

Abraham Lincoln School
2018-2019 Student/Parent Handbook



Dear Lincoln Families,

On behalf of the faculty and staff of Lincoln School, I want to welcome you to the 2018-2019 school year! We are excited to begin the year and continue our journey in education together. I look forward to partnering with our families to ensure the success of each of our students.

Our school is focused on the growth and development of the whole child, and we work tirelessly each day to implement practices that assist us in reaching this goal. We are proud to be a Responsive Classroom school, and we follow this approach throughout the school day. Responsive Classroom is a schoolwide approach that emphasizes social, emotional and academic growth in a strong and safe school community. Our teachers are committed to applying this approach to their own classroom practices and to our school community. Our intention is to help our students foster cooperation, assertion, responsibility, empathy and self-control. This research-based approach to education is associated with greater teacher effectiveness, higher student achievement, and improved school climate. Our teachers build competencies in four interrelated areas: engaging academics, effective management, positive community and developmentally appropriate teaching. Daily Morning Meetings and monthly school-wide meetings help us grow as a learning community and build connections with each other.

Lincoln School is a vibrant learning community, featuring a rigorous academic program as well as a positive and respectful climate and time-honored traditions and extracurricular activities. Technology is integrated throughout the day, including Google Chromebooks for students in grades 2-5, coding instruction, programmable robots, Smart Boards, and touch-screen tablets. We have a innovative Makerspace in which students can explore, tinker, and innovate using both high-tech and low-tech materials. This space continues to be a hub of learning at Lincoln, and provides non-linear learning opportunities and challenging self-directed projects for our students. In addition to our Reader's and Writer's Workshop literacy approach, a Singapore-based math

program “Math in Focus,” NGSS-aligned science instruction, and a relevant social studies curriculum, students participate in Physical Education, Music, Art, Media Technology (K-2), and World Language (3-5) on a weekly basis. Intramural athletics and instrumental music are offered for students in grades 4 and 5, and we work with our PTO to provide numerous assemblies and programs throughout the year that enrich the learning environment.

The Lincoln School vision statement is as follows: **"Our purpose is to inspire and empower the Lincoln School community to persevere through difficult challenges, demonstrate empathy and respect towards others, and foster a lifelong joy of learning."** I look forward to working together to achieve these goals, and wish you and your family all the best in the upcoming school year!

Sincerely,

Patrick Lee

Principal

plee@wyckoffschoools.org

@LincolnWPS

@patjlee

Lincoln School Important Contacts



Abraham Lincoln School

325 Mason Avenue

Wyckoff, NJ 07481

Phone: 201-848-5720

Fax: 201-848-1607

Twitter: @lincolnwps

www.facebook.com/lincolnwps

www.wyckoffps.org/lincolnwps

Principal

Patrick Lee

plee@wyckoffschoools.org

Office Secretaries

Mary DiMeglio

mdimeglio@wyckoffschools.org

Donna Garofalo

dgarofalo@wyckoffschools.org

Anti-Bullying Coordinator/Guidance Counselor

Lynn Wiebe

lwiebe@wyckoffschools.org

School Nurse

Emily Konikowski

(201) 848-5720 ext. 2205

ekonikowski@wyckoffschools.org

Building Safety

In order to ensure the safety of our students, exterior doors are locked at all times. All visitors (including parent volunteers) to Lincoln School must ring the bell at the front entrance to be buzzed in. They are required to proceed directly to the main office, announce their arrival and purpose of their visit to the school secretary, sign in, and receive a visitor's badge to wear while inside the building. All District schools utilize the LobbyGuard Visitor System. LobbyGuard is a management system that allows visitors to be signed in electronically by scanning the barcode on the back of their driver's license. Please know that we always welcome parents/guardians in our school. It is our concern for the safety of your children that we require these security precautions. Staff and students have been reminded to question any adult in the building who is not wearing a visitor's badge.

School Hours



	Grades 1-5	Kindergarten
Regular School Hours	8:50-3:20	Group A: 8:50-3:20 M-W 8:50-1:15 Th-F Group B: 8:50-1:15 M-T 8:50-3:20 W-F
Minimum Day Hours	8:50-1:05	8:50-1:05

Unless enrolled in the YMCA before school program, children may not be dropped off at Lincoln School any earlier than 8:35 am. There is no supervision before 8:35 am.

Students who arrive to school prior to 8:35 am for approved activities such as chorus, band, art, Student Council or another activity should enter directly via the main entrance to meet their teacher.

Students enrolled in the YMCA before school program should enter directly via the main entrance door where representatives from the “Y” will check you in.

