



HANDBOOK FOR PARENTS AND STUDENTS

2009-2010

Lincoln School

Ballfield Road
Lincoln, MA 01773

Smith Office Phone: 781-259-9404

Brooks Office: 781-259-9408

Nurse Phone: 781-259-9407

FAX: 781-259-2654

Lincoln Public Schools Website: www.lincnet.org

<p>English: If your family needs information regarding the Lincoln Public Schools in a language other than English, please contact the Assistant Superintendent.</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>	<p>Spanish: Si su familia necesita información sobre Lincoln Public Schools en otro idioma aparte del inglés, por favor, comuníquese con la Asistente del Director (Assistant Superintendent).</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>
<p>German: Falls Ihre Familie Informationen über die Lincoln Public Schools in einer anderen Sprache als Englisch benötigen sollte, kontaktieren Sie bitte den stellvertretenden Schulleiter (Assistant Superintendent).</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>	<p>Vietnamese: Nếu gia đình bạn cần thông tin về Lincoln Public School bằng tiếng khác ngoài tiếng Anh thì vui lòng liên hệ với Thư ký trợ giúp (Assistant Superintendent).</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-402</p>
<p>Russian: Если вашей семье нужна информация о Государственных Школах города Линкольна на другом языке, пожалуйста обращайтесь к помощнику заведующего школами района (Assistant Superintendent).</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>	<p>Simplified Chinese: 若您想获得更多有关林肯公立学区的资料, 请与学区副督察 (Assistant Superintendent) 联系。</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>
<p>Traditional Chinese: 若您想獲得更多有關林肯公立學區的資料, 請與學區副督察 (Assistant Superintendent) 聯繫。</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>	<p>Japanese: 日本語でリンコン学区について、もっと資料をご希望の方は、ぜひ学区の副監督者(Assistant Superintendent) とご連絡をして下さい。</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>
<p>Cape Verdean: Si nhôs família precisa di informação sobri Escolas Público di Lincoln na qualquer outro língua qui ca Inglês, por favor entra en contacto cu Superintendenti Assistenti (Assistant Superintendent).</p> <p>Escolas Público di Lincoln Ballfield Road Lincoln, MA 01773 781-259-9402</p>	<p>Farsi: (Lincoln Public Schools) در صورتیکه خانواده شما احتیاج به اطلاعاتی راجع به مدارس دولتی لینکلن به زبان غیر از زبان انگلیسی دارد، لطفاً با معاون سرپرست (Assistant Superintendent) تماس بگیرید.</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>
<p>Urdu: اگر آپ کے خاندان کو لنکن سکول کے بارے میں معلومات انگریزی کے علاوہ کسی اور زبان میں چاہیے تو براہ مہربانی اسسٹنٹ سپرنٹنڈنٹ صاحب سے رابطہ کریں۔ (Assistant Superintendent)</p> <p>لنکن پبلک سکول بال فیلڈ روڈ لنکن میسا چیوسٹس - 01773 فون نمبر - 781-259-9402</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 Ph # 781-259-9402</p>	<p>French: Si votre famille a besoin d'informations sur les écoles publiques Lincoln dans une langue autre que l'anglais, contactez l'assistant du directeur (Assistant Superintendent).</p> <p>Lincoln Public Schools Ballfield Road Lincoln, MA 01773 781-259-9402</p>

**Lincoln Public Schools
Vision/Mission Statements**

VISION

The Lincoln Public Schools instill in our students the joy of learning, provide them the tools to play constructive, compassionate roles in society, and give them the very best preparation for high school.

MISSION

The mission of the Lincoln Public schools is to unite our communities in challenging and equipping students to:

- acquire essential knowledge and skills
- think critically and independently
- exhibit academic excellence
- appreciate and respect diversity
- demonstrate creativity
- value reflection
- work hard and play fair



Lincoln School

Ballfield Road
Lincoln, MA 01773

Dear Parents and Guardians,

The Lincoln School staff welcomes you and your child to the Lincoln Public Schools. We are very pleased to offer your child a wide variety of educational opportunities all provided at the highest professional level. The mission of our school is to support the students to begin to identify themselves as competent learners. In this effort, we seek to engage the whole community – students, staff, and parents or guardians. We challenge all students to develop a strong knowledge base, a respect and understanding for diversity, and an ability to relate to others.

Developing a strong home school connection is vital for the ultimate success of your child. A high degree of parent involvement in and out of the classroom supports teachers in individualizing instruction.

