Lincoln Avenue Academy Where Excellence is Just the Beginning

1330 North Lincoln Avenue Lakeland, Florida 33805 863.499.2955

As an International Baccalaureate Primary Years Programme School, we are committed to developing in our students the potential to become global leaders who are prepared to take action to better our world. We create a learning environment that instills in our students the insight to value and take responsibility for their own learning, while encouraging them to be curious inquirers as they interact with the world around them and excel in a relevant and rigorous global curriculum. Our goal is to raise our students to be internationally-minded people who recognize the talents within themselves and others, respect individual and cultural differences and appreciate their roles as stewards of our planet.

Emergency Phone Numbers:

Name:		_ Phone:		
Name:		_ Phone:		
My child's Dismissal Plan Car Rider: Color: Blue or	Green Bus Rider: Bus Numb	per: Bus Stop: pplete information that follows.	Walker Park & Ride	
Namo:		work Buddies:		
through Connect-Ed, posted information remains current in The mission of the Pour The School Board shall maint religion, gender, marital statu	863.499.2959 863.499.2949 863.534.0500 863.534.7300 vation 863.534.0631 863.940.9913 Avenue Academy's green initiative, on the Lincoln website as well as Learning environment free from the second in a learning environment free from the second in Polk County based	Lincoln Academy http://lincolnavenuejag Parent Portal Polk County School Boan My Lunch Account many of our communications will b incoln Academy's PTO Facebook p ortal to ensure that your family rece insure rigorous, relevant learning ent for our students. om harassment based on race, coloss. Students shall not be excluded	https://parent.mypolkschools.net/ d http://www.polk-fl.net/ https://www.mylunchmoney.com/ he delivered to our families via email, page. Please ensure that your contact eives important school communication.	
	This age	enda belongs to:		
Name:		Teacher:		
Address:				
City/Town:		Zip Code:		
Phone:				
Please k	eep contact name and phone nu	mber information up to date in th	ie PCSB Parent Portal.	

Dear Lincoln Avenue Academy Families,

Welcome to another exciting year of academic excellence at Lincoln Avenue Academy! We are so happy to know that your family has chosen to be part of the International Baccalaureate Primary Years Program offered at our school. We ask that you read this handbook **twice**; once on your own and a second time with your child to be sure that everyone in your family will be prepared to meet the academic and behavior expectations we have at Lincoln. Your signature on page 6 of the agenda means that you and your child understand the expectations. It also confirms that your child is responsible for his/her academic and behavioral success at Lincoln and your family supports the Lincoln faculty, staff, and administration in its efforts with your child as well as understands our adherence to the Polk County School Board Code of Conduct. Thank you, in advance, your support of the Lincoln Handbook Guidelines and Contract allows us to continue to provide high-quality academic experiences while maintaining a respectful learning environment.

Excellence is Just the Beginning! Mrs. Hollen Principal

LAA Student Handbook	• • • • • • • • • • • • • • • • • • • •			
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STAFF EXPECTATIONS

You can count on our staff to:

- Communicate and support the mission and goals of Lincoln Avenue Academy.
- Provide a caring and nurturing environment.
- Help students identify and reach their potential.
- Promote Communication between home and school.
- Encourage students to inquire, think logically and critically.
- Create a respectful environment for and between our students, faculty and staff.
- Focus instructional activities around transdisciplinary units of global significance.
- Foster students' sensitivity to the differences within our worldwide community.
- Seek ways to maintain and develop professional excellence.

THE LINCOLN ACADEMY CONTRACT

By choosing to enroll a child at Lincoln Avenue Academy, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation. Lincoln Avenue Academy expects parents and students to comply with the requirements of the school. Please read the following expectations carefully.

