and avoid hurt feelings, students may only pass out party invitations at school if they are inviting the whole class, all the boys, or all the girls.

Food Allergies and Restrictions

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. 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 contamination or cross-contamination of allergens and non-allergens, and the ability of manufacturers to omit small percentage ingredients in ingredient listings, it is impossible to guarantee an allergen-free environment. Parents and Nutrition Services staff are encouraged to make the school office aware of all students' allergies. Any family who has dietary restrictions for personal reasons (Vegetarian, religious, etc.) please contact our Lunchroom manager.

Health Services and Immunization

For information on health services and requirements, contact *District Health* at (502) 485-3387 or visit https://www.jefferson.kyschools.us/page/health-services.

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/guardian. If we cannot reach the parent/guardian, we will use the emergency contact information provided. Please remember, we cannot keep children who are ill at school.

- **Fever** that is 100.5˚ F or higher with no other symptoms without fever reducing medication such as Tylenol or Motrin. A child must be fever free for at least 24 hours to return to school.
- **Diarrhea** is defined as an increased number of stools compared with the child's normal pattern and/or stool that is not contained by 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** requires staff to call the parent/guardian to pick up their child and be sent home with a "Notice of Exclusion from School for Undiagnosed Rash" letter**.** A child with a rash cannot attend school unless they have 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.
- **Conjunctivitis (pink eye) with purulent (pus) drainage** until resolved OR until the student has a statement from their healthcare provider that they can return to school and are not contagious.
- **Impetigo** or **strep throat** until 24 hours after treatment has begun AND is fever free 24 hours.
- **Head lice** as per JCPS protocol.
- **Scabies** until 24 hours after treatment has begun.

Medication
Medications must be stored in the school office for the safety of all students. Staff cannot take medication in the waler or car line. Students should not transport medication themselves. Please park and come to the front office to give medication and documentation to the nurse.

Over the counter medications (aspirin, cough syrup,cough drops, allergy medication, Benadryl, etc). cannot be given without a proper over the counter medication form on file. A medical form can be picked up in the office. Permission Form for Over-the-Counter Medication with a Medical provider signature is needed when an over-the-counter medication will be given more than three days in a row, or if the student will be self-carrying a medication. Medicine must be in its original container with the prescription label for that particular student. All medication must have documentation from a doctor.

Nutrition Services
A nutritious breakfast and lunch are served daily in the school at no charge to the student.

Outside Foods
Due to federal law, food from fast-food restaurants and soda may not be brought into the cafeteria. Parents may not bring in restaurant food for students or have it delivered for them.

Personal Possessions

Cell Phones/Electronic Devices

- Students are not allowed to use cell phones, smartwatches or personal electronic devices during the entirety of the school day.
- Cell phones, smartwatches and personal electronic devices must be turned off or set to silent mode and stored in backpacks.
- In the event of an administrator deemed emergency, students may use their cell phones to contact emergency services or family members.
- Exceptions also include when authorized to monitor or respond to a medical condition.

Lost and Found/Personal Property

- Students are responsible for their personal belongings. The school is not responsible for lost, stolen, or damaged items.
- **Please do not send valuable items, large amounts of money, toys, games, gum, or other distracting items to school.** Items may not be traded or sold on school property.
- Purses should remain stored in backpacks during the instructional day, except when needed for restroom breaks.
- Label all clothing, jackets, lunch boxes, water bottles, and personal items with your child's name.
- Lost items will be placed in the cafeteria Lost & Found. Unclaimed items will be donated to the JCPS Clothes Closet each month. Please contact Ms. Ward, FRC, at 313-2970 for questions.
- Confiscated items may be held in the school office until picked up by a parent or guardian.

Student Learning

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After-school Activities
A variety of athletic, club, academic, and arts activities are offered at different times throughout the year. Please check the website for details.