The purpose of this handbook is to provide you with pertinent information regarding your child's education. It contains the rules and regulations as well as the rights and responsibilities of your child. Please keep this handbook in a convenient place so that you can refer to it when questions arise.

Sincerely,

Stephen McKenna, Principal Grades K-4
Sharon Hobbs, Principal Grades 5-8

SCHOOL COMMITTEE

Julie Dobrow, Chair
Tom Sander, Vice Chair
Jennifer Glass
Robert Orgel
Al Schmertzler
TBA, METCO Representative
TBA, Hanscom Representative
TBA, Hanscom Representative

SUPERINTENDENT OF SCHOOLS

Michael F. Brandmeyer
781-259-9409

ASSISTANT SUPERINTENDENT

Mary Sterling
781-259-9402

PRINCIPAL

Stephen McKenna, Kindergarten-Grade 4
781-259-9404
Sharon Hobbs, Grades 5-8
781-259-9408

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COMMUNICATIONS

How you reach the school:

Office: The office for the Principal K-4 is located in room S100 in the Smith end of the building. The office for the Principal grades 5-8 is located in room B100 in the Brooks end of the building.

School Hours: The Grade K-8 school hours are from 8:00 a.m. to 2:50 p.m. Monday, Tuesday, Thursday and Friday. Wednesday, school is in session from 8:00-12:35.

Open Hours: The front entrances of both the Brooks and Smith ends of the building will remain open during the entire school day and will be locked at 4:30 p.m. unless there is a scheduled event in the school building. For reasons of security and safety, all other doors will be locked at 8:30 a.m.

Safety Sign-In Procedures: Visitors and volunteers should register in the Brooks or Smith office before entering the school and receive a visitor badge. All business for grades K –4 should report to the Smith Office and for grades 5-8 should report to the Brooks Office. We request that you wear this badge as a way of ensuring school staff that you are authorized to be in the building.

Attendance/Absence: Students are expected to attend school except for reasons of illness or extenuating circumstances. Parents should make every effort to schedule family trips, recreational activities, and appointments after-school or during vacation. While the teachers will let students make-up missed assignments, they are not required to prepare work in advance for a vacation-related absence.

Tardiness Procedure: K-4 students arriving after 8:00 a.m. must report to the Smith Office before proceeding to their classrooms. These students will be marked tardy.

Grade 5-8 students arriving later than 8:00 must report to the Brooks office before proceeding to their classrooms. Those students will be marked tardy and will be issued a pass to enter the classroom. In the upper grades, tardiness is particularly disruptive and confusing for students. For students in Grades 6-8, repeated tardiness (three or more) will result in detention.

Early Dismissal: If your child has a medical appointment that involves dismissal during the school day, please go to the appropriate office to authorize the dismissal. You will be asked to sign-out your child. The office secretary will help locate your child.

Personal Messages to Your Child: The school makes every effort to keep classroom interruptions to a minimum. Therefore, parents/guardians should not expect the school to deliver messages during the school day unless it is an emergency. In case of emergency, please feel free to call the appropriate office, Smith (Grades K-4) or Brooks (Grades 5-8), to leave a message with the school secretary. They will get the message to your child as soon as possible.

Messages are conveyed at times that are least disruptive to classrooms. Parents should not expect calls to be transferred to classrooms, nor will students be paged to receive a phone call. Requests must be made in a timely manner. The school cannot guarantee messages will get to children within the last 10 minutes of the school day.

Lost and Found: There are three Lost and Found locations. The first is located in a yellow cabinet at the Smith parking lot entrance, the second is in a bin in the Brooks office, and the third is in a box in

the lobby of the Brooks Field House. If you lose something, please check for the item promptly, because unclaimed items are routinely donated to a charitable organization.

Contacting a Teacher: Parents may request an appointment with or ask questions of their child's teacher at any time. Your child's teacher will let you know whether it is best to use e-mail, phone or a note.

Voice Mail: For teachers or staff in Grades K-4 call 781-259-9404, for Grades 5-8 call 781-259-9408 and follow the instructions for staff messages, or you will find the teacher's phone extension listed in the back of the Student Directory published by the PTA. Please do not leave time-sensitive messages. Teachers cannot get to their messages regularly during the day. Leave all important messages with an office secretary, but as mentioned above, realize that except in emergencies, messages may not be delivered immediately.

E-mail: The e-mail addresses appear in the Student Directory in the following format: Teacher's first initial and last name typed in as one word then followed by "@lincnet.org"

Notes: We urge parents to send a note to school with your child. A note is still the best and safest way to notify your child's teacher of a change in the dismissal routine for the day.