Kindergarten A/B Schedule



If you are assigned to Group A, your child will attend school full time on Monday, Tuesday and Wednesday. Thursday and Friday will be shortened days with a 1:15 dismissal.

If you are assigned to Group B, your child will attend school full time on Wednesday, Thursday and Friday. Monday and Tuesday will be shortened days with a 1:15 dismissal.

Delayed Opening Procedures



A delayed opening is typically used when there has been inclement weather and there is not sufficient time to prepare the roads and/or school facilities for a normal school day opening. By calling a delayed opening, we endeavor to provide teachers and families additional time for safe travel. If a delayed opening is called, the school day will begin exactly 90 minutes later (10:20 am) than the normal start time. Supervision of students at school will begin 15 minutes prior to the start of the school day. Students are not to be dropped off at school prior to the time when supervision can take place.

Minimum Days (1:05 Dismissal)



Tuesday, 9/4- First day of school
Monday, 10/8 - Teacher Professional Development
Tuesday and Wednesday, 11/6-11/7- Parent/Teacher Conferences
Wednesday, 11/21- Day before Thanksgiving
Monday, 12/3 - Teacher Professional Development
Friday, 12/21- Day before winter break
Monday, 1/21- Martin Luther King, Jr. Day
Monday, 3/11 - Teacher Professional Development
Monday, 5/6 - Teacher Professional Development
Wednesday, Thursday, Friday, 6/19-6/21- Last three days of school

Arrival at School



Supervision begins at 8:35 AM- Please do not drop off your children prior to this time as there is no supervision and they are unable to enter the building or wait in their line-up spots.

8:35- Students begin lining up outside at line-up spots on their assigned backtop location. There are squares on the ground indicating each homeroom line-up spot. When there is a RED flag displayed, lineup is outdoors. When there is a GREEN flag displayed, students may proceed inside for lineup. During inclement weather students go directly to the hallway outside their classrooms for line-up. For security reasons, parents are not allowed to walk students to their classrooms.

8:48- Aides begin to walk students inside to their classrooms.

8:50- Late bell sounds and students enter classrooms. Any child arriving after this time should report to the office for a late pass via the main entrance.

Drop-off Procedures



When entering from Mason Avenue, please proceed around parking lot to the drop off area if your child is being dropped off directly from the car. Students should exit quickly from the right side of their cars at the indicated drop-off point. Exiting the car on the left hand side is dangerous and slows traffic. The goal is to keep traffic flowing. Cars should continually move up to the signs indicated. If your child requires assistance unbuckling or exiting the vehicle, please park in the lot and assist him/her as needed. Note the 'no drop off zone' adjacent to the playground and rear driveway.

General Reminders and Suggestions:

- One of the many benefits of a community school is the convenience of walking to school. We strongly encourage children to walk to school every day if possible. Also, consider organizing a "walking school bus" with other parents in your neighborhood.
- Please drive slowly and be mindful of students exiting vehicles in the morning.
- Note that the Lucas Lane gate is for exit only.

Dismissal/Pick-Up:



Please note that there is no pick up line during dismissal. Parents or caregivers must park and meet their child at their school exit door, or, if their child is in grades 3-5, may wait for them in the parking lot.

Please use common sense and make safety a PRIORITY when driving on our side streets and parking lot at dismissal. Please be courteous to each other and our neighbors who live on the side streets adjacent to Lincoln School, and follow all posted signs in regards to parking.

Lunch/Recess Schedule



Recess	Lunch
Gr.4 11:15 - 11:35	Gr.4 11:35 - 11:55
Gr.5 11:35 - 11:55	Gr.5 11:55 - 12:15
Gr.2 11:55 - 12:15	Gr.2 12:15 - 12:35
Gr.1 12:15 - 12:35	Gr.1 12:35 - 12:55
Gr.3 12:35 - 12:55	Gr.3 12:55 - 1:15

Kindergarten Lunch - 12:30-12:50 Kindergarten Recess - 12:55-1:15

Marking Period Dates



	Marking Period Ends	Report Cards Available via Genesis
1st Marking Period	December 7th	December 14th
2nd Marking Period	March 15th	March 22rd
3rd Marking Period	June 21st	June 21st

Dismissal During the School Day



When a student needs to be released from school early for a medical, dental or other appointment, a note or telephone call from the parent/guardian explaining the reason should be sent to the main office on that day. The parent must come into the main office to sign out the student. If a parent is not available to pick up their child, please let the nurse or office know the name of the person who will be picking up your child.

Except in the case of a rare emergency, parents are strongly discouraged from signing children out of school between 3:00 and 3:20 P.M. as our office is very busy at that time ensuring a safe dismissal for all.