Curriculum and Instruction
We are committed to providing all students with quality learning experiences each day. Our teachers work to engage students in learning, adjust instruction to meet needs, and ensure equity. We offer programming for a rich arts experience, English as a Second Language (ESL), Exceptional Child Education (ECE), Extended School Services (ESS), Primary Talent Pool K–3, Gifted and Talented for grades 4–5. Our special area teachers collaborate with classroom teachers and each other to provide unique opportunities for students to master content standards through the arts.

Curriculum Resources:
Literacy—EL and small groups
Math—Illustrative Math and small groups
Science and Social Studies—Inquiry-Based Learning
Social and Emotional—Character Strong, Bullying Prevention

Advanced Coursework
All students that demonstrate readiness and high performance and achievement on a combination of assessments that include mastery of grade-level standards may have access to advanced coursework. Classroom teachers will consider student readiness. Advanced coursework will be provided when practicable by the classroom teacher in the classroom setting. It may include extensions, enrichment, personalized learning opportunities, digital learning platforms and/or more challenging texts/content. If you feel that your child needs more of a challenge, please reach out to your child's teacher.

Exhibitions of Learning
Exhibitions of Learning will be scheduled throughout the year to allow parents to see their child demonstrate learning in different art forms and projects. Students in fifth grade also present Defenses of Learning to demonstrate transition readiness. Families will be invited to this milestone as well.

Field Trips
Field trips are an extension of classroom learning activities and are planned appropriately by the teacher. Students must have an official JCPS field trip permission slip to attend the field trip and before leaving the school grounds. Permission slips must be turned in by the designated deadline in order to participate. Handwritten notes or telephone calls are not permitted. Students who do not have a permission slip will not be allowed to participate in class field trips. Background checks are required for chaperoning.



Moment of Silence
Kentucky House Bill 102(5) requires a moment of silence. All public schools must start the day with 1 minute of silence. Students and staff must be quiet and pause. There can be no distractions.

Standards Based Grading and Report Cards

This approach to learning, teaching, assessment, and grading is based on students demonstrating understanding or evidence of learning towards mastery of academic disciplinary standards. This approach allows for the focus to be on specific targeted skills, meaningful communication between students and teachers, and places emphasis on growth skills, and meaningful feedback.

Grade	Mastery Level	Description
A/O	Mastery	The student *independently* and *consistently* applies grade level standards in a way that demonstrates meaningful understanding and supports application to new situations.
B/S	Approaching Mastery	The student *often* applies grade level standards with *minimal* support in a way that demonstrates understanding. The student may demonstrate minor misconceptions or *partial mastery* of standards.
C/NI	Developing	The student *sometimes* applies grade level standards with *frequent* support in a way that demonstrates understanding. The student may demonstrate *moderate misconceptions* or *limited mastery* of standards.
D/NI	Beginning	The student is beginning to learn the skills associated with grade level standards but may need *continuous* support from the teacher. The student may demonstrate *major misconceptions* or may *consistently perform below* the level of the standard.
U		There is not sufficient evidence to justify a higher grade.

Supports

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.

Special Areas

Lincoln is special for many reasons! Our students enjoy access to a wide variety of high-frequency arts experiences and quality programming. These opportunities to perform with purpose allow students to experience the arts, find their passion, express themselves, and connect deeply with the world around them.

- Library: All students have access to the school library media center regularly for engaging, literacy rich lessons, resources and book checkouts.
- K-3: Primary students attend an arts class for a week at a time on a rotation. This allows for students to have a clear beginning and ending to content within a week's time and a product to demonstrate learning. This also supports relationship building between students and teachers.
- Grades 4-5: Intermediate students participate in two for the year. Formal performances after school will occur in the winter and spring. Students demonstrating advanced arts abilities will have the opportunity to perform during the school day during lunch, events, and other times as scheduled. Increasing the opportunities for performing for live audiences works to develop confidence, supports the purpose of preparation and builds experiences.

