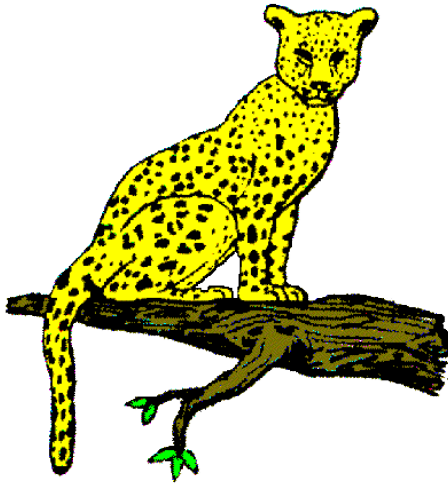


# Lincoln Elementary School 2009-2010 Handbook



18048 Lincoln Road  
Purcellville, VA 20132

Main Office 540-751-2430  
Attendance Line 540-751-2431

<http://cmsweb2.loudoun.k12.va.us/lincoln/site/default.asp>

# **Lincoln Elementary School History**

(Written by the Lincoln Student Council)

The first public school in Loudoun County was in Lincoln. For the first time, all children, regardless of how much money their parents had, could attend school. Families in the community gave whatever they could afford to support the school. This school was a one-room school made out of brick and cost \$400.00 to build. It was built in 1815 and was called the Oakdale School. This school stands across the street from the old stone meeting house and the new brick meeting house. . The teachers at Oakdale School for many years were men. The students studied penmanship, spelling, reading and arithmetic. Geography was taught to the students when they were about twelve years old. Grammar of English was taught about the age of fourteen. About seventy students attended school during the winter. There were fewer students during the summer months when the students were needed to work on the farms. School was held all year round with the exception of two weeks during the wheat harvest.

In 1880, another school was built a few hundred yards from the Oakdale School. It was a two story, federalist, brick building. The first floor was one big room built for elementary students and was paid for by donations from families. The second floor was also one big room built for the high school students. The money for this came from the Commonwealth of Virginia. It was called Lincoln School.

Lincoln High School was the first high school in Loudoun County. Lincoln School became crowded and some of the elementary students moved back to the Oakdale School. In November 1909, another new building was built at the present site of Lincoln Elementary School. Both high school and elementary students moved to this new building.

In 1916, the old Lincoln School was remodeled and the elementary students returned there because there were too many students attending school in the new building.

On April Fool's Day, 1926, the high school building burned. The high school was rebuilt on the old site and was ready for students to attend the next school year. High school students only remained in this building until 1955 when Loudoun County High School was opened. Lincoln School then became an all elementary school.

## **Philosophy**

Our philosophy at Lincoln Elementary School is to provide the best possible education for our students by placing them in the center of a cooperative effort of parents, staff, and students. We are committed to preparing every child to be a responsible individual, a community partner, and a world citizen.

Lincoln is proud of the academic achievement of its students at Lincoln, and later, at Blue Ridge Middle School, Harmony Intermediate, and Loudoun Valley High School.

Loudoun County students have been earning standardized test scores averaging well above the state and national norms. Lincoln is no exception, and ranks very high. Lincoln prides itself on academic excellence.

Lincoln emphasized basic instruction (reading, language, math, social studies and science) and the social, civic cultural and physical development of each student. Our various resource programs (SEARCH, FUTURA, Special Education, Music, Art, Physical Education, Guidance, and Library) serve the different needs and interests of students. Within this framework we produce the atmosphere for a rich and exciting program.

We are fortunate to have a strong parent volunteer program. We encourage parents and community members to visit our school frequently. The education of Lincoln's students is enhanced daily by parental involvement in the life of the school.

Our goal is excellence. We shall always strive for the best from our students. We encourage our students to exhibit responsibility, self-discipline, and respect for all people.

## **Mission Statement**

The mission of Lincoln Elementary School is to provide positive educational experiences, which will enable students, as individuals, to discover and explore the world of knowledge. The school encourages the development of critical thinking and problem solving skills within a curriculum of basic studies. The school fosters a love of learning in an atmosphere where respect, honesty, loyalty and cooperation are valued.

