

The Abraham Lincoln Elementary School



Parent Handbook 2023-2024

Abraham Lincoln Elementary School
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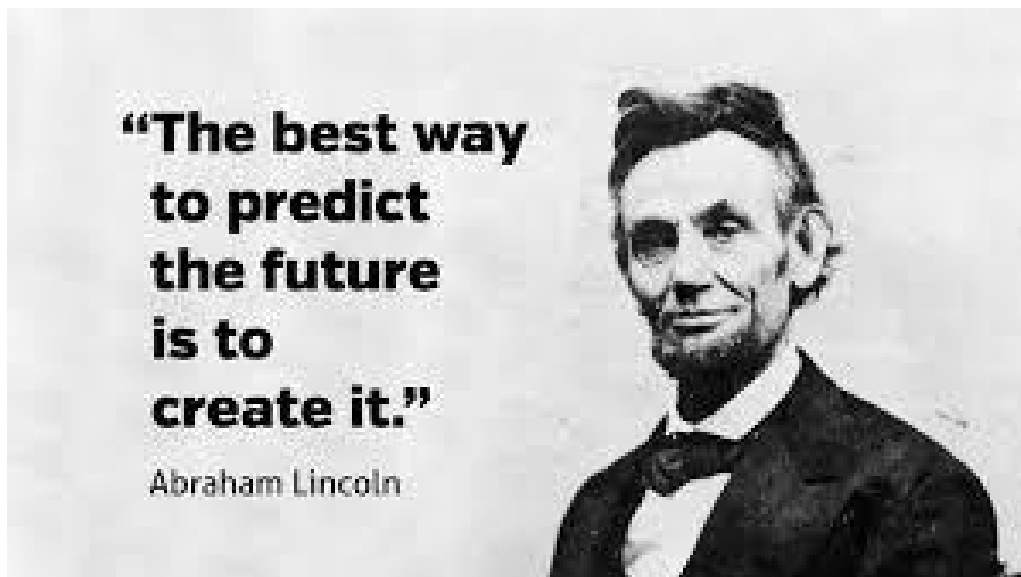
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This handbook was written for the Lincoln School in hopes that the information contained within will be useful to our Lincoln Families, as we work together to achieve a successful, challenging, and rewarding school year. It is only through our work together as parents, guardians, teachers and staff that we can ensure that each and every Lincoln School Student reaches their fullest potential!

We need everyone’s collaboration to make our Lincoln School Vision a reality. We look forward to working together as a Lincoln School Team this year!



Lincoln School Policies & Procedures

Morning Arrival Routine

Our school doors will continue to open at 8:00 am. **Please do not drop off children earlier than 8:00am.** Students in **grades 1-4** will report to the gym for a walking club from 8:00-8:30 if they are dropped off during this early arrival time. Grades 1-4 will receive their breakfast and eat in the classroom at the first bell (8:30). **Kindergarten** students will report directly to the cafeteria, and will eat breakfast in the cafeteria. They will not take a breakfast bag at the main entrance. **Students should be at school by 8:30am.** They will be marked tardy if not in their classrooms by 8:45. Instruction starts at 8:45, students may eat quickly at their desks if they come in late-we do not delay our instructional start.

When dropping off your child by vehicle, please follow the expectations stated below:

Traffic Patterns and Morning Drop Off

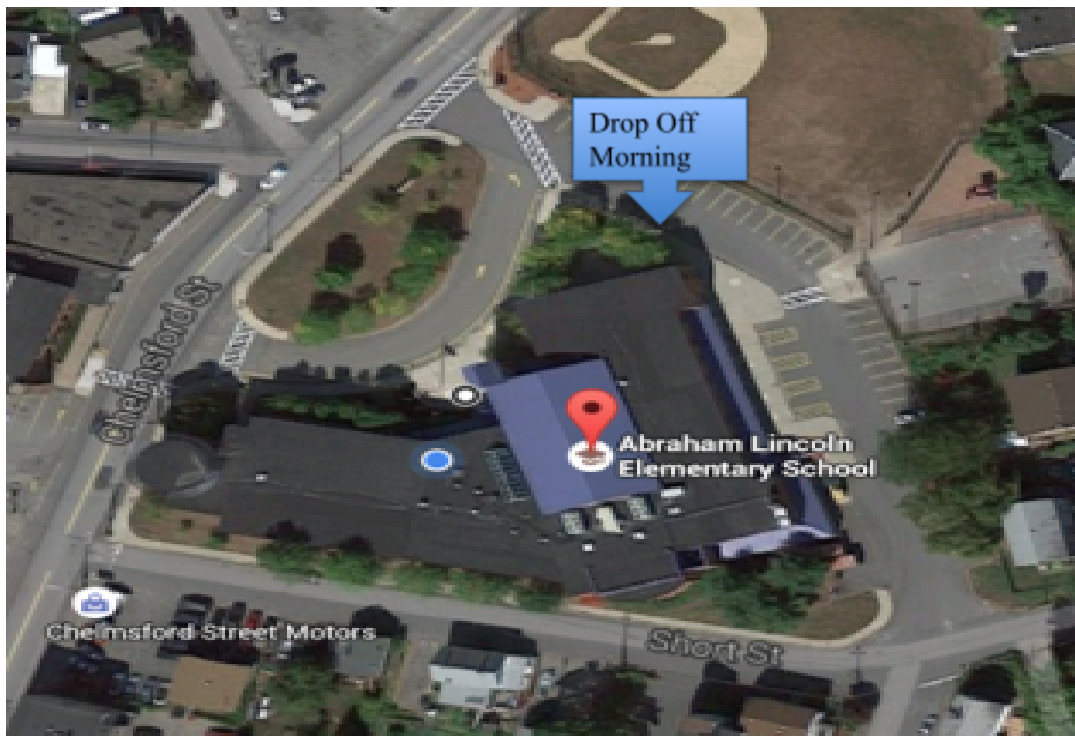
Please read this information carefully to ensure the safety of all of our Lincoln School students.



Parents should use the **Short Street** entrance to the parking lot and drive slowly and carefully through the driveway to the end of the staff parking lot. At the **fire hydrant and traffic cones**, parents should stop their car and drop off their students, **DO NOT PARK** in this lane to bring your student in. **This is a DROP and GO lane**. Mrs. Coleman and/or other school staff will be near this area to supervise the students as they are dropped off **between 8:00 and 8:30am**. Admin staff will also be at the front door to receive students. **Cars are NOT ALLOWED at the front entrance, this is for BUS ONLY. Cars must use the Car line for drop and go, or park in available surrounding areas by the school.**



This drop off is for the morning arrival only. No cars will be allowed in the staff parking area during the afternoon dismissal, except for our PK families. PK families will receive a pass that will need to be displayed on the dashboard of your vehicle.



Afternoon Dismissal – For the safety of all parents and students, the walkers are dismissed after all of the buses have departed school grounds. Once bus students are dismissed, students in grades 1-4 will be brought outside to the front of the school (kindergarten students by the back of the school) where parents or designated pick-up people should be waiting for them. Parents are expected to be on time. As there is **no access** to the school parking lot at dismissal due to the number of small vans and busses that utilize the rear parking lot-please plan accordingly so that you are **ON TIME** to pick up your student.

Before/After-school Care Options

Children may not be dropped off before 8:00am and must be picked up at 2:50pm. Please find before or after school care for your children if necessary. We have included a list of potential resources for you to explore. We can NOT watch children after school, please plan accordingly to pick up students at the **DISMISSAL TIME-2:50**

For child care resource and referral information you can contact:

Child Care Circuit – 978-686-4288
Merrimack Valley Hub – MyHub.com

Child Care Programs available in the Lowell Area (list is not comprehensive):

Lincoln School 21 st Century Program	978- 937-2846 (starts appx. Oct.)
Acre Family Day Care	978-937-5899
Boys and Girls Club	978-683-2747
Cambodian Mutual Assistance Program	978-454-6200
Community Day Care	978-686-4098
Community Teamwork Inc.	978-454-5400
Girls Inc.	978-454-7825
YMCA	978-454-7825

Attendance at the Lincoln School

Attendance Expectations - Every student is required to attend school **each** day. Attendance is essential for a child's success in school. Attendance concerns including tardies, and dismissals will be addressed by administration with families. Letters, phone calls, school meetings; district attendance hearings; and home visits are among the interventions the Lincoln School will implement to help improve your child's school attendance. Excessive absences may result in retention.

***Vacations are NOT excused absences. Students absent for 15 or more consecutive days will be withdrawn and will have to go to the Family Resource Center to re-register.**



Important Information Continued...

Early Dismissal - Early dismissal from school is highly discouraged. Early dismissal affects ALL students' learning because of the disruption to instructional time. If an early dismissal is absolutely necessary, **a written note MUST be submitted to the office stating the reason, date and time of the dismissal, as well as a contact number, on the morning of the dismissal.** Dismissals by telephone are rarely accepted and are for emergencies only.