Technology

Students must have a signed Acceptable-Use Policy (AUP) form on file to access JCPS technology resources. Technology resources and devices are the property of JCPS and are provided to support teaching, learning, research, and educational growth. Students are expected to use all devices responsibly. Students may not use YouTube, stream music not assigned by the teacher, or visit sites not approved by the teacher. Misuse of technology may result in disciplinary action in accordance with the JCPS Student Support and Behavior Intervention Handbook. AUP forms can be found in the Parent-Student Folder.

Student Safety & Behavior

The JCPS Student Support and Behavior Intervention Handbook is provided to each family. Please return the signed Parent Acknowledgment Form back to school.

Students at Lincoln Elementary are expected to follow the school-wide expectations when at school or participating in a JCPS sponsored event. Lincoln's mascot is the bulldog! This simple acronym helps us to remember the four expectations. Please review expectations with your student.

Be safe
Accountable
Respectful and
Kind

As part of our commitment to providing a safe learning environment, the following occurs:

- School-wide expectations are posted, taught and referenced in all areas
- Behavior expectations and student recognition assemblies/class visits are held by administrators
- Classroom teachers have their own individual reward system (sticker charts, prize boxes, lunch bunch, etc). This allows the teacher to change as the needs of the class shift.
- Classes earn seat choice incentives for meeting behavior expectations in the cafeteria. This supports teachers to manage and develop healthy social dynamics.
- Classes earn compliment cards for meeting behavior expectations throughout the building. This is awarded by any staff member and is redeemed for class engagement activities. This supports the classroom community working together to accomplish a common goal.

When a student misbehaves, staff follow the school-wide protocol for responding to the misbehavior. For teacher managed behaviors, the student has multiple chances to make better choices. Behaviors that are repetitive or endanger themselves or others are handled by an administrator and are documented in the Student Information System. This becomes a part of a student's record. The teacher will contact you if they have a concern about your child's behavior.

Administration follows the JCPS Student Support and Behavior Intervention Handbook for

progressive discipline.

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

Students are not permitted to bring weapons, look-alike weapons, sharp items, lighters, vaping or smoking related items. Please help us by talking with your child about the seriousness of touching and bringing these items.

Bullying Prevention

Bullying is any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Our Expectations Against Bullying

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

All staff are expected to respond appropriately when students are being harmed. JCPS encourages the following - If bullying is suspected, parents/guardians, peers, or students are encouraged to follow this reporting process:

1. First, notify the classroom teacher.
2. If further support is needed, contact the counselor.
3. If the concern remains unresolved, escalate the matter to the principal or AP.

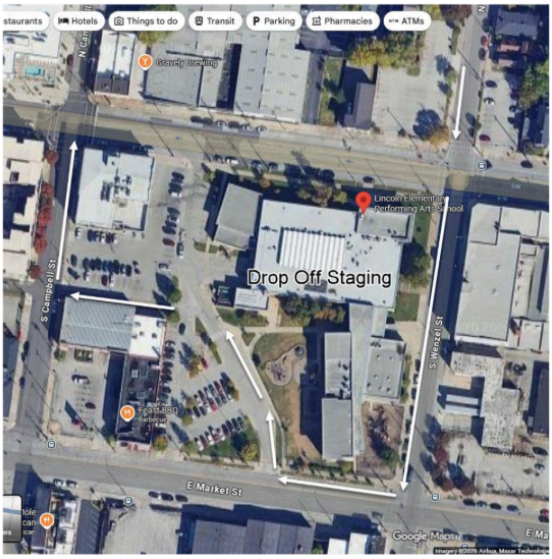
Many instances of harassment and bullying occur through use of technology when not at school. Parents are encouraged to monitor their child's access to digital platforms, including group chats, group Face Time sessions, texting, access to social media platforms and online through gaming.