I understand that:

- 1. My child is expected to attend school every day, to arrive before the tardy bell (8:00 a.m.) and to stay throughout the scheduled hours. I agree to schedule all appointments, including medical, outside school hours.
- 2. It is my responsibility to notify the school, in writing, if my child is to be released in the custody of another adult in order to leave the school grounds. I also understand that this adult must be registered on the Polk County School Board's Parent Portal.
- 3. My child is participating in a rigorous academic program and will maintain continuous academic progress at the current grade level and develop work habits necessary for success in learning. Students performing below grade level, as measured by either test results or grades, may be required to participate in summer learning, remediation throughout the day/year, and bimonthly/monthly meetings to build the home/school connection and offer support.
- **4.** My child is to adhere to the uniform and dress code, as well as the discipline policies of the school. Please refer to the Lincoln Academy parent/student handbook for all guidelines and policies.
- **5.** As a parent, I must be supportive of my child and his/her school and that I (or an adult representative) am required to attend all parent conferences, school meetings, and other activities sponsored by the school.
- **6.** It is my responsibility to review, sign and return all homework and communications when requested.
- 7. My child is participating in an educational program that is framed by the International Baccalaureate philosophy. While my child is a student at Lincoln Avenue Academy, I agree to support any of his/her academic endeavors as outlined by the school's curriculum, which consists of activities centered around intercultural understanding and respect, including but not limited to Spanish language acquisition.
- Our family must meet the expectation of twenty volunteer hours each year.

IB Learner Profile

The aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB Learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective.

ATTENDANCE

School attendance is directly related to school achievement. Poor attendance or persistent tardiness often leads to poor academic performance. Lincoln Avenue Academy parents have the responsibility to ensure that their student attends school every day, arrives promptly, and remains at school for the entire school day.

All absences are classified as excused or unexcused. Excused absences include: illness, family funeral, religious holiday, and family emergency as described in the Code of Conduct. Absences for other reasons must be submitted to the principal for prior approval. All unapproved absences are defined as unexcused. Five parent/guardian notes will be accepted as excused; after which a doctor's note is required for the absence to be classified excused. Refer to the LAA Attendance/Tardy Policy for further details. There will be no excused absences other than one with a doctor's note during state assessments.

If a student is absent due to illness for 2 consecutive days, the parent may call the school office to request make-up work. **The teachers must be given 24 hours' notice to prepare make-up work**. Please remember that hands-on activities and class discussions along with many classroom activities and assignments cannot always be made up to the level of student participation that being present at school brings.

Lincoln Avenue Academy parents will:

- Make every effort to schedule medical and dental appointments after school hours or during holidays.
- Send a <u>green note</u> to school following a student absence. The note must include the date, reason for the absence, signature of parent/guardian, and phone number.
- Send a written request to school in advance if a student needs to leave during the school day. A parent/legal guardian or those authorized on the student's emergency card must be present in order to sign the student out from the office.
- Not check their student out after 2:30 p.m.
- Make prior arrangements for a student taking an extended trip during regular school time and should:
 - Give ample written notice to the classroom teacher.
 - Receive prior approval from administration.
 - Give the teacher(s) a minimum of one week's notice for requested make-up work.
 - Complete all provided make-up work within the same number of days that the student was absent, or risk reduction in grades.
 - Complete provided educational packet for the trip to be excused.

Please understand that although some assignments can be made up, valuable classroom instruction time cannot be made up and may affect your child's success.

<u>Tardy Policy</u>: All students must be in class at 7:50 a.m. as to allow instruction to begin promptly at 8:00 a.m. When a student arrives after the 8:00 am tardy bell, the student must be signed in at the office before the child will be admitted to class. On the fourth unexcused tardy and/or unexcused early dismissal, students will receive a responsibility infraction for every consecutive unexcused tardy and/or unexcused early dismissal. <u>Three</u> unexcused tardies and/or unexcused early dismissals will be recorded as one unexcused absence as per the PCSB Code of Conduct. Refer to the LAA Attendance/Tardy Policy for further details.

<u>Late Pick Up Policy</u>: All students must be picked up by 3:20 p.m. Students picked up after 3:20 p.m. must be signed out through the office. <u>Late pick up is considered part of the tardy policy</u>. Please refer to the tardy policy above. Excessive absences, tardies, or late pickups will require a parent conference with an administrator and may result in probation or dismissal from Lincoln Avenue Academy.

TRANSPORTATION

There will be no supervision on the school grounds before 7:30 a.m. or after 3:30 p.m.

All students are expected to have a book in their backpacks for silent reading before and after school.