Protocol for Expressing Concerns: Parents are encouraged to contact the classroom teacher or specialist if there is a concern. Together, efforts will be made to resolve the problem. If, after a reasonable amount of time the problem is not resolved, the parent or teacher may decide to bring the issue to the attention of the school counselor, or the principal.

Photographs: Parents/guardians who do not want their child's photograph displayed or published throughout the school year must notify the office in writing. A form will be provided in the mail before the start of each school year.

How the School Reaches You:

In an Emergency:

General Information Form: Parents must file a General Information card for each child, each year. This form provides information on how the school may contact you (or another designated adult, as back-up) in an emergency. It is important that this form be filled out completely and be kept up to date.

Information in Publications:

Mini-Link: The Lincoln PTA publishes a weekly bulletin that outlines programs and events for parents and children. The Mini-Link shows weekly and upcoming events, school menus, and community events, as space allows. It is distributed by the PTA via email. Visit the PTA web site to subscribe (www.ptalincn.org).

Parent Bulletins: School newsletters will be published regularly via email. They will provide parents of students with information about the school and scheduled events. In an attempt to reduce paper consumption and as a tool for strengthening the home/school connection, you may receive school updates and information via email by sending an email to:

For grades K-4 to LincKto4News-request@mlist.lincnet.org with the subject "subscribe" (without quotes) and leave the body of the message blank.

For grades 5-8 to Linc5to8News-request@mlist.lincnet.org with the subject "subscribe" (without quotes) and leave the body of the message blank.

Notices: You will regularly receive notices from school staff about events at the school, concerns, curriculum initiatives and field trips. These will be sent home with students, usually on Friday. Make sure you check with your child about school handouts. Sometimes they disappear in the bottom of the backpack! Important parent notices are mailed home in Grades 6-8 in order to ensure that parents receive important school announcements.

Classroom Newsletters: Many classroom teachers and increasingly, the children themselves publish newsletters, which provide information about the news in their class. These are wonderful publications that serve as a connection between families and the classroom.

Meetings and Special Events:

Open Houses: Parents are urged to attend the Open Houses held in the fall. Visit the classrooms, meet the teachers, and learn about the course of study at each grade level.

Parent Coffees: Informal coffees will be held periodically to keep in touch with parents and to exchange information and answer questions. These coffees are held in order to focus conversations on issues that are particularly relevant to specific grade levels.

Curriculum/Informational Nights: Parent forums that focus on specific curriculum initiatives or social/emotional needs of children are provided throughout the school year in order to help parents become familiar with new programs and better understand the learning that takes place in the classroom.

Classroom Museums: Many grade level teams invite parents to visit the classrooms so that students can share their learning – as content “experts”.

ENROLLMENT, REGISTRATION, & PLACEMENT

Kindergarten Registration and Screening: Each Spring, the Lincoln Public Schools register students who will be entering kindergarten in the fall. Children who will be five years old by October 1st are eligible to start kindergarten in September of that year. The school strictly adheres to this policy. Federal regulations require that incoming kindergarten students be screened to identify those who may need special education services to perform successfully in school. The screening will take place on one of several scheduled days, takes approximately 45 minutes, and consists of performance samples in speech, language, cognition, perception, and gross and fine motor coordination. A letter stating the screening results for each child is mailed to parents in June.

Registration of New Students: Parents who wish to enroll new students may pick up registration forms at either school office. With parental consent, school records will be obtained directly from the child’s last school. Copies of birth certificates, General Health Forms, and proof of immunization and residency are required at the time of registration. Parents should inform the school if a child has an Individual Education Plan (IEP) requiring special education services.

Residency Requirements: Residency in Lincoln is required at the time students are registered in the Lincoln Public Schools. School Committee approval is needed if property owners temporarily reside outside of Lincoln and wish to enroll their children in the Lincoln Public Schools. Boston children attend the Lincoln Public Schools through participation in the METCO Program. METCO students must be Boston residents. In accordance with the requirements of the Massachusetts Education Reform

Act of 1993, the Lincoln School Committee cannot accept any tuition-paying students. Non-resident town employees, by contract, may request to have their children attend school in Lincoln by writing directly to the Superintendent of Schools.

Classroom Assignments: In Spring, teachers meet with their grade level teams along with special educators, counselors, specialist teachers, METCO personnel, and the Lincoln School's administrative staff to assign students to the next year's classes. The goal of the placement process is to create classrooms in which children can learn and work well together. Teachers weigh a number of factors in their placement decisions including male/female distribution, individual learning styles, and creation of a positive social and academic environment. Classroom organization is based upon heterogeneous groupings.