Addressing Concerns

Lincoln staff is committed to addressing concerns in a timely fashion. For classroom concerns—contact the teacher first. The teacher needs to hear the concern so that he or she can work with you to make sure your child's needs are being met. In most cases, this will resolve the issue. If your concern is not resolved as a result of this communication, please schedule a conference with either the assistant principal or school counselor. If calling the office, you will be asked if you have communicated your questions or concerns to the teacher.

Transportation - Car Riders

NEW TRAFFIC PATTERN - This pattern is designed with safety, efficiency, and to minimize delays. This will not be accomplished without your help.



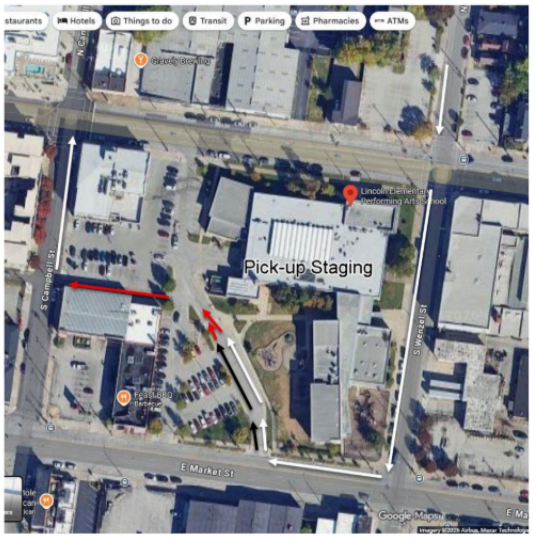
Morning Drop-off

- The car rider line path: Southbound on S/Wenzel Street. Right turn onto E/Market Street. A right turn into the campus.
- Staff will direct you to the stopping point for your student to exit the vehicle.
- Students who are not inside the building by 8:40 AM are marked tardy. Please remember that unexcused tardies accumulate and turn into absences.

Afternoon Pick-up

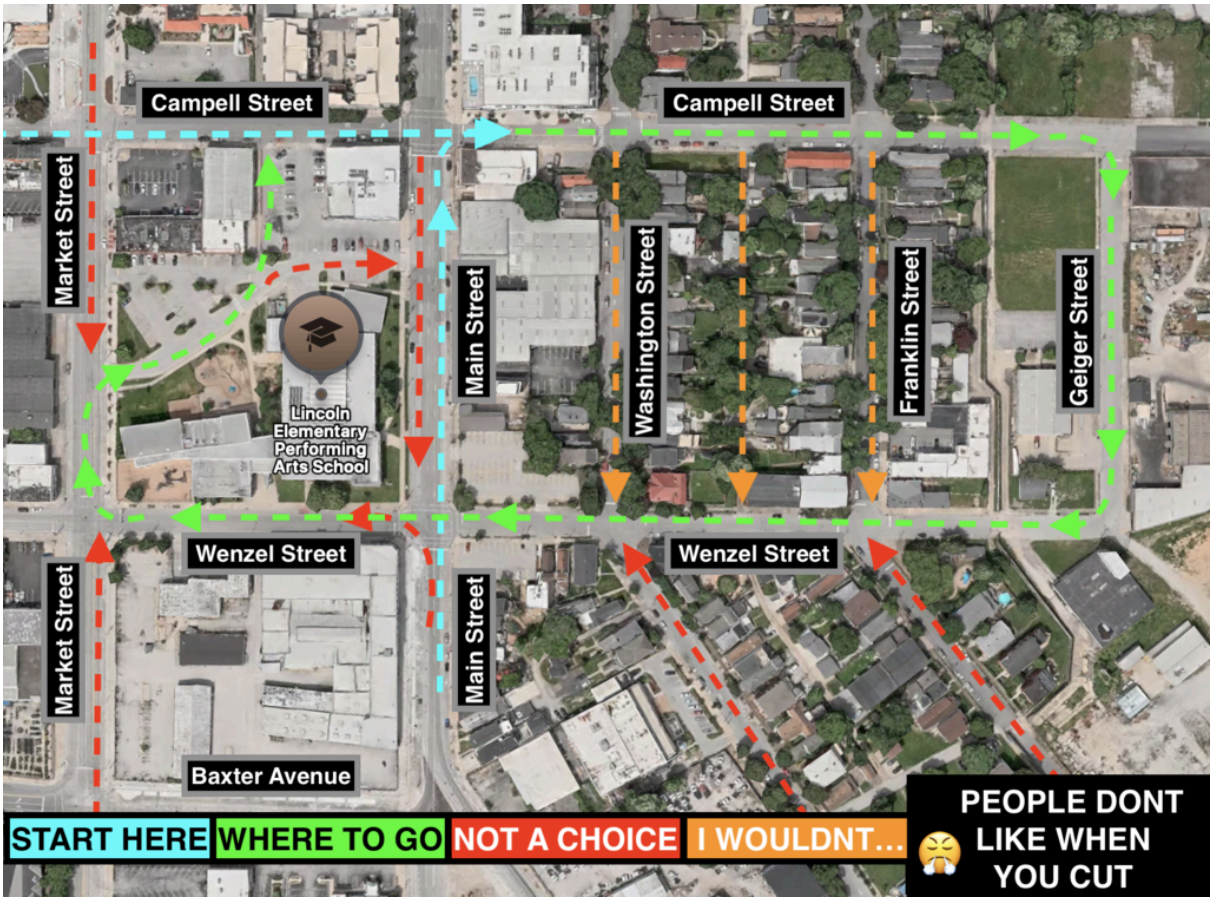
Goal: To provide a safe and efficient method that provides pick-up staging for students with minimum delay for the school, parents, and residents in the active area. Timing is crucial when loading students into their vehicles. The operators will never leave their vehicles while student pick-up staging is active. The operators will focus their attention on the school staff employees directing traffic or directing students to their vehicles.The school will not release any student into an unsafe situation. Families must adhere to the school's expectations.