## **Lincoln Elementary Staff**

Albert S. Johnson	Principal
Mary Beard	Secretary
Pattiann Eliot	Clinic Health Assistant
Angela English	Kindergarten
Ann Neely	First Grade
Rhonda Allen	Second Grade
Sheri Silver	Third Grade
Jennifer Reed	Fourth Grade
Mark Paris	Fifth Grade
Mary Horton	Kindergarten Assistant
Cheryl Dominique	Guidance
Kathy Berkley	Librarian
Paula Dillon	Library Assistant
Katherine Inglett	Resource
Katie Neville	TRT
Bernie Sullivan	Technology Assistant
Dan Lani	Reading Resource
Brook Blinn	Art
Michele Howe	Music
Bill Harris	Physical Education
Michele Nowell	Resource
Eleanor Bussey	Search
Deborah Saenz	Foreign Language
Claudia Jacobson	Resource
Diana Larson	Resource
Dawn Woodyard	Resource
Peggy Owens	Cafeteria Manager
Tammy Collins	Cafeteria Assistant
Penny Ahalt	Custodian
Larry Alder	Custodian

## School Hours

The school day begins at 7:50 A.M. and ends at 2:35 P.M. for grades K-5. Students who do not arrive in their classroom by 7:50 will be marked tardy. Students who come by car should plan their arrival time for 7:30 A.M. All students who arrive before 7:40 should report to the multipurpose room. Students are dismissed at 7:40 to go to the classrooms.

## Attendance

Regular attendance is very important for success in school. Parents and students share the responsibility for regular attendance and prompt arrival. **We would appreciate vacations being built around, not during, the school year.** Students with five (5) or fewer absences and/or tardies for the school year will be recognized at the end of the year assembly.

Whenever a student is absent from school, documentation is required to verify the reason for the absence. Parents are required to notify the school as to the reason for the absence. Any absence not confirmed by the parent will be considered unexcused. If the parent has not called the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the student's return to school, a written explanation from a parent or guardian is required for each absence. The note should include: date(s) of the absence, reason for the absence, and signature of the parent/guardian.

Students are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the student to be absent.

If a student is absent for more than 10 days or 10% of the total number of days membership, whichever is determined appropriate by the principal, the school will send a letter to the parents requiring a physician's note for all further absences. At the principal's discretion, contact may be made sooner or waived due to extenuating circumstances. At the point at which a student accumulates 5 unexcused absences, a referral will be made to the Attendance Officer.

Occasional tardiness for valid reasons is not a serious offense; however, repeated or habitual tardiness encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. When a student arrives tardy, parents must escort their child to the office and assist him/her in obtaining a tardy pass to class. This is required to ensure the safety and well-being of the student. In addition, the school may require the parent or guardian to provide justification to determine the reason for the student's tardiness. If this does not occur and documentation is not provided by the parent, as to the reason for the tardy, the tardy may be considered unexcused. If a student is tardy more than 10 times, a letter will be sent to the parent as notification of the school's concern for the student's non-attendance, and a physician's note may be required. If the pattern of tardiness does not improve a referral will be made to the Attendance Officer.

### **Absentee Call-in**

Parents are asked to call the school absentee line (540-751-2431) by 7:50 A.M. each day that a child is absent. The secretary will call the parents of all children whose absence has not been accounted for. A telephone check for all children reported absent each morning is required by state law. This helps insure the safety of children on their way to school.

### **School Interruptions**

Please arrange after school plans prior to your child's departure from home. Reminders, such as attendance at an after school event or a change in babysitter, should be done before your child arrives at school. Careful planning will eliminate unnecessary office and classroom interruptions. Please respect the staff's working time and our students' learning time. If a change is necessary during the school day, please call as soon as possible as the phones are very busy at dismissal and we cannot always deliver last minute messages. **Students will be sent home in the usual manner unless we receive a note from their parent.**

## **Early Dismissal**

In order to eliminate classroom interruptions and provide your child with maximum educational opportunities, please try to avoid early dismissals. If an emergency situation arises where a student must leave early, a parental note should be provided. Please come to the school office. Your child will be called through the intercom system and you will sign them out at the office. This procedure is required to ensure student safety.

## **Transportation Changes**

Please notify the office in advance and/or advise the teacher if there is to be a change in the transporting of your child. If notification is not received, your child will follow his/her regular method of going home. Students staying after school for any reason need parental permission

## **Bus Transportation**

Bus transportation is provided for all students at Lincoln Elementary School. Students eligible for bus transportation are to consider riding the bus a privilege that can be revoked for misconduct. All students receive appropriate instruction on safety rules during the first week of school. A student whose conduct is a safety hazard, will have bus riding privileges suspended. Tolerance of bus misbehavior is minimal. The safety of all children on the bus is our primary concern.

## **School Cancellation, Delays, & Early Closings**

The decision to close school for the day, delay the opening time or close early is made by the Superintendent of Loudoun County Schools. The closing is announced over WAGE Radio (1200) AM and most Washington stations as early as 6:00 A.M.

Under certain conditions a delayed opening may be announced. On such days, transportation, etc., follows the usual patterns except it will be one or two hours later (whichever is announced). Also, you can garner this information from the LCPS website. If you register, you will be automatically notified.

