

Lincoln Avenue Academy Family Survival Guide

Welcome to Lincoln! We believe that you have just joined the best school community in Polk County. We understand that it can be very overwhelming and are hopeful that this survival guide will serve as a resource for you and your family as you begin and continue on your Lincoln journey.

A

Absences/Tardies- Each student is allowed 5 “green note” excused absences each year. Any other absence must be accompanied by a doctor's note to be considered excused. Checking a student out early is considered a tardy. Three tardies count as an absence. Please let the teacher know of any planned absences. Extended absences must be approved by administration.

Accelerated Reader (AR)- AR is a computer-based program that tests students on particular books. The system can only be assessed at school during normal school hours. Each nine weeks, students have an AR goal to receive a certain number of points and an 85% + accuracy rating. Students receive special dress days each nine weeks if they reach their goal. If students reach a larger goal, they will receive a medallion at the end of the year awards ceremony. Parents can track students' AR progress through AR Home Connect. Information on establishing AR Home Connect is available through the library.

Awards- Awards assemblies for all grade levels are held once a year at the close of the school year. The purpose of the assembly is to recognize students for their accomplishments and effort in their academics as well as for citizenship. Every child is not guaranteed an award. They are earned in the areas of AR, SMAD, All A's, Skip Counting (K-2) and attendance.

B

Breakfast- Breakfast is available from 7:20-7:45 each morning. If students are not in the cafeteria prior to 7:45, they will not be served breakfast unless they are arriving on a late bus.

C

Campus Beautification- Campus Beautification is held twice a year on Saturdays from 8-12pm to focus on school-wide campus spruce up. Activities may include general clean-up, painting, landscaping, and maintaining the 5 campus bio-diversities as needed. Families may donate their time to help collect the required 20 volunteer hours per family or make a monetary donation for supplies. The dates for the Fall and Spring Campus Beautification dates will be on the school calendar and additional information will be sent home.

Celebration Notations- When your child goes above and beyond the expected behavior, they will be given a celebration notation. A mark will be put in the weekly contract portion of the agenda noting any celebration notations received.

Chess Team- All students K-5 are welcome to try out for the chess team. The team meets weekly with monthly competitions on Saturdays, October-March. Additional information is sent home at the beginning of the school year.

Coach Corn Quenchers- Each Friday during PE, students may purchase a bottled drink (various sport drinks or water). Passes can be purchased for an entire school year or each semester through the PTO. Individual drinks may be purchased weekly.

Cold Reads- Every student at Lincoln in all grade levels will participate in a Cold Read assessment weekly. This is an on-grade level reading assessment where students are tasked with a passage and a series of questions. They are required to read the passage and questions independently. This is a weekly grade for all students.

E

Early Release- Each year there is a pre-established list of early release dates set by Polk County. Our bell rings at 12:30 on these days. Please send in a green note if your child travels home a different way on early release days.

F

Field Trips- All grade levels have field trips aligned to their curriculum. All students are required to have a notarized medical form (in orientation packet) and signed permission slip for each field trip. Some field trips will request/require chaperones, while other field trips may be for students and teachers only. This is due to the size or request of the facility. Specific details on specific trips will be sent home by teachers. Chaperones must be approved volunteers and no siblings are allowed to attend the field trips.

G

Green Notes- Every students is given a stack of green notes in the beginning of the year. These are to be utilized as a communication tool from families to teachers. If there is a change in the way a student goes home, a green note must be sent in. Each student is allowed five green notes as excused absences each year.

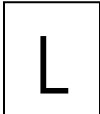
H

Homework- Homework is a nightly requirement for all Lincoln students. Each night's homework consists of two parts. It is a requirement that students read for 30 minutes each night and record their reading as indicated by each grade level. There will also be subject-specific homework each night. Again this information will differ by grade level and night. All homework will be written in your child's agenda.

I

IB Portfolio Parade- The mid-year portfolio is a student-led experience highlighting content and skills mastered throughout the year. The event is mandatory for both parent and student. Portfolio Parade and Specials Showcase occur on the same evening so after a drop-in in the classroom, families may enjoy other activities on campus.