In the spring, the school provides parents an opportunity for input in the placement decision if they wish to communicate thoughts about their child's learning needs. Information is submitted by parents to the principal, in writing, and is considered along with the other factors mentioned above. The school does not accept individual requests for specific teachers. After sharing parental communications with grade level teachers, the principal confirms the final placement decisions in June. We believe students need to celebrate the conclusion of their school year without having to think about the next year's placement. Therefore, classroom assignments are mailed home shortly after the close of school.

TRANSPORTATION

Transportation by Car: Please note that the school doors open at 8:00 a.m. and school begins at 8:00. The Donaldson Auditorium and the lobby area outside the Smith Gym will be open and staffed at 7:45 a.m. for students whose parents need to drop them off before the 8:00 opening. Please note there will be no supervision prior to 7:45 a.m.

Drop-off for Grades K-4: Drivers must follow safety procedures in the Smith parking lot. Parents can drop off their children at 7:45 a.m. at the walkway that leads into the Kindergarten wing, but the children should exit the car on the school side only. Do not remain parked here while your child walks into the school, as it causes a traffic jam. If you need to supervise your child walking in, park in any marked parking space. Please do not use the parking spaces marked for the disabled unless you need them.

Drop-off for Grades 5-8: At 7:45 a.m. students may be dropped off at the Donaldson Auditorium entrance. Students in Grades 5-8 will be dismissed at the end of the day from this same entrance. When you are dropping off students in the morning or picking up students at the end of the day, park in the Brooks Gym lot or around the circle in front of Donaldson Auditorium if spaces are available.

Please do not enter the Center Field circular driveway while the buses are loading or unloading (7:50 – 8:30 a.m. and 2:20 – 3:00 p.m.). You may exit directly out on the Hartwell side of Center Field.

HEALTH SERVICES

Before the beginning of the school year parents/guardians will receive forms from the health office detailing illness policies and medication protocols, as well as state requirements for immunizations and physical exams.

In-School Health Services: A registered nurse and two health aides provide care to students on campus. The main health office is located near the library. A satellite office is located in the Smith Building near the Kindergarten wing.

Emergency Care: In the case of minor accidents or injuries, a child will receive appropriate first aid. If a more serious injury occurs, immediate attempts will be made to contact a parent or the person the parents have specified as the emergency contact on the Emergency Information card sent at the beginning of each year. If a designated adult cannot be reached and the child requires immediate care, the child will be transported via ambulance to the hospital.

Health Forms: Health forms required by state law including a complete immunization record, a copy of a current physical exam, and record of a lead screen are required for school entry. These forms are given to parents at time of registration. No child may attend school with an incomplete immunization record. The state recognizes immunization exemptions for medical and religious reasons only. Subsequent proof of an up-to-date physical exam is required at entry into Grade 4 and Grade 7 and for participation on athletic teams.

SCHOOL ORGANIZATION & FACILITY

The Lincoln Public School System:

General: The Lincoln Public School system serves the Town of Lincoln, Hanscom Air Force Base, and also draws students from the metropolitan Boston area as part of the METCO Program, serving a total school population of approximately 1300 children in grades K-8. The Hanscom Air Force Base campus consists of two schools, provided and supported entirely by the federal government: Hanscom Primary School (Grades K-3) and the Hanscom Middle School (Grades 4-8). The Lincoln Campus, located on Ballfield Road, consists of the Lincoln School, (Grades K-8), the Lincoln Preschool, and the Central Administration, which serves all schools.

Central Administration: The Lincoln Public Schools are administered by the Superintendent of Schools, hired by the Lincoln School Committee.

School Administration: The overall administration of the school is the responsibility of the principals who meet regularly with teachers, parents, and team leaders to assure decisions with regard to student learning and development are inclusive and collaborative. It is helpful for parents to know whom to contact when there is a concern or question regarding their child.

Leadership Team:

Stephen McKenna Grades K-4
Sharon Hobbs Grades 5-8

Special Education Coordinator: Ginny Flaherty

Supervision of Special Education Services for Grades K-8. Duties Include: 1) coordinating all Individual Education Plans and Instructional Support Team (IST) operations, 2) supervising

occupational and physical therapy services, 3) encouraging and coordinating inclusion efforts with parents, teachers and administrators, 4) assisting in program development and curriculum modifications; 5) overseeing referral process and 6) hiring, supervising and evaluating Special Education staff, tutors and aides.