It is the policy of the Loudoun County School Board to announce unexpected early school closings on WAGE Radio. Emergency early closings are rare and usually caused by bad weather and/or power failure. Please do not call the school or school board office as this ties up the lines when we need them most.

We suggest that you set up emergency procedures with your children so that they know what to do when school is dismissed early and no adult is at home. Childcare is not available at the school.

### **After-School Activities**

Students must bring in a note giving permission for them to stay after school. Students should be expected home at the regular time unless their parents have given written permission for them to stay after school or the parent has talked directly to the classroom teacher. Teachers may not keep students after school unless parents have been notified beforehand.

Students are allowed to ride busses home with a friend. The student must have written permission from a parent. Students will not be allowed to call home to get permission to go home with another student. The parental note must have the date and destination stated clearly.

### **Newsletters**

The principal sends home a monthly school newsletter by email to keep the parents informed about activities and programs that are currently being conducted at Lincoln. Teachers also send home a monthly newsletter, giving specific information about their class. The PTO newsletter keeps parents informed about what the PTO is doing for our students.

### **School Communications**

During the course of the school year, parents will receive communication from the principal via email and a system called Connect Ed. Connect Ed is a program where programmed phone messages are generated by the principal and the system has the capacity to call six different numbers for each family. Also, this program can generate email as well. Communicating with parents is a priority.

## **Lunch**

Students may purchase a school lunch for \$2.45. Reduced lunch is \$.40 and adults pay \$3.45. Students may prepay lunches with the cafeteria manager before school starts each day in the cafeteria. Checks are made payable to the County of Loudoun. Credit cards may be used to pre-pay for lunches online with Café Prepay. Milk is provided with the school lunch. Students bringing a lunch from home may purchase milk for \$.50. Students buying the school lunch or bringing a lunch from home may purchase ice cream for \$.60. A menu is sent home monthly.

Eligibility information and application for free and reduced priced meals is sent home on the first day of school. The information you submit is confidential.

## **School Store**

School supplies are available each morning (7:30-7:50 A.M.) at our school store. Limited supplies are sold by our fifth grade helpers

## **Fund Raising**

Elementary students are prohibited from participating in any fund raising according to local and state school policy.

## **School Clinic/Medication**

Our clinic is located in the school office and is attended by a clinic assistant for 6 hours each day. The secretary and principal assume this responsibility in her absence. Parents or the emergency contact person as listed on the student emergency card will be contacted to pick up a child who is sent to the office because of illness. It is very important that the phone numbers on the emergency card be kept current.

Students are not allowed to keep any medication in the classroom during the day. School Board Policy 8-53 requires that specific procedures be followed in the administration of prescription and non-prescription medication. All medication must be turned in at the school office and the student reports there to take his/her medication as directed under the supervision of the clinic assistant, secretary or principal. Students are not permitted to transport prescription or non-prescription medicine to and from school. A parent or guardian must bring the medicine to the office. Any student who uses a prescription medication in school must have a Loudoun County Public School medication form filled out by the doctor and parent and returned to the school office before medication may be given. A form that you and your doctor must fill out can be downloaded by clicking on the "Clinic Information" link in the "For Parents" section of the Lincoln website. link below. Additional copies are available from the school office. Prescription medication must come to school in the original container. Non-prescription medication should be in the original container and accompanied by a parental note stating specific directions for administering.

## **Allergies, Physical Disabilities, Other Health Problems**

Please make sure that our clinic assistant, classroom teachers and physical education teacher know about any medical problems that require special consideration. Speak directly to these staff members; notes don't always make their way out of the backpacks.

## **School Insurance**

Students will bring home forms for medical and dental insurance. These are mailed directly to the companies. Participation is optional.

## **Discipline**

Lincoln students are expected to behave in a manner that is conducive to learning. Students with behavior problems will be handled individually. Each classroom teacher develops class rules with his/her class at the beginning of the year. Teachers will convey to parents their discipline plan. If a student does not respond to all of the teacher's efforts to modify the undesirable behavior, the student may be referred to the principal. When this happens the student needs to realize that his/her actions are serious. If a student is referred to the principal, the teacher making the referral will notify the parent that day. Suspension is possible at the elementary level. The county has definite guidelines for suspension (see Student Rights and Responsibilities booklet).

## **Report to Parents**

Report cards are sent home at the end of each nine week period. Please review them carefully with your child. Interim reports and /or telephone contact may be made by the teacher to notify parents of possible lower or failing grades. Parents are encouraged to work closely with their child's teacher. Communication is an essential part of the educational program. The school encourages parent/teacher conferences.