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- See Mr. Richie's diagram for specific details for the path!
- Travel <u>over</u> E/Main Street. Follow the directions of the signs next to the roadway and turn right into E/Market Street.Follow the direction of the school staff, as there will be two lanes to enter the staging area. If you do not enter the car rider line the correct way, your child's number cannot be collected and your child will not be ready and you will be asked to reenter the line or find parking. The car rider tag is the authorized way to identify that your child is being picked up by the adult with permission. We do not check IDs in cars.



- **Lane 1** will be in the **right lane**. When you are picking up Lane One, **the student must enter the vehicle on the passenger side**. This is required for the safety of the Student.
- **Lane 2** will be the **left lane**. When you are in Lane Two, **the student must enter the vehicle on the driver's side** of the vehicle. This is required for the safety of the student.
- After the student is loaded in the proper vehicle, focus on the staff for direction exiting the campus.
- Exiting will consist of making a left turn down the alleyway and then a right turn on Campbell Street, northbound.

NOTE: **NO LEFT TURN WILL BE ALLOWED FROM EASTBOUND E/MARKET STREET INTO THE STAGING AREA, DURING DROP-OFF OR PICK-UP STAGING TIME FRAME.**If you havequestions,call 502-485-8291.



Transportation - Walkers

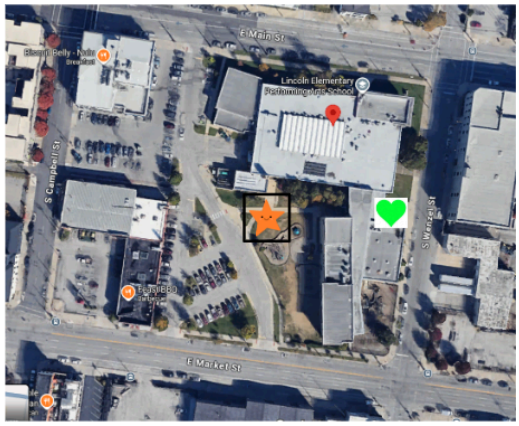
Walkers

Morning Drop-off

- The lot is reserved for staff parking.
- Surrounding businesses have requested our families be courteous of their customer parking.
- Walkers must be escorted by an adult to the large playground gate using the sidewalk. For the safety of everyone, do not walk between the cars in the car rider line.
- Students who are not inside the building by 8:40 AM are marked tardy. Please remember that unexcused tardies accumulate and will turn into absences.