Bus Riders: Please refer to the PCSB Bus Guidelines. Students must follow bus expectations. Students violating these rules will be reported by the bus driver to the principal, who has the authority to suspend the students' bus privileges.

<u>Walkers</u>: All walkers must cross the street at the designated Polk County Sheriff's crossing guard locations and be walked by their guardian all the way to the gate.

<u>Car Riders</u>: To ensure the safety of all students, students should be dropped off and picked up <u>ONLY</u> in their designated car rider line area. An infraction will be given to students who are dropped off at or picked up from an incorrect location. The morning car rider line closes at 7:50 a.m. for arrival and the two afternoon car rider lines close at 3:20 p.m. for dismissal.

Arrival: **ALL** Lincoln students will be dropped off in the North (Green) car rider line.

<u>Dismissal</u>: EACH Lincoln student will have a designated car rider line for afternoon pick up. North (Green) or South (Blue) car rider line.

<u>Park and Ride:</u> In the morning or afternoon, children may ONLY cross Lincoln Avenue with an adult escort.

<u>Arrival</u>: Beginning at **7:30 am**, ALL parents may park across the street and walk their child across the crosswalk to the gate near the media center.

<u>Dismissal</u>: Parents who have <u>children at two different</u> <u>elementary schools</u> may request administrative approval for afternoon Park and Ride. In the afternoon, all children approved for Park and Ride must be picked up at the media gate promptly by 3:00 p.m.

Temporary Changes in Transportation: In order for a student to make a change in their normal transportation home, a LAA green note <u>must</u> be completed and turned in that morning. For security reasons, no transportation changes will be accepted over the phone or throughout the day. A guest bus rider **must** get approval 2 days prior from the PCSB transportation department through school administration to be allowed on the bus.

FIELD TRIPS

During the school year, classroom learning experiences will be enriched with trips in the community and are therefore, a privilege that must be through appropriate schoolwide behavior. parents/chaperones must be approved volunteers to attend a field trip with their child. Younger/older siblings/children must be left at home. All approved volunteers attending field trips must meet at school prior to the trip and all students must ride the bus to the field trip location. Forms must be signed & returned with any required fees at least 4 weeks before a scheduled trip. We will not allow calls home on field trip days for students who do not have the signed permission slip. All field trip fees are non-refundable. If a student does not attend a field trip, they will be provided with similar educational content that meets the academic standards presented to those who attend.

DRESS CODE

The Lincoln Avenue Academy uniform is worn as a symbol of school pride and unity. Uniforms reduce distractions during the school day and keep the students focused on academics. In order to retain and enhance the integrity of the dress code, the following expectations have been established:

- Risse Brothers is an authorized vendor.
- Uniforms can also be purchased from the LAA Repeat Shop.
- Uniforms are required every day. Parents of younger students should provide an extra uniform in their backpack.
- ALL outer garments MUST be purchased through PTO Spirit Orders, the LAA Repeat Shop, and Risse Brothers. LAA hoodies, sweatshirts can be ordered in the fall through the PTO Spirit Order and throughout the school year other outer garments can purchased through Risse Brothers or the LAA Repeat Shop
- Dress uniforms are required every Monday from September through May and at times throughout the school year a dress uniform may be required.
 - Girls in grades K-2: White Peter Pan collar blouse with green x-tie and a plaid jumper with gym shorts under the jumper.
 - Girls in grades 3-5: May choose to wear the K-2 attire described above or a plaid skort, with a white LAA oxford shirt.
 - o **Boys:** White LAA oxford shirt and long navy uniform pants.
- Tuesdays through Fridays children may choose to wear their dress uniforms as described above or:
 - Shirts are to be tucked in at all times.
 - Belts must be worn with shorts or pants.
 - Socks or tights must be solid white, dark green, navy blue or black.
 Small logos are acceptable if not distracting.
 - Tennis shoes or rubber-soled shoes must be worn with the uniform (Platform shoes, wheelie shoes, and boots are not permitted). Any shoes that are above the ankle are considered boots.
 - On the last Friday of every month, as well as announced days throughout the year, students are allowed to wear a Lincoln T-Shirt or Lincoln spirit shirt with uniform bottoms.
 - Students will follow the regular dress code outlined in the Polk County Code of Student Conduct for a "No Uniform Today" Pass (N.U.T. Pass)
 - Short/skort length must meet the tips of the student's fingers when arms are extended.
 - Girls: Plaid shorts, navy shorts, plaid skort (grades 3-5) or navy pants with green or white LAA polo shirt.
 - Boys: Navy shorts or pants with green or white LAA polo shirt.
 - No rolling backpacks, duffle bags or suitcases on campus.