GENERAL INFORMATION

Arrival: Grades K-4 - The school doors open at 8:00 a.m. and the school day begins at 8:00 a.m. The lobby outside the Smith Gym will be opened and staffed at 7:45 am for students whose parents need to drop them off earlier. For students arriving by bicycle, racks are located at the Kindergarten entrance. Students arriving (other than by bus) after 8:00 a.m. must report to the Smith Office before proceeding to their classrooms. These students will be marked tardy.

Grades 5-8 - The Lecture Hall behind the Donaldson Auditorium will be open and staffed at 7:45am for students whose parents need to drop them off earlier. Students arriving later than 8:00 must report to the Brooks office before proceeding to their classrooms. Those students will be marked tardy and will be issued a pass to enter the classroom. In the upper grades, tardiness is particularly disruptive and confusing for students. For students in Grades 6-8, repeated tardiness (three or more) will result in detention.

In Grades 6-8, students meet at the beginning and end of the school day with their homeroom teacher. This connecting with students is very important. Classes are departmentalized. An outline of the curriculum for each grade is provided in the Program of Studies for Grades 6-8, which is distributed at an Open House for parents in the fall and is also available through the school office.

Dismissal: Grades K-4 - The regular school day ends at 2:50 p.m. except on Wednesday, when students are dismissed at 12:35 p.m. Wednesdays are half days for the entire school. Students who take the bus will be directed to their buses. Parents picking up students will meet them in the after-school Walkers Room (Smith Gym). For safety reasons, we ask that you let one of the staff members on duty know when you have met up with your child before leaving.

Grades 5-8 Dismissal is at 2:50 p.m., except on Wednesdays, when dismissal is at 12:35. Students who take the bus will be directed to their buses. Students in Grades 5-8 who are not taking a bus home are to be picked up in front of the Donaldson Auditorium entrance. Cars picking up students and departing bicyclists should exit on the Hartwell side of Center Field to avoid the buses loading children in the circle.

Snack: Children should bring a simple and healthy snack that can be eaten within the 10-15 minutes. Candy and soda are not permitted. Individual dietary restrictions should be communicated to the classroom teacher. The school encourages parents and students to purchase and use minimal packaging and to recycle whenever possible.

Birthday Celebrations. It is strongly recommended for reasons of curriculum time, safety, and nutrition that parents refrain from sending in food to celebrate their child's birthday. To avoid hurt feelings, students should not bring birthday party invitations, cards or presents to school.

Recess: Recess usually occurs twice a day, except on early dismissal days. Children go outdoors with their classes or grade level groups, and are supervised by teachers and the instructional assistants. Kindergartners and first graders play primarily on the kindergarten playground; other grades use the playground behind the school, center field, or surrounding fields.

Students should bring appropriate outdoor clothing to wear during recess. In inclement weather, an “indoor recess” is held in the classroom

Grades 6-8 have a brief recess at the end of the lunch period.

Homework:

K- Provide regular opportunities to read aloud to the child. Periodic assignments encourage parent support for specific tasks, e.g. collect specific items to share in class.

1 – Parents monitor student reading; parents read nightly to child. A weekly packet of math and a selection of appropriate reading books are sent home.

2- 30-35 minutes: 20 minutes of nightly reading, 10-15 minutes of math homework, twice a week spelling homework, occasional homework in other subject areas.

3- 50 minutes: 20 minutes of reading; 20-30 minutes across curriculum areas

4- 75 minutes: 30 minutes of reading; math 10 – 20 minutes; English Language Arts assignments 15 – 30 minutes; several long term projects assigned throughout the year

5 – 75 minutes: 30 minutes of reading; math 10-20 minutes; ELA assignments 15 – 30 minutes. Several long term projects throughout the year.

6 – 75-90 minutes per night. Includes ELA and math nightly. Long term projects may be assigned in multiple subjects throughout the year.

7 - Seventh graders should plan on 15-30 minutes of nightly work per subject area. There is a nightly expectation of reading for 30 minutes in addition to other homework.

8 – 90 minutes per night. Includes ELA and math nightly. Long term projects may be assigned in multiple subjects throughout the year.

Experience has shown that time spent on homework in Grades 6-8 results in greater academic achievement. It is very important to set aside a regularly scheduled time for homework in a quiet place so that assignments can be carefully completed. Students are given a homework organizer notebook to help them keep track of assignments. Homeroom teachers will check student organizers on a daily basis to offer assistance and guidance. The assigned homework for Grades 6-8 is also posted on the Homework Web Site at <http://hw.lincnet.org/~hw>. If your child is absent from school you may call the Brooks Office before 9:00 a.m. to request that homework be set aside to be picked up later in the day.

