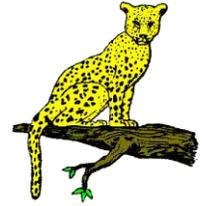


# Lincoln Elementary School Newsletter

September  
2018  
Issue 1

18048 Lincoln Road  
Purcellville, VA 20132  
Mr. Dave Michener, Principal  
540-751-2430  
540-751-2431 (Absentee Line)  
<http://www.lcps.org/lincoln>



## Principal's Corner

Dear Parents,

Thank you to the Lincoln students, staff, PTO, and families for an excellent start to the school year! Thank you to the PTO for the staff lunch and for the welcome signs for the new students! The Loudoun Valley band entertained the students and staff during our first day concert! We are busy in each of the classrooms with many learning activities. We wish a special welcome to our new students and families.

Thank you to our Lincoln families for dropping off your children between the times of 7:30-7:45 a.m. The children enjoy talking to each other before the school day in the multipurpose room. Also, a reminder to please plan any family trips around the school calendar.

We are excited to have some new events this fall! On Friday, September 7, we invite grandparents to join us for lunch from 11:10-11:50. Please email me at [Dave.Michener@lcps.org](mailto:Dave.Michener@lcps.org) if your child's grandparents are able to attend this event. Also on September 7, we will have a Potluck Dinner event at Lincoln at 6:00 p.m. All students and families are invited to enjoy this special dinner. After the dinner, we will organize some games and activities to enjoy outside.

The Lincoln staff and I look forward to working with you and your child this year! We welcome our new staff members at Lincoln. Ashleigh Dickerson is our first grade teacher and she lives in Round Hill. Spencer Duggan is our music teacher. Kim Gaither is our new speech teacher. Our next PTO meeting is September 4 at 8:00 a.m. All parents are invited to attend! Please contact me at (540) 751-2430 if you have any questions. I encourage each family to follow Lincoln on Twitter @Lincoln\_ES.  
Sincerely,

Dave Michener

## Upcoming Events

- 8/28-8/30 Family Life Preview at LCPS Administration Building 10:00 a.m.-7:30 p.m.
- 8/31 Lock Down Drill 1:00 p.m.
- 8/31 First Day Forms are Due
- 9/3 Labor Day Holiday No School
- 9/4 PTO Meeting 8:00 a.m.
- 9/4 Chick-Fil-A Spirit Night 5:00-8:00 p.m.
- 9/6 Lock Down Drill 9:30 a.m.
- 9/7 Spirit Day Wear a Number Day
- 9/7 Grandparents Invited to Lunch
- 9/7 Lincoln Potluck Dinner 6:00 p.m.
- 9/11 Patriot Day Students and Staff Wear Red, White, and Blue
- 9/17 Constitution Day
- 9/19 Mathnasium Math Game Night at Lincoln 6:00 p.m.
- 9/28 Fall Picture Day
- 10/4 Lincoln Serves Dinner at Tree of Life
- 10/5 Spirit day Dress as Your Favorite Book Character Day
- 10/8 Columbus Day Holiday No School
- 10/9 Moveable Monday
- 10/10 Nextide Academy Robotics Night at Lincoln 6:00 p.m.
- 10/20 Fun Run and Health Fair at Lincoln 9 a.m.

## Transportation Change Reminder

If there is a change in your child's transportation, please call the front office by 1:30 p.m. You may also send in a note signed by a parent with a transportation change.

**Note:** If, due to a disability, you need assistance to enable you to participate meaningfully in the activities of Lincoln Elementary School, please contact Dave Michener at 540-751-2430 at least **FIVE WORKING DAYS** prior to the activity.

## MSACC Seeks Delegates

The Loudoun County School Board is seeking one parent delegate from each school for the Minority Student Achievement Advisory Committee (MSAAC). **The next MSAAC meeting is Wednesday, September 19 at 7:00 p.m. at the Loudoun County Public School administration building.** For information about how to become a delegate from your school, call the office of the Assistant Superintendent for Instruction at 571-252-1300 or the Office of Instructional Services at 571-252-1060.

## Summer Photo and Art

Please bring in a family photo from a summer trip to help decorate Mr. Michener's office! Your child may also draw a picture from a trip or illustrate a hobby. We will display these items in the office.

## Family Life Education Preview

LCPS Administration Building  
21000 Education Court  
Ashburn, Virginia 20148  
August 28-August 30  
10:00 a.m.-7:30 p.m.

Parents may drop in and preview the family life curriculum during the dates and times listed above.