<u>Neatness:</u> All students should have a neat and clean appearance. Students should come to school with clean bodies, clean and combed hair, and brushed teeth. No make-up, colored nail polish, fake fingernails or tattoos.

<u>Hair:</u> Boy's hair length may not exceed the top edge of the shirt collar. Bangs may not cover the eyebrows. Sweatbands, curlers, picks, or other headgear are not permitted. Mohawks, numbers, writing or designs may not be shaved into the hair. Hair must be natural looking therefore, hair colored with unnatural colors may not be worn by either boys or girls. Hair must not distract from the educational process.

<u>Jewelry:</u> Boys are not permitted to wear earrings. Girls are allowed one pair of earrings with a single earring per ear. Girls' earrings must be small (must not be lower than the bottom of the ear lobe) and compliment uniform attire. Jewelry must be modest and should not distract from the educational focus.

COLD WEATHER DRESS

On cold days, when the temperature is below 60°:

- Students may wear a solid white, black, navy, or hunter green long-sleeved shirt under their LAA uniform shirt.
- Girls may wear tights or leggings in white, black, navy, hunter green under their skorts, shorts or jumpers. For Mondays when the temperature falls below 39°, girls may wear navy uniform pants with white oxford uniform shirt.
- Heavy jackets can be worn on days when the temperature is below 60°.

- Layering is an alternative to wearing a heavy jacket.
- When layering, students must wear a Lincoln hoodie, sweatshirt, or cardigan as their outermost layer.
- When the temperature is below 60°, students will be allowed to wear boots.
 For safety reasons, these boots must have absolutely NO HEEL.

You may verify the temperature at 7 a.m. by calling 688.8118. LAA uses this method throughout the day. PE will be held outdoors once the temperature is above 50° .

STUDENTS FAILING TO WEAR THE LAA UNIFORM WILL GO TO THE OFFICE FOR A UNIFORM REFERRAL, RECEIVE AN INFRACTION, AND PARENTS WILL BE CALLED TO BRING THE CORRECT UNIFORM ATTIRE FOR THEIR CHILD. ONLY STUDENTS IN PROPER UNIFORMS ARE PERMITTED IN CLASS.

VISITOR EXPECTATIONS

When visiting our campus, we ask all visitors to:

- check-in at the office to receive a security badge. Visitors must also check out in the front office before leaving campus. This allows us to account for everyone on our campus and ensures that our students are safe
- set a proper example for our students. We expect all parents and visitors to be good role models by speaking respectfully and dressing appropriately when visiting or volunteering at Lincoln Avenue Academy.

In training students to be responsible, we ask that all supplies needed for the day be brought to school by the student and not delivered to the office throughout the day as we are unable to interrupt instruction to deliver forgotten items.

Parents are welcome to join their children for lunch at school. When dining with us, please respect the following policies:

- Check in with the lunchroom assistant inside the dining room before taking your child outside to eat.
- Parents joining their child for lunch must eat at the picnic tables in the courtyard. Please do not bring lunch on days with inclement weather as we cannot accommodate families inside due to weather.
- Parents are responsible for the behavior of the children and siblings eating outside with them.
- Students who are dining with their parents may choose ONE friend from their grade level to eat outside with them.
 - Visitors must be an approved Polk County Volunteer for your child to select a guest to join them for lunch.
 - Students who choose not to have appropriate behavior will lose the privilege to choose a friend to join them for lunch.
- Students are to remain seated until their class lines up, and then they
 may return to the class with their teacher.
- Parents should leave the area clean and free of litter.

Communication

Your child and your family are important to us as are your questions and concerns. For "just a quick" question or concern, e-mail teachers, write in the agenda or use an LAA green note. The teacher will contact you as soon as possible outside of instructional time. We are happy to meet with you, but we do ask parents to schedule face to face conferences with teachers at least 24 hours in advance rather than just drop by classrooms while you are on campus. If you have a scheduled conference with a teacher, please remember that you must check in at the office to receive a security badge and to allow staff to notify the teacher that you are on campus.