## **Standardized Testing**

Formal standardized testing is given during the school year. Dates of testing will be announced in the school newsletter. Parents receive results of the testing and may review these results with the teacher.

The following tests are given:

Iowa Test of Basic Skills

Cognitive Abilities Test

Virginia Standards of Learning (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade)

## **Homework**

The amount of homework may vary from day to day. Teachers assign homework that has a clear purpose. Primary students should take no more than 30 minutes to complete homework. Students in grades 4 and 5 should take no more than one hour. School Board Policy 6-14 addresses homework in detail.

## **Lost and Found**

Lost and found items are kept in the multipurpose room. Students should be encouraged to check periodically for lost items.

## **Visitors**

We welcome school visitors. Please come to the office when you enter the building. All visitors must sign in and wear a visitor badge. This is for the safety of our children. Visitors planning to buy the school lunch are requested to make reservations by 8:15 A.M.

## **Volunteers**

Volunteers play an important role at Lincoln Elementary. Parents, grandparents and former parents make up our large group of volunteers. Volunteers assist teachers with a wide variety of activities. Volunteers are appreciated both in and outside of the classroom. They work under the direction of the classroom teacher. Volunteers help to enrich the curriculum by sharing their interests and experiences. Upon arriving at school, volunteers sign in at the office and wear a volunteer badge. Volunteers also sign out when they leave the building. Volunteer hours are reported to the School Board Office.

## **PTO**

The PTO works with parents and school staff to benefit Lincoln's students. The PTO provides support for the regular curriculum as well as enrichment programs and materials for students. Please consider volunteering to help the PTO provide your students with many programs. Information is sent home the first of the year.

## **Illegal Substances**

School Board Policies 18-35, 18-36 and 18-37 address the possession, distribution and use of alcohol, tobacco, and drugs by students. School Board Policy 8-32 prohibits the possession of weapons. These policies clearly set forth the responsibilities of students, and the consequences of violating the policies. These policies may be reviewed in the School Board Policy Manual located in the principal's office and library, or by going to the Loudoun County Public School web-site ([www.loudoun.k12.va.us](http://www.loudoun.k12.va.us)).

## **Field Trips**

Classes will from time to time take class field trips. Parents, as appropriate and when space is available, will be asked to help chaperone students. Please note that younger brothers and sisters will not be allowed to accompany chaperones on these trips. Only students who are enrolled in the class will be allowed to attend per county policy.

## **Invitations to Parties**

To avoid hurt feelings of our students invitations for individual parties must be made outside of school. **(Students may not bring invitations to school for distribution.)**

## **Emergency Plan**

If, during the school day, it becomes necessary to evacuate Lincoln Elementary School, students will be transported by bus to Loudoun Valley High School.

## **Fire Drills**

Fire drills are conducted once a month during the school year except in September when there is one each week. When the fire alarm goes off everyone in the building must evacuate the building. We must account for everyone. This is why it is important that all parents and visitors sign in and out in the office.

## **Guidelines for School Citizenship**

1. Lincoln students treat others as they wish to be treated; with respect.
2. Lincoln students are considerate; they take turns talking and listening.
3. Lincoln students are kind and honest.
4. Lincoln students take care of school property.
5. Lincoln students respect the authority of adults in the school.
6. Lincoln students use good table manners and quiet voices at lunch. They clean up their own space.
7. Lincoln students obey and practice bus safety rules.
8. Lincoln students walk, rather than run, in school.
9. Lincoln students know not to bring gum to school.
10. Lincoln students use appropriate language.
11. Lincoln students always try to do their best.
12. Lincoln students review and know the rules of Loudoun County Students Rights and Responsibilities.



# 2009 - 2010 Student Calendar

September 7	Holiday (Labor Day)
September 8	First Day of School for Students
October 12	Holiday (Columbus Day)
October 30	End of the Grading Period
November 2-3	Student Holiday (Planning/Records/Conference Days)
November 25-27	Holiday (Thanksgiving)
December 23-25/28-31	Winter Break (Classes Resume January 4)
January 1	Holiday (New Year's Day)
January 18	Holiday (Martin Luther King Jr. Day)
January 29	End of Grading Period
February 1	Moveable Student Holiday* (Planning/Records/Conference Day)
February 15	Holiday (Presidents' Day)
March 29-April 2	Holiday (Spring Break)
April 15	End of Grading Period
April 16	Student Holiday (Planning/Records/Conference Day)
May 31	Holiday (Memorial Day)
June 18	Last Day of School for Students/End of Grading Period

## **\*NOTE:**

**Parents with child-care or other weekday scheduling concerns –**

**Dates of the Moveable Planning/Records/Conference Day between first and second semesters may change** if the school calendar must be changed due to school closings for inclement weather or other emergencies.