** While we are working toward consistency of practice from classroom to classroom and grade to grade some variability may occur.

Conferences: Grades K-4 -There are two mandatory parent teacher conferences in grades K-4. The conferences are scheduled in October/November and March/April. These conferences are to discuss the child’s progress and receive the progress report. Please note that, due to the numbers of conferences teachers need to schedule, conferences are held on dates in addition to those listed above.

Grade 5 teachers and parents meet for one mandatory conference in the fall. In addition to the mandatory conferences, contact your child’s teacher with questions or concerns that you may have.

Grades 6-8 - Conferences are scheduled between the team of teachers and parents on an as-needed basis, with the goal that all students will have at least one conference during the school year. However, if at any point in the school year you have questions or concerns that need to be addressed we urge you to contact the appropriate staff member or teacher.

Progress Reports/Report Cards: K-4 - Parents receive progress reports 3 times each year.

Grade 5 students will receive three report cards during the year. The exact trimester ending dates depend on the yearly school calendar, but are approximately the beginning of December, the beginning of March and June. The report card is organized by subject, with a brief narrative and a letter grade. There is also an evaluation of effort and conduct on a numerical scale of 1-5.

Report cards for Grades 6-8 are on a trimester schedule, with the terms ending in November, March and June. Brief midterm reports will also be sent home between each report card cycle for all students. This means that you have some indication of the student's performance every 30 school days. With this reporting schedule, students and parents have an early indication of performance. These notices also alert parents/guardians to a problem, so corrective action can be taken and help given before the marking period is over. The report card is organized by subject, with a brief narrative and a letter grade for all classes. There is also an evaluation of effort and conduct on a scale of 1-5.

Communication specific to Grades 6-8: Your student will have a different teacher for each academic subject, which makes it a bit more challenging to find out how things are going at school. Here is how you stay in touch:

Academic Concerns: If a student is experiencing difficulty in a particular academic subject or needs to make-up work, the student may make arrangements with the teacher for extra help after school on Tuesdays and Thursdays. A late bus is available for METCO students on Tuesday and Thursday each week for this purpose. Parents should feel free to contact the teacher directly if problems persist or if they have questions about the curriculum or the student's academic performance.

Social Concerns: If a parent is concerned about social aspects of a student's performance in school, they should contact a teacher, a counselor, or the principal who will coordinate with the teachers to help answer questions or solve problems. If needed, counselors are available at the school to help work through these issues.

Peer Mediation: The Lincoln School has a Peer Mediation Program to help students resolve problems. The mediation process is successful in resolving conflicts of all types. With faculty and staff support the school has trained student mediators. These students have at least 15 hours of specialized training in mediation skills.

Extracurricular Activities: Several extracurricular activities are open to students in Grades 6-8, including the student council, the yearbook, music ensembles, and sports. Sports teams in soccer, basketball, tennis, softball and baseball are offered on a try-out basis for students in Grades 6-8. The after-school intramural program also offers field hockey and cross-country running. These school teams practice and play games on weekdays after school. All players are required to have a physical examination dated within one year before the start of the season.

In order to participate in an extracurricular activity, a student must maintain a minimum of a C- average in each course as well as maintain a minimum of a 3 in effort and conduct in all classes (see Progress Reports). After-school athletics and programs operate on a fee basis.

Production: Students have an opportunity to participate in two productions. Early in the fall there is a dramatic play and each spring students in grades 5-8 perform in a musical production. Any student in grades 6- 8 who wishes to participate is eligible to be in the fall cast and grades 5-8 in the musical.

Students and parents may also become involved with costumes, lighting, make-up, stage crew and scenery.

Talent Show: Each spring students in grades 6-8 have an opportunity to perform for the school community. All students are encouraged to participate.

Transition to High School: In eighth grade, a series of events are scheduled to familiarize both students and parents with the programs at the two public high schools available to Lincoln students: Lincoln Sudbury High School and Minuteman Regional High School. These events explain the curriculum, introduce course materials and requirements, and help parents and students with the registration of the first year's courses. Visits to both schools are made during Grade 8. There are also planned visiting days for students and parents to talk informally with students about the learning environment at the high school. Placement exams in science and algebra are offered in the spring to help determine appropriate placement in freshman courses at Lincoln Sudbury High School.