Student agendas are an important communication tool. Lincoln parents are required to look over their child's agenda <u>each</u> day for important information from school. All grade levels use the agenda daily pages for homework and comments, as well as, the weekly Lincoln Report (located in the front of the agenda) to record both positive and inappropriate behaviors. To indicate that the agenda has been reviewed, parent are required to sign daily pages nightly. In addition, the weekly contract in the front of the agenda must be signed each week. Please remember that all infractions must be signed on the day they are received.

Lincoln Avenue Academy is proud to have a very active and supportive PTO. They sponsor academic assemblies, holiday activities, field trips, and student awards, along with many other worthwhile projects. We invite all of our parents to join and take an active role in our PTO.

VOLUNTEER HOURS

Parents are required to complete a minimum of 20 volunteer hours per family each school year. Opportunities to volunteer are available during school hours, before and after school through at-home projects, and special events throughout the school year. Please refer to the volunteer form available in the office for detailed opportunities. Volunteer hours should be logged throughout the year on the office computer.

ACADEMIC & BEHAVIOR EXPECTATIONS

Our schoolwide academic and behavior plan builds responsibility in our Lincoln students and incorporates both the standards of the PCSB report card as well as those within The International Baccalaureate Primary Years Programme.

Academically, Lincoln Avenue Academy students are expected to:

- Master the Florida Standards in each grade level.
- Participate and put forth their best effort.
- Make progress toward the goal of becoming self-disciplined, self-directed learners and problem solvers.
- Bring necessary materials to class.
- Complete and turn in assignments on time.
- Promptly return weekly reports and/or agendas, signed by parents.

Behaviorally, Lincoln Avenue Academy students are expected to:

- Be Respectful
- Be Responsible
- Be an IB star by
 - Demonstrating Learner Profile Attributes
 - Living by the IB Attitudes
 - Taking Action to make the world a better place

PCSB Standards of Personal Development Expectations and Study Habits:

- Takes pride in work
- Works well on his/her own
- Listens and follows directions
- Participates in activities
- Respects rights of others
- Gets along with classmates
- Respects authority
- Behaves in school
- Completes class assignments
- Completes homework assignments
- Brings proper materials daily
- Returns books/forms on time

Each grade level has its own behavior management plan that determines infractions and rewards for behavior each week. Refer to your child's grade level specific behavior management plan.

Lincoln Behavior and Responsibility Infractions:

- 1st Parent signature
- 2nd Parent contact through note or phone call & student consequence
- 3rd Parent/Teacher conference & student consequence
- 4th Office Referral with parent conference & student consequence

Any Lincoln student who is referred to the office for inappropriate behavior will be required to complete a written reflection that describes the situation warranting the referral as well as his/her plan to modify future behavior.

REPEATED OFFENSES

If a child exhibits consistent disregard for behavioral or academic expectations, they will be subject to review by the administration, with possible dismissal from Lincoln Academy and may be asked to return to the child's zoned school. Violations of the Student Code of Conduct or Florida law will be dealt with as explained in the Polk County Student Code of Conduct Handbook.

EXCEPTIONAL STUDENT EDUCATION

Magnet schools have limited Exceptional Student Education (ESE) classes and services. If your child is currently being tested, being processed or is receiving ESE services, their Individual Education Plan (IEP) will be reviewed to determine the most appropriate placement in order to best meet each child's individual needs.

BIRTHDAY GUIDELINES

Birthday parties are not permitted during school hours. **ONLY** Kindergarten students may have commercially prepared cookies, cupcakes, or brownies, delivered to the office for your kindergarteners' class (no cakes please). Balloons, flowers, stuffed animals, etc. are not to be delivered to students during the school day, as they are disruptive to classroom instruction. These items are also not permitted on the bus. Please remember that this policy applies to **ALL** holidays.

