September 2013

Dear Members of the Lincoln Community,

This handbook serves to welcome Lincoln families to another school year and to be a guide to our philosophy and policies. The faculty is committed to providing a meaningful and enriching learning experience so that every student can reach his or her potential. To that end, we look forward to working with you in partnership to provide an environment that encourages respect, risk taking, citizenship and academic excellence. Let this handbook be the first of many communications between us as we work together towards those goals.

The most important sections of this handbook and the district elementary handbook are those pertaining to the health and safety of our children so please be sure to familiarize yourself with those sections. The district handbook can be found on the Winchester Public School website [ [http://www.winchester.k12.ma.u](http://www.winchester.k12.ma.u/) ]www.winchester.k12.ma.us. This website also has links to each school and parent association website as well as answers to many procedural questions. Between the handbooks, the websites, and the weekly newsletters, you will be well informed.

This September we will have twenty-two classrooms with an enrollment of about 425 students. All students will participate in weekly library, music, art and physical education classes. Third, fourth and fifth graders can sign up for instrumental music lessons.  Information for these lessons is distributed in the spring and is available on the district website. Events such as May Day, Authorfest, and Read Across America serve to enrich and celebrate student learning. School and community-based after school programs are publicized in the Lincletter.

Our Lincoln School Parents Association (LSPA) is very active and has over twenty committees that play an instrumental role at Lincoln School. Their fundraising and volunteer efforts support social activities that foster a sense of community and enrichment programs that enhance the curriculum.

The Lincoln School Council, which serves as an advisory committee, has parent representatives who participate in the development of the school improvement plan based on district goals. Elections will be held each fall for the open terms.  You will learn more about these organizations and how you can become involved at our Welcome Back Coffees and through our newsletters. In the meantime, feel free to contact me with any questions.

I am looking forward to another terrific year at Lincoln School. Please feel free to contact me as I welcome your ideas and involvement.

Sincerely,

Kate Scanlon

Principal

Lincoln Elementary School

161 Mystic Valley Parkway Winchester, MA  01890

kscanlon@winchester.k12.ma.us

##

# **Lincoln School Staff**

PRINCIPAL Kate Scanlon

ASSISTANT PRINCIPAL Lisa Cormier

SCHOOL PSYCHOLOGIST Michael Poland

 NURSE Lynn Vozzella, R. N.