## Happy September Birthday to...

2	Max		12	Emme
3	Joanna		15	Kendall
4	Ethan		17	Colden
4	Mrs. Dillon		17	Jake
7	Brooke		21	Danny
7	Eliza		23	Mrs. Mendez
11	Carter			



## Reminders from the School Health Clinic

Our school's health clinic specialist is Kathleen Oliver. She works in the health office each day from 7:30 a.m. until 3:00 p.m. A health clinic specialist (HCS) works under the direction and supervision of a registered nurse (resource nurse). School staff can contact the school resource nurse at any time for advice or emergencies. HCSs are trained in first aid, cardiopulmonary resuscitation (CPR), use of an external automatic defibrillator (AED), and medication administration. The resource nurse visits the school regularly. Please check the website for the resource nurse for your school. Health office personnel (HCSs and nurses) are not allowed to make a medical diagnosis. If you have an urgent medical concern, please take your child to their personal physician or a medical facility.

- If your child has any significant medical needs, please notify the HCS/RN even if the school has been notified in previous school years. If your child has asthma, diabetes, seizures, life-threatening allergies, or other medical conditions, you and the physician will need to complete a form so the school can understand and address your child's needs. These forms are available on the Loudoun County Public School (LCPS) website. These forms must be updated each school year.
- **School-Sponsored After-School Activities and Sports**

If your child has diabetes, an epinephrine auto-injector, an inhaler, or other emergency medication at school, please notify the teacher/sponsor that your child has the health concern. Also notify the health clinic specialist/nurse 2 weeks prior to the event. The clinic is closed after dismissal and the HCS/RN is not in the building. Arrangements need to be made to have medication available and to train staff. It is strongly suggested that middle and high school students carry their own inhaler and/or epinephrine auto-injector for quick access to medication. For students to carry an inhaler, the physician must complete and sign the "Asthma Action Plan" giving his/her permission for the student to carry the inhaler, and the parent and student must sign page 3, the "Parent/Student Agreement for Permission to Carry an Inhaler". For students with an epinephrine auto-injector, the physician will need to sign the bottom of the "Allergy Action Plan" and the parent and student will need to sign page 2 under "Agreement for Permission to Self-Administer and/or Carry Epinephrine." For students with diabetes to carry any of their medical supplies, the diabetes form, Part 4: "Permission to Self-Carry and Self-Administer Diabetes Care," will need to be signed by the physician, parent, and student.

- **If your child is ill because of a contagious disease such as the flu, strep throat, chickenpox, etc., it would be helpful to note the reason for the absence when you call the absentee call-line. This will help the school take measures to know the extent of the disease and reduce its spread.**
- Students who have fevers should be kept at home until free of fever for 24 hours. Students who do not feel well should stay home. When students come to school ill, they not only are unable to participate fully in class, but they may also infect other students with their illness.
- A parent or guardian must deliver any medication (prescription or non-prescription) to the school office or health office. **Students may not transport any medication to or from school.** Parents are responsible for picking up any unused medication. Medication remaining in the health office at the end of the year will be destroyed according to state law and LCPS guidelines.

- If your child takes a prescription medication and missing a dose would have serious health consequences (seizure medication, insulin, etc.), it is strongly suggested that a 24-hour supply of the medication be left in the school Health Office in case of a prolonged school day. The medication must be in an original pharmacy-labeled bottle and have a physician's order on file in the health office. The order must give the times during the 24-hour period that the medication is to be administered.
- The HCS/RN must have written instructions from the physician in order to administer **prescription medications**. The instructions should include:
  - student's name;
  - name and purpose of the medication;
  - dosage and time of administration;
  - possible side effects and measures to take if those occur;
  - end date for administering the medication;
  - parent/guardian signature giving permission to administer medication and to contact physician, and physician's signature.
  - LCPS will not accept parent/guardian amendments to a physician's order, including any restriction of the principal's designee (HCS/RN) from contacting the physician to clarify the medical order.
  - The "Authorization for Medication Administration" form should be used for physician's orders. Copies of this form as well as other medical forms are available in the school office or at the LCPS website under Student Health Services.
- All prescription medication must be in the original pharmacy bottle with the proper label containing the student's name, medication, dosage, and instructions for administration. Upon request, most pharmacies will provide an extra labeled bottle with the proper amount of medication for school. **Please do not send more than a 60-day supply of medication.**
- Parents or guardians who prefer to have acetaminophen available at school for their child can complete the Authorization for Medication Administration form and bring the completed form along with a small bottle of acetaminophen to the health office. School Nurses and Health Clinic Specialists should contact parents or guardians prior to the administration of the child's own acetaminophen.
- If the HCS/RN needs to administer **non-prescription medication**:
  - it must be provided by the parent/guardian in an original package with the name of the medication and instructions;
  - she must have a note from the parent regarding when and how much medication to administer;
  - she will only give the amount listed on the package for your child's age and weight and for the recommended length of time the student should receive the medication unless she has doctor's orders on the "Authorization for Medication Administration" form to dispense differently; and
  - she cannot administer medication that is not in its original container.
- Be sure to keep the "Emergency Information" updated so we can reach you if your child is ill or injured. This can easily be done on-line through the ParentVUE on the LCPS website.
- All 3<sup>rd</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grade students and students new to LCPS will be screened for vision and hearing during the first 60 days of school. Kindergarten students who did not have distance vision screening or hearing tests within two months of the beginning of school will also be screened.
- The Commonwealth of Virginia requires that school divisions provide information on scoliosis to parents of students in grades 5-10. The scoliosis flyer on the next two pages is provided by the school at the beginning of each school year.