SCHOOL CITIZENSHIP CODE

CITIZENSHIP CODE: Clear, consistent behavioral objectives are essential for effective education. The Lincoln School has established a clear set of school rules that help the community to function smoothly and allow students and adults to feel safe and secure in school. In grades K-4 students learn to focus on 3 clear rules: work hard, respect one another, and play fair. As students progress through the grades, the State mandates that the citizenship expectations be published. Our rules continue to focus on respect, safety and the law, and are published in the Student Planner used in Grades 5-8. The school's behavior policies promote self-discipline and the ability to control one's actions. The School Code, Citizenship Code, School Committee policy, Harassment Policy and State Laws all define an expectation of positive behavior and promote fair, consistent measures to correct misconduct. Teachers work closely with parents in trying to develop a sense of responsibility in students. Collaboration between home and school is essential, and teachers keep parents regularly informed regarding all matters concerning their children.

Discipline: While rules apply equally to students in all grades, it is expected that the disciplinary consequences be made appropriate to the child's level of development. In Grades K-4, the consequences of misconduct include in-class warnings, time-outs, making apologies and/or reparations, withdrawal of privileges, parent conferencing, and suspensions from school when appropriate. In Grades K-4 the school does not use detention.

For the older students in Grades 5-8, repeated infractions of the rules may result in parent conferencing, office discipline, detention, and suspension. The "Consequences of Unacceptable Behavior" section of the Student Planner clearly outlines the use of each of these disciplinary methods.

SAFETY

Personal Safety: The safety of children is of paramount importance. Personal safety issues are part of the curriculum and members of the Lincoln Police & Fire Departments are frequent participants in programs at school. Safety tips:

1. Teach children that if they are being followed, they should run to other people in a lighted area; they should not hide.
2. Listen when a child says he or she doesn't want to be with someone. There may be a good reason.
3. Don't allow children to carry items or wear clothing that displays their names. A child is likely to respond to someone who uses his or her name.
4. Select a secret code word to use when someone else is picking up your child. Teach your child never to go with someone who doesn't know the code word.
5. Encourage children to use the buddy system whenever possible, and make them aware that there is safety in numbers.
6. Instruct children never to respond to strangers who approach them in a car.
7. Teach children never to accept gifts from strangers and to avoid being alone with overly friendly adults who try to touch them in any way.
8. Teach children important emergency telephone numbers, and post a list near the telephone of the telephone numbers of family and neighbors to call for help.

School Safety: The Lincoln School has developed a life skills curriculum that focuses on good decision-making, responsible citizenship, and conflict resolution. Direct instruction is offered every year through a well-established series of safety programs led by Lincoln School staff as well as by members of the Lincoln Police and Fire Departments, when appropriate.

Safety brochures have been developed and will be distributed each fall that describe some of the Lincoln School programs. Programs include Peer Mediation, Bullyproofing, DARE, "Stop, Drop, and Roll" and Stranger Awareness. For more information, a copy of "Creating Safe School Environments" is available from the school office. This brochure outlines more than a dozen grade-appropriate programs addressing health, safety, and conflict resolution, which are part of the school's curriculum. For additional information about keeping children safe in the home and to and from school, two helpful brochures: "Fire Safety Tips" and "Crime Prevention and Safety Tips" are available through the Lincoln Police and Fire Department. Call their administrative office at 259-8111 to request these publications.

Internet Access and Technology Use: The Lincoln School has developed an Internet Use Policy. Students are expected to use common courtesy and avoid vulgar language on the Internet and to follow procedures that ensure the security of the Lincoln School computer system. Students should not assume that the use of the Lincoln School's Internet access will be private. Administrators for educational or legal purposes, if necessary may examine all student files.

PARENT PARTICIPATION

Parent Teacher Association (PTA): The PTA is an organization of volunteers who work to support the school in a variety of ways. The PTA website can be accessed at www.ptalincoln.org. It publishes the weekly Mini-Link, a communication vehicle in the school community and organizes various school activities, including assemblies and enrichment. It raises funds and pulls the community together with

events like the school picnics, community breakfast, Bingo Night, and Rock Rodeo. The PTA Board is elected annually. Meetings are held monthly at which both on-going business and topics of interest about school issues are discussed. Everyone is urged to become a member and attend meetings as a way of informing and being informed. Meetings are held once a month and are open to all parents and teachers. For more information, contact PTA President, Laura Regrut

School Council: In 1993, the Mass. Educational Reform Act mandated school advisory councils statewide. The School Council advises, informs and assists the Principals in shaping policies and programs. It is made up of parents, teachers, a resident of the community who does not have a child in the school, and the principals. In addition to advising, the Council also undertakes various school-related projects, which in the past have included looking at homework policy, and a review of report cards. Meetings are held 6 times a year and are open to all parents. For more information contact a school principal.