ADMINISTRATIVE ASSISTANT Joyce Hart

KINDERGARTEN Patricia Anzalone Room 004

 Elizabeth McEleney Room 102

 Katherine Coverdale Room 103

GRADE ONE Kathy Kennedy Room 110

 Paul DeBenedictis Room 215

 Jennifer Sampson Room 210

GRADE TWO Mary Jo Curley Room 205

 Meg Bowman Room 211

 Cathi Flaherty Room 217

 Penny Haggerty Room 203

GRADE THREE Tracy Fitch Room 202

 Mary Hollis-Pfeiffer Room 022

 Joyce Linehan Room 216

 Deborah Thomashow Room 111

GRADE FOUR Ella Adams-MacLeod Room 316

 Megan Barford Room 303

 Melissa Swymer Room 305

 Julie McElaney Room 311

GRADE FIVE Leigh Whiting-Jones Room 315

 Wayne Haugh Room 317

 Aideen Hunt Room 302

 Tricia Wallace Room 310

ART Susan Costello

MUSIC Michelle Garciano

P. E. Andrea Cogan

LIBRARY/MEDIA SPECIALIST Lee Anne Toner

TECHNOLOGY Phil Bellenoit

SPEECH/LANGUAGE Pamela Bishop, Karen Daniels

O.T. Lisa Fleming

 READING SPECIALISTS Jeri Katz, Stascia Pollock, Barbara Tully

SPECIAL EDUCATION STAFF Missy Kaplon (Liason),

 Carly Wilson, Nicole Costello, TBA

 SPECIAL EDUCATION AIDES Beth Farina, Anita Fisher, Christine Ronan,

BUILDING AIDE Joanne Baldini

 INSTRUCTIONAL SUPPORT Mary Doherty, Ellen Toms Sarah Gregory,

 Nancy Kulesza, Eileen Dauer

 CUSTODIANS Pascal Dangerville, Jim Edwards, Ed McGee

LUNCH ROOM STAFF Claudia Capone, Jessica Estrella,

 Eileen Fishlin, Paula Doherty

DISTRICT SUPPORT STAFF Anne Ludlow- Clinical Social Worker

 Michael Domina- Behaviorist

 Jenna Hannoosh- School Psychologist

**Safety and Security**

## Arrival at School

The school day starts at 8:30. It is important that children arrive on time so as not to disrupt classroom routines. Kindergartners and Grade 1 assemble in the Main St. lobby. Grade 2 lines up in the hallway leading to the art room. Grades 3, 4, and 5 students gather in the cafeteria each day. Once they have arrived, students should remain in the supervised areas before school. Parent monitors are stationed along the sidewalk on Main St. to facilitate drop-off. Children should not arrive before 8:15; there is no supervision prior to that time. Students arriving after 8:30 should enter using the Mystic Valley Parkway door.

## Absentee and Late Policy

If your child arrives more than ten minutes late or is absent, please call the school (781-721-7017) by 9AM and leave a message as we need to account for every child every morning. Students who are more than ten minutes late should check in at the school office accompanied by a parent or guardian.

## Drop-Off and Parking

Although we have drop-off and pick-up zones along Mystic Valley Parkway and Main Street, parking is still very limited. We encourage walking whenever possible and /or parking a short distance from school at a satellite parking spot to help minimize traffic, help the environment and promote a healthy life style. For the safety of our children, please do not park near crosswalks, intersections or no parking areas. Be sure to pull up to the curb to let your child in or out on the passenger side of your vehicle.

## Visitors / Volunteers Sign-In

All volunteers and visitors must sign in out at the visitors’ desk near the main office and wear a volunteer/visitor lanyard. The visitors’ book and lanyards will be available at the desk.

**Incident Management Team**

Each school has an Incident Management Team (IMT) comprised of members of that school’s staff. The IMTs’ job is to respond to any incident/emergency following district protocol. In the event of an actual incident, we will use the School Messenger phone and/or email to keep you informed. In such cases, do not call the school as it ties up the telephone lines.

It should be noted that there are regulations created by the Winchester School Committee that prohibit fighting, violent behavior or weapons of any kind in school. Please review with your child(ren) that threats of any kind to another person will not be tolerated at Lincoln and suspension is a potential consequence.

##

##  Policies and Procedures

**Lunch and Snacks**

Lincoln School uses a "debit" point of sale (POS) system that eliminates the use of lunch tickets. Each student is given a four digit PIN to use when buying school lunch or separate beverages. The same POS system applies to families who qualify for free or reduced lunch. Once your child is assigned a PIN number, you will need to load up the account. You can either go to [www.payforit.net](http://www.payforit.net) and click on “Sign Up For Account” to make deposits using a credit card or you can pay with cash or a check Monday and Thursday mornings from 8:00 a.m. to 9:00 a.m. inside the Mystic Valley Parkway entrance. The system also allows parents to check the status of their children's accounts. If a child does not remember his or her PIN, the cashier will look it up. Keeping your account current helps to speed up the service line. Additional information about the lunch program is included in the district handbook.

##

## Forgotten Items

We will deliver:

~lunches K-4 (We always have food we can offer fifth graders or they can order from the lunch menu.)

~certain items such as permission slips, registrations etc. that impact deadlines for others

~instruments for Friday lessons

~certain projects that will be part of a presentation

Bringing in items such as homework, sneakers, shares, library books, boots and recorders should be part of your child’s established routine. We will work together to encourage responsibility with these age appropriate expectations.

## Homework

At Lincoln School, homework is valued as a natural extension of the learning process that can link home and school. Homework serves to reinforce skills, develop independent work habits, encourage responsibility, and enrich curriculum. Homework activities can entail family reading, independent reading, spelling, math exercises, projects, research, occasional completion of schoolwork, current events, etc. Specific grade level guidelines are available in the District Handbook.