## LCPS COMMENT AND COMPLAINT FORM - POLICY 8-10

(The purpose of this policy is to provide guidelines for Loudoun County residents, including parents and students to follow to offer input, comments, suggestions and complaints to school officials.)

*This form must be filled out in its entirety with all questions answered completely and legibly. This form should be returned to your school's principal.*

### PART I: CONTACT INFORMATION

Name: \_\_\_\_\_  Parent/Guardian  Student (Grade level\_\_\_\_)  
 Loudoun Resident with no children in LCPS

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Date of \_\_\_\_\_ submission: \_\_\_\_\_

\_\_\_\_\_ School: \_\_\_\_\_

### PART II: CIRCUMSTANCES OF COMMENT OR COMPLAINT *(If additional space is needed, please attach additional paper to form)*

Description of comment or complaint *(include date, time, location and witnesses for each incident whenever possible):*


If this is a complaint, please complete the following information:

A. Previous attempts to resolve this complaint:


B. Person(s) Contacted:

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C. Outcomes of the Previous Contact(s):


**PART III: OPTIONAL – CATEGORIES OF COMMENT/COMPLAINT** *(Check all that apply)*

- Personal                       Procedural                       Application of rule or policy not covered by another School Board policy  
 Extra-Curricular                       Athletic                      Other \_\_\_\_\_

<b>For Office Use Only:</b>  Form received by: _____ Date: _____ Date form acknowledged (within 5 business days of receipt): _____ Date of written response (within 30 calendar days of receipt): _____
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Revised: 10/13  
§8-10

POLICY

STUDENTS

IN GENERAL

§8-10 Comments and Complaints

A. Statement of Principle

The purpose of this policy is to provide guidelines for Loudoun County residents, including parents and students, to follow to offer input, comments, suggestions and complaints to school officials.

B. Precedence

This policy governs all written comments and complaints not governed by other policies. Procedures enumerated in other policies supersede those created in this policy.

C. Definitions

“Parents and students” includes current students, parents of current students or other persons who enrolled a current student.

“Complainant” refers to a Loudoun County resident, including parents and/or students who have submitted a complaint.

“Respond” means to provide a written assessment of the complaint. “Respond” does not connote a decision, agreement or resolution.

“Business days” refers to days in which LCPS administrative offices are open.

D. Procedures In Schools For Parents and Students

Building principals shall establish appropriate procedures within their schools for encouraging, soliciting and receiving input, comments, suggestions and complaints from parents and students.

Parents and students with complaints should attempt to resolve their concerns first with the staff at their child's school, beginning with, where applicable, the teacher, school assistant principal or principal.

Parents and students may submit questions and concerns to teachers and school administrators through any means they choose, and are strongly encouraged to do so.

E. Comment and Complaint Form

Loudoun County residents with comments or complaints must use the comment and complaint form developed by LCPS.

The comment and complaint form shall be distributed at least once annually to all parents and students and shall be accessible to Loudoun County residents, at all times through individual school offices, electronically upon request from individual schools or the School Administration Office and via the LCPS website and each school's website.

The comment and complaint form will record the child's school, if applicable.

The form will include an optional section for the complainant to categorize a complaint. This section will include various common categories, and a space for categories not listed.

The School Board shall be provided full unabridged access to comments and complaints received through the LCPS comment and complaint system. A quarterly report summarizing comments and complaints received and their resolution status shall be provided to the School Board. All personally identifiable information shall be redacted from reports to the School Board.