Attendance



By New Jersey State Law (Title 18A) students must be in regular attendance during all the days at hours the public schools are in session. **Parents are expected to call the Nurse's Office (201-848-5720 x2205) by 9 AM when a student is going to be late or absent, stating the CHILD'S NAME, DATE, and REASON for the absence. Parents can call anytime (even the night before) and leave a message.**

Illnesses



Regular attendance is very important at all grade levels. However, if your child is ill, he/she should remain home. Please keep your child home if the following symptoms are evident; fever, runny nose, productive cough, swollen glands, rash, nausea, cramps, diarrhea, vomiting, and/or pink or inflamed eyes. **Children are required to be fever-free for at least 24 hours following an illness before returning to school.**

If you keep your child home when their immune system is compromised they will be able to recover quicker and be less likely to contract other illnesses. Please encourage your child to wash their hands often, especially after using the bathroom, after recess and before eating. By working together we can help prevent the spread of germs in your child's class and unnecessary days absent.

Parents should call the Nurse's office (201-848-5720 x2205) to report an absence, stating the child's name, date, and reason for the absence. A message may be left on the answering machine.

A note explaining a student's absence for a non communicable illness for a period of more than four (4) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

Safety Drills



In compliance with State of New Jersey Statutes, Lincoln School will administer at least one fire drill and one security drill each month. These drills are held at various times and under various conditions. Sometimes exits will be purposefully blocked to test student and teacher reactions. In accordance with the district's crisis plan, drills may be held to practice evacuation, relocation, lock-down, or shelter in place.

Wyckoff Public Schools **Elementary Code of Conduct K-5**

For learning to take place, a school climate must exist that promotes a commitment to maintain and sustain high educational standards and the development of appropriate attitudes and behaviors. Specific student behaviors and attitudes have a direct, positive effect upon the overall school environment. Lincoln School believes that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates.

At Lincoln School our goal is to create a caring community each and every day. Logical consequences, including loss of privileges and reparation will be administered when students' actions run contrary to this goal. Repeated or more serious offenses will result in parent conferences, detention, further loss of privileges, breaks from class and in-school or out of school suspension. When children misbehave, the adults at school handle the misbehavior firmly while preserving the child's dignity. Our first step is to stop the misbehavior quickly and simply. If needed, we take further steps to help the child regain self-control, fix any problems caused by his or her mistake, and get back to productive learning.

In addition to applying school consequences for inappropriate student behavior that may occur during the school day, school discipline and school consequences may also be applied for inappropriate student behavior that may occur during school sponsored events, after school or evening activities, or field trips.

Students have the right to...

- Attend a safe, welcoming school and belong to a community that values learning.
- Feel physically and emotionally safe in school so that they can learn at their best.
- Expect courtesy, fairness and respect from school staff members and other students.
- Develop self-discipline and the skills for working and learning cooperatively with others.
- Expect that all property will be safe and not damaged.

Students have the responsibility to...

- Attend school regularly and on time.
- Set high expectations for their academics and work to the best of their ability
- Follow rules, procedures and processes.
- Dress appropriately for a K-5 educational environment.
- Respect the authority of staff members.
- Respect the rights and property of others.
- Respect others' beliefs and differences.
- Refrain from using words, images or gestures that are disruptive or disrespectful.
- Resolve disputes peacefully.
- Refrain from bullying or hurting other students.
- Tell school staff members about any behavior that may cause danger to anyone.

We are proud to say that we are a Responsive Classroom School. Responsive Classroom is an evidence-based approach to elementary and middle school teaching that focuses on the strong link between academic success and social-emotional learning (SEL). This approach emphasizes social, emotional and academic growth in a strong and safe school community. Independent research has found that the **Responsive Classroom** approach is associated with higher academic achievement in math and reading, improved school climate, and higher-quality instruction.

Our teachers are committed to applying this approach to their own classroom practices and in our general school community. Our intention is to help our students foster cooperation, assertiveness, responsibility, empathy and self-control. The use of proactive strategies, such as interactive modeling, positive teacher language, establishment of rules, interactive learning structures, logical consequences, energizers and quiet time, help foster a caring and engaging school community.

As part of the Responsive Classroom in action, students begin the year by discussing their hopes and dreams and individual classes develop class rules. Daily morning meetings take place in each class and we gather as a school community once a month for our school wide meeting. At these school celebrations, we sing songs of community and respect and have individual classes share in front of the entire school.

Harassment, Intimidation and Bullying (Policy #5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Potential acts of harassment, intimidation, or bullying (HIB) should be reported as soon as possible to a teacher or school official. This can be done in person, via a phone call, or in an email. Whenever possible, all third-party reports will be kept anonymous.