***REMINDER: Please have your ID available for dismissals!**

Late Arrivals – Students should be at school on time every day. School starts at 8:30am. Students who arrive after this time will miss important instruction time. ***Late students (8:45) must sign into the office.** If they had an appointment please provide documentation. **Excessive tardies/absences can result in retention.**
Attendance Matters!



No School/Delayed Opening (Snow Days) – In addition to receiving a Connect Ed Call informing you of unexpected delays or cancellations of school, you can access this information via radio stations (WCAP 980 AM; WBZ 1030 AM; WRKO 680 AM); television stations (4,5,7, FOX 25 and Lowell Ed TV Channel 22), and web sites (www.lowell.k12.ma.us and www.thebostonchannel.com).

LPS: 2023-2024 School Calendar Please refer to the LPS calendar in the LPS district website or the Principal’s monthly newsletter. Please plan in advance for these changes in the school schedule to ensure that your child is picked up on time.

Safety Drills – Fire drills, Soft Lock-downs, Hard Lock-downs, Options Based Response drills and other safety drills are practiced regularly at the Lincoln. Please speak with your children about the importance of appropriate behavior during all safety drills.

Dress Code at the Lincoln School - It is expected that all students will be clean and appropriately attired while in school. Clothes that tend to disrupt the class or contribute to a health or safety hazard in class are prohibited. Students are not allowed to wear the clothing listed below:

- Extremely short skirts or shorts
- Shirts or blouses with bare midriffs
- Halters or tube tops
- Jewelry that could cause injury, or is distracting for them
- Gang related clothing
- Any other clothing that is deemed inappropriate by the Lincoln School Principal and/or Assistant Principal
- Elementary aged students should not wear make-up to school, fake fingernails that impact their ability to type or distract them from learning
- **ALL STUDENTS MUST WEAR SNEAKERS ON GYM DAY and for OUTDOOR play.**

Wellness Policy - Due to food allergies and our desire to promote good health through sound nutrition, supplying food for birthdays and holidays is prohibited. There are a few exceptions throughout the school year, and parents will be notified when they occur. All students are recognized on their birthdays. Their names are read over the loudspeaker during morning announcements and they receive a birthday pencil and bookmark.



Non-School Related Items – Bringing toys, money, phones, video games, and other electronics is prohibited. They detract from learning and often create unnecessary social problems. In addition, the school will not be responsible if they are lost or damaged. These items will be held by administration until they are picked up by a member of the family.



Discipline Framework

The Responsive Classroom Approach - The Lincoln School has embraced the philosophy of the Responsive Classroom. The goal of the Responsive Classroom is to create a school environment that supports the creation of self-control and community and allows both students and staff to invest in their learning. This does not mean that there will not be consequences for student actions. We do use a progressive disciplinary approach.

The Responsive Classroom Approach is informed by the work of many educational theorists as well as the experiences of exemplary classroom teachers. There are seven basic principles underlying this approach:

1. The social curriculum is important as is academic rigor.
2. How children learn is as important as what they learn: process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.
6. Knowing the families of the children we teach and inviting their participation is essential to children’s education.
7. How the adults at school work together is as important as individual competence: lasting change begins with the adult community.

Morning Meeting - One of the major components of *The Responsive Classroom* is the Morning Meeting. The “Morning Meeting” is up to a fifteen minute meeting at the beginning of each day, shorter in older grades. It builds community, creates a positive climate for learning, reinforces academic and social skills, and gives children daily practice in respectful communication. Each day every student at the Lincoln School participates in this important part of the day.

Lincoln School CARES Program Framework 2023-2024

Student Learning Contract & C.A.R.E.S. Pledge

The teachers and administrators at the Lincoln School want every student to feel safe, confident, and ready to learn when he/she comes to school each day. In order for this to be possible, everyone must commit to the following pledge:

1. I can be a cooperative classmate.

This means that I can work together in a positive way to reach goals with my classmates. For example, “I can be a cooperative classmate when I help my classmate finish our project on time.”

2. I can be an active problem solver.

This means that I am involved and participate in finding the solution to a problem. For example, “I can be an active problem solver when I share my ideas with my teacher and classmates.”

3. I can be responsible and respectful.

Being responsible means that I can be trusted or counted on to do a job, make a decision, or take care of something. For example, “I can be responsible when I follow the teacher’s directions to line up quietly in the hall.”