F. Timeline

Persons submitting comments and/or complaints will receive an acknowledgement of receipt of a comment and complaint form in writing within 5 business days of receipt. If filed with the Principal, the principal or the principal's designee will then investigate and render a response in writing to complaints within 30 calendar days of receipt.

Within 30 calendar days of the principal's response, the complainant may file an appeal to the Superintendent's designee.

The Superintendent's designee will acknowledge appeals, comments/complaints in writing within 5 business days of receipt, and investigate and render a response in writing within 30 calendar days of receipt.

G. Retaliation

Retaliation against parents or students who file complaints or participate in the related proceedings is strictly prohibited, and any alleged retaliation shall be reviewed and dealt with appropriately by the Superintendent or other appropriate administrator.

H. Multiple Complaints

Multiple complaints regarding substantively the same issue, whether submitted by one or more complainant, may be treated as a single complaint for the purposes of statistical tracking and response requirements.

Adopted: 6/24/08, Revised: 1/11/11, Current Revision: 9/10/13

Lincoln Elementary is routinely inspected in accordance with the Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA). As required by the Commonwealth of Virginia and the EPA, this notification is to inform you that asbestos-containing material (ACM) is present in several locations in our school. The ACM is inspected semi-annually by qualified LCPS personnel to insure that the material remains in good condition and is not creating an exposure hazard for building occupants.

The Asbestos Management Plan indicates locations where asbestos-containing materials may be present. The plan can be found in the administrative office at the school. In addition, a copy of the Asbestos Management Plan is located in the Loudoun County Public Schools Facilities Services Division office at 1002C Sycolin Road, Leesburg, Virginia.

Please feel free to request information about our Management Plan, the inspection findings and our plan of action. The plan will be available for your review and inspection during normal office hours.

The Lincoln Elementary School administration and staff are dedicated to continuous school improvement. A formal school improvement plan is being developed by staff. The plan is reviewed on an ongoing basis. A copy is available in the school office as well as on our school website. You may also call us at 540-751-2430 to have a copy sent home with your child. We welcome your input.

## Scoliosis

### Curvature of the Spine

**Scoliosis** is an abnormal curving of the spine from side to side often described as an “S” curve. It affects 2% of Americans, mostly adolescents.

#### Cause

- The cause is unknown in most cases.
- Girls are affected more often than boys.
- Untreated, severe scoliosis can lead to lung and heart damage, back problems, and distressing cosmetic changes.

#### Normal Spine

Has a slight outward curve in the upper back and an inward curve at the waist.

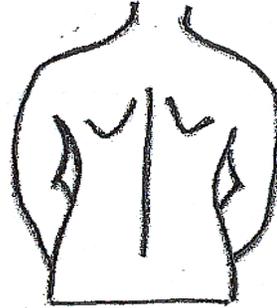
If scoliosis is detected early, then treatment can be started before it becomes a physical or emotional disability.

#### Signs

- One shoulder higher than the other
- Scapula (shoulder blade) on one side of the body is higher or more prominent
- One-sided fullness at the waist
- One hip higher than the other
- Unequal rib prominence

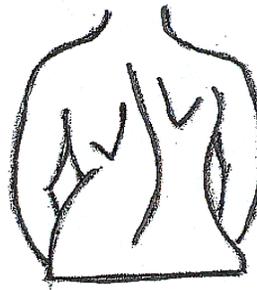
### Normal View from Back

Shoulder blades and spine appear straight



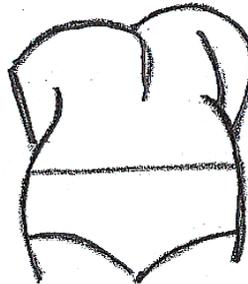
### Abnormal View from Back

The spine curves abnormally to the side



### Abnormal View Bending Forward

Shoulders and/or hips appear uneven



### Symptoms

- Backache or low back pain
- Fatigue
- Maybe none

### How to Check Your Child's Spine

- Stand behind the child.
- Ask child to stand with feet together and bend forward to touch the toes.
- Check that the shoulders and the top of the hips are at the same height, the head is centered, and the rib cage is symmetrical. Note that the waist is even and that the body does not lean to one side.
- It may be helpful to run your hands along the spine to detect any abnormalities.
- Ask the child to stand up, turn around to face you, and to bend down again.
- Repeat the assessment.
- If any lateral curvature is noted, your child needs further evaluation.

### What should be done if any of the signs and symptoms are present?

Contact your primary care physician for an appointment to have your child's back evaluated.