MEDICATION

Students requiring medication must have on file in the clinic, a copy of the Polk County Authorization for Medication form signed by their physician. NO medicine will be administered without this form. Medicine must be in the original labeled container and must be delivered to school by a parent. Medicine will be kept in and administered in the clinic. No medicine may be kept by the student, including cough drops or medicated lip balm.

MEDIA CENTER

The Lincoln Avenue Academy Media Center maintains an open door policy with students, parents, and community members during designated times. Students are encouraged to check out books during their designated media times each week. Students in grades K - 3 may have two books checked out at a time. Kindergarten students will need their media bags to check out books. Students in grades 4 - 5 may have two books checked out at a time. Students are responsible for paying for lost and damaged books. Students are responsible for taking care of the books that they check out and will be fined for any lost books. Refunds will only be given for books found within the school calendar year with an accompanying receipt. **ALL** Lincoln students, grades K-5, are *required* to participate in the Accelerated Reading (AR) Computer program. Each student is expected to meet his/her AR Goal, which is individually assigned based on his/her reading level.

HOMEWORK POLICY

The primary purpose of homework, in addition to skills reinforcement, is the experience it gives students in working on their own. Homework is assigned at all grade levels. Teachers will make an effort to coordinate long term projects in order to avoid excessive homework. Homework assignments are written by the student in the agenda. Homework pages are uploaded to the LAA website on the first day of the school week.

Homework at Lincoln Avenue Academy:

- will be meaningful and may be written or unwritten.
- is an extension of concepts learned in class.
- is the student's responsibility & MUST be completed by students.
- should be neat & completed on time by due date.

Parents are expected to:

- provide a suitable amount of time and a routine place for homework.
- model and encourage daily reading for their child.
- monitor review & homework quality and completion.

Reading is an integral part of your child's educational development. We encourage you to read and/or discuss with your child his/her reading. In addition to the time assigned as reading homework, students and parents should budget the following amount of time for written homework each school day:

- Kindergarten 2nd Grades: 30 minutes
- 3rd 5th Grades: 45 minutes.

Listed below are some questions to ask your reader about their reading material. The simplest comprehension questions are knowledge based. They include:

- Name the characters in the story.
- What is the setting of the story?
- When does the story take place?
- Tell the ending of the story.

More difficult comprehension questions involve retelling:

- Summarize what the story was about.
- Who was the most important character?

- What was the most important event in the story?
- What happened before and after the main event?

Now let's move on to applying our knowledge to real life

- If you were the main character, what would you have done?
- If you found yourself in the story alongside this character, what would you do?
- If you invited the main character to your house for a sleepover, what kinds of activities would you do together?
- Who have you read about or known that has been through a similar problem?

Some samples of analysis questions include:

- What part of the story did you find the funniest? The saddest?
- If you were to divide the story into parts, how would you do it?
- What were some things that could have happened in any place in the world?
- Tell an opinion of someone in the story.

The next kind of question involves synthesis. Ask your child to:

- Tell the story from another character's point of view.
- Think of an alternative ending to the story.
- Pretend you are the main character and write about a typical day in your life.
- What if the story happened in China? What would change?

Evaluation questions that involve higher thinking levels include:

- Would you recommend this book to someone? Why/why not?
- Which character do you think showed the greatest amount of integrity? Why?
- Who was your favorite/least favorite character? Support your answer with details and reasons.
- What was the author's purpose in writing this story? In your opinion, did the author achieve their purpose?

IB Learner Profile: Inquirers: Nurture curiosity, developing skills for inquiry & research. Learn independently & with others. Learn with enthusiasm & sustain our love of learning throughout life. Knowledgeable: Develop & use conceptual understanding, exploring knowledge across a range of disciplines. Thinkers: Use critical & creative thinking skills to analyze & take responsible action on complex problems. **Communicators:** Collaborate effectively, listening carefully to the perspectives of other individuals & groups. Principled: Act with integrity & honesty, with a strong sense of justice. Open-minded: Critically appreciate our own cultures & personal histories, as well as the values & traditions of others. Caring: Show empathy, compassion & Risk-takers: Approach uncertainty with forethought & determination. Balanced: Understand the importance of balancing different aspect of our lives-intellectual, physical, emotional to achieve well-being for ourselves & others. Reflective: Thoughtfully consider the world & our own ideas & experiences.