Being respectful means that I treat a person in a way that I want to be treated. For example, “I can be respectful when I show the teacher that I am listening to her.”

4. I can express care and concern.

This means that I put thought and effort into my choices and how I treat others as well as property. This means that I have consideration and understanding for the feelings of others. For example, “I can express care and concern by asking a friend if he is alright when he is crying.”

5. I can be a safe choice maker.

This means that I can make choices to make sure that people are not hurt and property is not damaged. For example, “I can be a safe choice maker by carefully passing the scissors to my friend the way I have been taught by my teacher.”

*These program components may not work for all Lincoln students, thus individualized plans and approaches will be considered to meet their needs.

I agree to follow the C.A.R.E.S. values of the Lincoln Elementary School.

Student Signature: _____

Discipline Referrals to the Office - Most classroom discipline issues will be handled by your child's classroom teacher. In the rare circumstance that a student needs to be sent to the office, parents/guardians will be notified by phone, email or an in person meeting to discuss the incident and the action taken at the administrative level.

Detentions – Detentions may be given during, before and/or after school. If a student disrupts instruction, he/she may be assigned to detention. Before/After-school detention may be assigned by the teachers, Assistant Principal or Principal. Parents will be notified before the student serves the detention and the student will be required to make up his/her lost instructional time while serving this School Detention.

Bus Expectations – Students are expected to comply with and obey all safety rules on the bus. Riding the bus is a privilege. There will be consequences up to and including suspension from the bus for inappropriate or unsafe behavior. Please review the Bus Safety Form at the end of the Handbook.

Bullying – The Lincoln School takes all incidents of bullying very seriously. Please refer to the Lowell Public School District Policy on Harassment and Bullying in the LPS District Handbook for detailed information. The Lincoln School specifically takes a preventative approach through Responsive Classroom and the Lincoln CARES Program. We aim to instill values of caring, active problem solving, respect and responsibility, empathy, and safety in our students. *If you have a concern about your child being bullied, please contact Mrs. Huntley, Dr. Driscoll, or Mrs. Beland. Your help and assistance allows us to investigate any issues presented. Please understand bullying is NOT an isolated incident, that is students learning and developing skills. Bullying is defined as the ongoing, deliberate and repeated behaviors between the same student/groups of students, NOT students learning how to interact and engage with their peers appropriately in the school setting.*

Partnering with Families



New Student Intake/Data Collection Update –

1. New students joining the Lincoln school at the beginning or during the school year will be assigned to their classrooms by administration .
2. All new students will be offered a tour of the school building
3. The School Secretary will work with parents to collect cumulative records.
4. The School Nurse will work with parents to collect health records/history.
5. The School Social Worker will work with parents to gather social emotional history and other pertinent information to the students needs.
6. Parents of new students will receive a handbook, school calendar, newsletter and any important forms to complete.

Homework – All students in grades K-4 will have homework assigned Monday through Thursday. The expectation is that students complete their homework EVERY night. If they forget it one night, they may bring it the following day. In addition to assigned written homework, ALL students should be reading orally (out loud) every night. Reading is critical to all areas of academic development. Thank you for your support with this.*Homework grades are reflected on Report Cards, and offer parents the opportunity to “see” what students are learning in class, to support their learning.

Family Nights – Several times a year, the Lincoln School offers special Family Nights for our students and their families to help build a sense of community. The September Family Night is traditionally our Open House Night. A schedule of additional Family Nights is included in this packet and online on our website or Facebook page.

Visiting the Lincoln School and Volunteer Opportunities -

We welcome visitors to our school. We ask, however, that you let us know in advance so that we can schedule a mutually convenient time for classroom visits. Our goal is to always preserve the integrity of our teachers' lessons and preserve/ conserve all possible learning time. We also welcome parent volunteers. Just let us know if you have an interest in volunteering. All volunteers must complete a CORI application and have it approved before a volunteer assignment can be made. CORI forms must also be completed and approved for those parents who wish to chaperone on field trips. We seek interested parents who are willing to serve on our PTO. Please contact Kathleen Carrabis, our Lincoln School Secretary, for further information.

Critical Information Every Lincoln School Student Should Know –

For your child's safety, please be sure that your child is aware of the following information:



- 1.His/her own full legal name.
- 2.The name of his/her parent(s)/guardian(s).
- 3.His/her house number and street name.
- 4.His/her telephone number.
- 5.Where his/her parent(s)/guardian(s) work or can be reached in an emergency.
- 6.How he/she gets home from school each day (bus, walk, car, etc.)