METCO Coordinating Committee (MCC): The MCC is a group of Lincoln and Boston parents who advocate support for the Metropolitan Council for Educational Opportunity. METCO is funded under the Racial Imbalance Act and makes it possible for urban students of color to attend suburban schools. The MCC promotes extra-curricular interaction and friendship between Boston and Lincoln children and their parents, and supports multicultural education. For more information contact Christina Horner, METCO Director at 781-259-9635 or at 781-698-6373.

Boston Parents Group: Parents of students enrolled through the METCO Program meet monthly in Boston with the METCO Director and staff to share information and discuss concerns. A Boston parent serves as a non-voting member of the Lincoln School Committee.

Room Parents: In Grades K-5, each classroom has a designated Room Parent, who has volunteered through the PTA and whose duties vary according to the class and teacher, but essentially involve acting as liaison between the teacher and the parents of children in the class. The range of what this can mean is wide – organizing class activities, helping with computer work, recruiting parents to help with field trips and more. In Grades 6-8 there are Grade Parents who volunteer to help with projects involving the entire grade, for example, providing volunteers for various events such as the world language evening, school productions or assisting during graduation events. For more information, contact PTA President, Laura Regrut

Lincoln School Foundation: The Lincoln School Foundation is a membership-supported, privately funded organization, established by a group of parents concerned about school needs that could not be met by the school budget. It provides grants to develop professional skill, develop curriculum initiatives, and support collaboration between the school and the community.

COMMUNITY RESOURCES

Field Trips: Field trips enrich the curriculum. Each year the PTA tries to provide some financial support for field trips. Fees may be charged for additional events throughout the school year. Permission slips for each trip are sent home with the child prior to the event and must be returned promptly. Sometimes teachers send home a blanket permission slip to enable classes to go on short walking trips around Lincoln.

LEAP: The Lincoln Extended Day Activities Program (LEAP) is a private, parent-funded organization that provides on-campus after-school care for children enrolled in the Lincoln School.

Through structured activities and free choice time, children socialize, unwind and do homework in age and interest groups.

LEAP operates only on days when the school is open, and may close early for snow emergencies. Registration begins in July, and children are accepted in the order of application. LEAP requires each child to contract for at least two days a week for the entire school year. For registration or further information, call the LEAP office at 259-0615 between noon and 6:00 p.m.

Recreation Department: The Lincoln Recreation Department offers several after-school classes for children of different ages. These classes are held either in the Hartwell rooms, or in locations around town. They operate on a fee-per-course basis, and registration information is disseminated several times a year through the mail. The Recreation Office is located in the A Pod building next to the Hartwell building, and may be reached at 259-0784.

Lincoln After-School Music Program: The After-School Music Program is an independent, after-school program that offers children an opportunity to learn a musical instrument. Private or small group lessons are available. Professional instructors who come to the campus after school during the academic year provide lessons. Registration for lessons and rental of instruments take place in September. The customary registration fee is reduced for additional instruments and/or students from the same family. For further information contact Howard Worona, Director, LASMP, 11 Digren Road, Natick, MA 01760.

Lincoln Musical Theater Troupe offers classes that teach theater directions, singing, ear training, and acting skills, which culminate in a musical theater performance. Call Elaine Jarvis at 259-8847 or Ingrid Neri at 259-0517 for more information.

DeCordova Museum: The DeCordova offers several after-school arts programs, and has special programs during school vacations. Information is available through the DeCordova Museum School office at 259-0505.

Codman Community Farms: The Codman Farm offers several programs for children in gardening and in the care of animals. Call the bookkeeper at 259-0456 for current programs.

Massachusetts Audubon Society/Drumlin Farm: Mass. Audubon offers several programs for children, including some school vacation programs. Call 259-9005 for information.

Lincoln Youth Soccer: Lincoln Youth Soccer provides programs in the fall and spring for children from Pre-Kindergarten-Grade 8. In town soccer instruction and scrimmages are offered to children until Grade 2. In Grade 3, teams are formed which compete in various divisions of the Middlesex Soccer League.

Lincoln Youth Baseball: T-Ball is available in Lincoln for children in Grades K and 1. The Sudbury Little League is open to both boys and girls beginning in Grade 2.