Afternoon Pick-up

- All walkers must have their tag to pick up.
- Walkers will be picked up at the Arts Wing doors on Wenzel.
- There will be multiple pick-up lines signaled by cones. You will hold your number for the staff member to call for your child. This is required for the safety of students.
- The walk door closes at 3:40PM.



Drop Off

Pick Up

Transportation - CEP

Morning Entry

- CEP parents and students enter using the Main Street entrance until 8:10AM.

Afternoon Entry

- CEP pick-up begins at 3:45PM with parents using the Main Street entrance.
- Students that attend CEP are not able to be picked up from the walker or car rider line unless a Change of Transportation notice was completed.

Changes in Transportation

- Changes to regular transportation must be made in writing for safety purposes. Calls to change transportation arrangements will not be honored.
- **All transportation changes must be made before 2:45 p.m.**
- **The office is not open for visitors or dismissal between 3:00-3:30 p.m.**

All visitors must use the main entrance (door1) to state your purpose, have a valid ID ready to show, sign in and provide staff with the time they need to help you.

There are two options to make transportation changes.

1. Send a note that states what the transportation change is, the date, student's name and, your signature and your phone number. You MUST include who is picking up the child. **Staff are required to check IDs if they do not have a walker or car tag.**

2. Send an email to jcps-lincoln.transportation@jefferson.kyschools.us with the subject

"transportation change" by 2:45 p.m. that states what the transportation change is, the date, student' and, your name and your phone number. You MUST include who is picking up the child. Please use an email account that matches in Infinite Campus. **Staff are required to check IDs if they do not have a walker or car tag.**

Do not email the teacher, other staff, or send a message using other platforms (Classroom DoJo,etc.). Sometimes staff are absent. Emailing the teacher leaves opportunities for miscommunication! All office staff have access to the JCPS transportation change email. This is a safe system.

Visitors & Volunteers

Building Entry

To enter the building, use the buzzer, state your name and purpose, and be prepared to show your ID. Do not enter behind the person already permitted. All visitors must enter the school through the Main Street entrance and must go directly to the office to sign in/out and receive a badge. Some performances may require entry using the Arts Wing on Wenzel.

Classroom Observations

All parent observations must be scheduled and mutually agreed upon by the teacher, parent, and principal. An observation form must be completed at least **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 disrupt 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. The request form can be provided in the office.

Lunch Visitors

We love visitors! **You are welcome to join your student for lunch after Labor Day.** Just ask your child's teacher for the lunch time! Due to federal law, food from fast-food restaurants and soda may not be brought into the cafeteria. Parents may not bring in restaurant food for students or have it delivered for them.

Non-custodial Parents

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.

Parking

- Due to the location of the school and city parking constraints, limited parking for visitors is available in the lot after 8:40. Paid parking is available around the school.
- Do not double park along Main Street. LMPD is ticketing for this traffic violation.
- Staff are not permitted to direct traffic. Use the crosswalk for safety.

Volunteering at School

For the safety of all students and staff, volunteers are required to complete a School

Volunteer Records Check. You can download the form if you do not wish to sign up using the online system. Once your background check is approved, you will be able to begin volunteering. This QR code takes you to the link to complete your check or check your status if you have already completed one. If you have already completed a School Volunteer Records Check Form, doing another one may not be necessary. Our office staff is happy to make sure you have one on file!