Please notify the school office if any critical information changes after the beginning of school. It is very important that we have the most up-to-date information regarding all students.

Student Services

Counseling at the Lincoln School –

The Lincoln School Social Worker is Mrs. Beland. She is trained to help our students with social skills, conflict resolutions, behavior struggles, attendance concerns and any other problem that may impact a student's school progress. Mrs. Beland is available to speak with parents and/or guardians about any problem that may arise that could affect a student's success in



school and also to provide resources to parents. To speak to Mrs. Beland, please call the Lincoln School Office, or email. jbeland@lowell.k12.ma.us

Parent Liaison – The Lincoln School Parent Liaison is Gretchen Sanchez Guadalupe is at our school part time and works to plan school events, community outreach, and engaging parents. Gretchen Sanchez Guadalupe is available to speak with parents and guardians about their involvement at the Lincoln School.

Operation Nourish – In partnership with the Merrimack Valley Food Bank, families who need assistance providing healthy meals are given food twice a month to help sustain them on the weekends and during school vacations. Please contact Mrs. Beland or your child’s teacher if you would like to partake of this service.

Catie’s Closet – The Lincoln School partnership with Catie’s Closet fosters support for our students via clothing, coats, backpacks, books and hygiene products. If your child is in need of clothing during the day, we have an entire closet from which we can meet your child’s needs. If your family is in need of clothing on a larger scale, you can request assistance through Mrs. Beland.



Bus Safety at the Lincoln School

Dear Parents and Guardians,

This is a reminder to all parents and students about bus safety and the rules for staying safe on the bus. Students must follow all Lincoln School Rules (CARES Pledge) while on the bus.

- a. Students shall cooperate and make safe choices on the bus.
- b. Students shall show respect for themselves, the bus driver, and their classmates while on the bus.
- c. Students are responsible for their own belongings.
- d. If a challenge arises on the bus, students shall act as active problem solvers. Students should inform the bus driver, their parents, and the school if they need help solving a problem on the bus.

If a student does not follow these rules, the following are examples are what may occur:

1. Phone call/email home
2. Bus write up-**MUST be signed** by Families and returned
3. Assigned bus seat
4. Parents billed for damages to the bus, caused by their student.
5. Removal/suspended from bus

I have read and understand the rules for bus safety.

Student Signature: _____

Room #: _____

Parent Signature: _____

Attendance Policy:

Your child's education is the most important asset you have. **His/Her attendance is essential for his/her academic success. Appointments should be made Before/After school hours or on vacation weeks.** Absences are considered to be excused if it is due to one or more of the following well-documented reasons:

Family Vacations are NOT excused. All efforts should be made to vacation when school is NOT in session.

- Illness with Doctor note
- Hospitalization with documentation
- Death of a family member
- Religious Holidays/Observations
- Incomplete or outdated immunization records
- Physician's statement attesting to a medical condition that prevents school attendance

Procedure when a student is absent:

1. Parents or Guardians will call the school at the start of the school day on the dates of absence and notify the school of the student's absence.
2. A student will bring a note from the parent or guardian containing the reason and date (s) of absence no later than the second day following the absence.
3. If a student is absent, it is his/her responsibility to see teachers and arrange to make up work missed within one week or in accordance with a plan designed by the teacher. If the schoolwork is not made up, the student may lose credit for incomplete work.
4. If a student is excessively absent from school or has a pattern of extensive absenteeism the Principal or designee is authorized to request additional documentation including doctor's notes.

School Withdrawals and Transfers

Parents/Guardians or an agency with legal custody, (i.e. Department of Children and Families) must ensure students who withdraw/transfer from the Lowell Public Schools are in fact enrolled in another school before a student is released from Lowell Public Schools.

1. Only Parents/Guardians or an agency with legal custody can request that a student be withdrawn/transferred from the Lowell Public Schools.
2. Parents/Guardians or an agency with legal custody must notify the school's office in advance or as early as possible concerning the withdrawal/transfer of a child to another school.
3. Parents/Guardians or an agency with legal custody must provide the school's office:
 - a. A completed/signed withdrawal/transfer form from the child's current school. (withdrawal/transfer forms can be picked up from the school the student is currently attending and must be completed and returned to the same school's office).
 - b. A completed/signed records release form.
(record release forms can be picked up from the school the student is currently attending and must be completed and returned to the same school's office).
4. Parents/Guardians of students leaving the United States must provide official documentation to Lowell Public School that the student is leaving or has left the country (i.e. plane ticket, stamped Visa, consulate paperwork).