## Lost and Found

Please label all outdoor clothing, lunch boxes, etc. with last names using permanent marker. Lost and found items are displayed near the MVP door. Unclaimed items are donated to charity each vacation.

## Dress Policy

Hats are not to be worn inside the school building. Shirts or other articles of clothing that depict messages related to alcohol, drugs, tobacco or other inappropriate language or subjects should not be worn. Students should not wear footwear such as flip-flops or loose crocs that could easily fall off.

## Telephone Use, Cell Phones and Electronic Devices

Because the school office is very busy before and after school, students are only allowed to use the phone to call parents for school-related business or in the event of a missed ride, etc. Please note that students should not expect to use the school phone to arrange after school plans. Use of cell phones and other electronic devices by students during the school day is prohibited with the exception of electronic readers such as Kindles. If parents want their children to have cell phones in school, the phones need to be turned off and kept in backpacks. Lincoln School is not responsible for cell phones or Kindles that are misplaced, stolen or damaged on school property.

## Dogs

In compliance with the town ordinance and for student safety, dogs are not allowed on school property.

## Party Invitations

Invitations to outside parties should not be distributed to students in school. Please remind your children to be sensitive about discussing outside parties that might exclude classmates.

## Student Placement

Balanced classes and effective instructional grouping require that final decisions about student placement be made by the professional staff at Lincoln School. In making these decisions, we attempt to balance classes by gender, academic ability, social, emotional and behavioral strengths and weaknesses. Our goal is to ensure that each class contains a planned heterogeneity that assures productive student interaction and attention to individual needs.

**Lincoln Elementary School** **Code of Behavior and Respect**

**As members of the community of Lincoln School, we agree to**

**Respect ourselves by:**

* Trying our hardest to do our best
* Using kind words
* Telling the truth and being fair
* Playing and acting safely

**Respect Others by:**

* Treating others like we want to be treated
* Accepting everyone
* Being polite, taking turns, and listening to others
* Following lunchroom and playground rules
* Obeying teachers and all other supervisors
* Making sure that games and activities are open to everyone

**Respect Property by:**

* Keeping Lincoln clean and litter free
* Using school materials and personal belongings properly

If the student violates the code, there will be certain consequences to those actions such as:

* Being corrected by a teacher or supervisor
* Receiving a “timeout”
* Losing recess or another activity
* Apologizing to the person(s) who have been affected by the actions
* Having parent(s) asked to come in to meet with the principal and the student
* Making restitution for any property or material that has been damaged
* Losing special privileges like attendance at field trips, school programs or assemblies
* Spending free time helping to clean our school or performing other school services
* Suspension from school

These consequences will be administered to meet the frequency and severity of the action(s). They would generally follow the sequence in which they are listed unless there were extenuating circumstances. Communication with parents does not usually occur for minor first infractions.

##

**Recess Rules**

* Students must show respect to all staff members and each other at all times. This includes listening and talking politely, and complying with requests. Students will be encouraged to use Open Circle skills to resolve minor conflicts with peers and to determine when they should report an incident to an adult. No one should feel threatened, excluded or put down in school or at recess.
* Students must walk on the structure, in the area of the structure and on all cement areas. Running is only allowed on the field. Shoes with closed fronts and backs must be worn for active play.
* Physical contact is limited to the rules of acceptable games. All players should be in control of their bodies at all times.
* There is no hitting, grabbing, swinging, restraining or pushing.
* All students are welcome to play in any game as long as they follow the rules.
* Outside structures and equipment are to be used properly.

Student not playing fairly or safely will be given a warning and /or a time out during recess. If a student continues to disregard the polices, the parents will be notified and the student will lose multiple privileges. Extreme aggressive, dangerous or threatening behavior may result in a suspension.

**Cafeteria Behavior**

Our cafeteria should be a place where all children can enjoy eating their lunch. This will only happen if everyone demonstrates good table manners and consideration of others. In order to have this happen, students will:

* stay at assigned tables and/or assigned seats.
* sit and face the table.
* throw away trash after they are completely finished eating.
* not share their food or touch other children’s food in compliance with our LTA policy
* talk quietly to people near them.
* use restrooms with permission from an adult.