Infractions- When a child's behavior does not meet expectations, they will receive an infraction in the weekly contract portion of the agenda. Infractions are to be signed nightly by a parent. There will be a three-letter code attached to the infraction. The key is below the squares. Students can receive both behavior and/or responsibility infractions. The first infraction is a warning. The second infraction results in a parent contact. The third infraction is a parent/teacher conference, sometimes with administration present. If a student receives a fourth infraction in one week, they may be suspended.



Library- All students visit the library weekly during their specials. Students K-3 can check out 2 books and students in 4th and 5th grades may check out 3. Parents are welcome to check out books during additional morning hours, generally 7:40-8:15 Tuesdays and Thursdays, depending on volunteers. Parents may check out 4-5 additional books to make a total of 7 books checked out per child.

Lunch- Each grade level has an assigned block of 25 minutes for lunch daily. Students may bring a lunch from home or purchase a school lunch. Students can bring a check for their lunch account or money can be put on through parent portal. If a parent is wishing to eat with their child, they may sit at the picnic tables after letting the cafeteria monitor know you are there. Approved volunteers may allow their child to pick **one** other students to each lunch with them.



Pinnacle- Teachers enter grades in a system called Pinnacle. Parents can review their grades online at any time. You can enter your child's pinnacle through your parent portal account. If you have any questions regarding an assignment or grade, please contact your child's teacher. Interim grade reports are not sent home in a paper form, so it is a parent's responsibility to keep track of grades online.



Reading- Reading is paramount at Lincoln. We pride ourselves on helping students fall in love with learning. In order to establish a solid reading base, all students are required to have on-level books in their backpacks at all time. This allows them to read while waiting for school to start in the mornings and during pick up in the afternoons. Students are also required to read nightly and log their books according to their grade level requirements.

Recycling- Recycling week is the first full week of every month. Students may send in items from an approved list. Items must be labeled with the student's name, grade and teacher's name. Students receive treats and NUT passes for recycling.

Running Records- Four times a year, students are assessed on their independent reading level. Students are individually tested by their teacher to determine which Fountas and Pinnell level is their ideal level to be reading. Your student will be assigned a level A-Z, you can use to this level to help find books on your child's level. Your child's AR goal is based upon their current reading level.

S

Skip Counting- Students in grades K-2 are required to learn skip counting facts. This helps children better be able to add, subtract, multiple and divide. Kindergarten works on 2,3,4,5, and 10. First grade students will work on 2,3,4,5,6,7,8,9 and 10.

SMAD- SMAD (Subtraction, Multiplication, Addition, Division) is a weekly assessment designed to encourage students to learn their basic math facts. Students must score 100% to move to the next level. At the end of each semester, students receive a prize for reaching their SMAD goal. Awards are given at the end of the year award ceremony for students that pass their grade level and consecutive grade level SMAD.

Spirit Shirts- Spirit shirts or Lincoln t-shirts may be worn the last Friday of each month with uniform bottoms. These shirts can be purchased through the PTO. Other spirit shirts include chess team shirts, jog-a-thon shirts and shirts from other Lincoln events.

T

Teacher Communication- Teachers at Lincoln want to work with you for what is right for your child. Communication from home is highly encouraged. The easiest way to communicate with your child's teacher is through e-mail or the agenda. Please allow 24 hours for a response from the teacher, although most of the time, this communication comes much quicker. If you would like to have a meeting with your child's teacher, you must agree on a time at least 24 hours in advance.

U

Uniforms- Uniforms are required every day at Lincoln unless your child has a NUT (No Uniform Today) pass. On Mondays, dress uniforms are required for all students. Additional information about uniforms including guidelines for accessories, shoes and hair can be found in the Lincoln Handbook in the front of the agenda.

V

Volunteering- Volunteering is a mandatory part of your child attending Lincoln. Each family is required to log 20 hours each year. These hours can come from volunteering in the class room, at school events, or completing work for a teacher from home. If you would like to attend field trips or work with students, you must be an approved volunteer. This form is available through the front office. In order to remain an active volunteer, you must register hours on the computer in the front office.

