

ABRAHAM LINCOLN SCHOOL

PRINCIPAL'S WELCOME

Welcome to Abraham Lincoln School. We are looking forward to an exciting school year. The Panda Bear is our school mascot. It is my sincere hope that each and every student has a genuine feeling of affiliation and pride in Abraham Lincoln School. I hope that you will find this a positive and motivating environment for your child. You should be mindful that our staff is here to serve your child's educational needs. Please feel free to contact your child's teacher at any time regarding his or her progress. My office door is always open, and I welcome every opportunity to meet with members of our school's community.

GUIDANCE

Our school guidance counselors work with all students at Abraham Lincoln School to help them learn and succeed. The counselor offers a variety of services to students. Services include:

- Small groups where children learn and practice friendship skills.
- Individual meetings with students to help solve problems.
- Classroom guidance for students to develop positive social skills.

DAILY SCHEDULES

Students may arrive at school after 8:40 a.m. when supervision is provided and breakfast is served. The school is not responsible for students arriving before supervision begins. **Students enter classrooms at 8:50 a.m. to prepare for the day. Attendance is taken promptly at 9:00 a.m.** Students must check in at the office after 9:00 a.m. for a pass and will be marked tardy for attendance purposes. Students are dismissed for the day at 3:00 p.m.

BREAKFAST/LUNCH Breakfast is served from 8:40 a.m.-8:50 a.m. every morning. Lunch is served at the designated half-hour time slot for each grade level. A menu is provided monthly for your planning and convenience. Prices and information about the lunch program are provided on the menu.

DISMISSALS Students are dismissed at 3:00 p.m. Walkers will leave the building from classroom exits. Bus students will board their respective buses from the lobby area. If you are picking up your child, please wait on the playground at

the nearest exit door, or in the lobby. We ask that parents do not enter the classroom areas to pick up children due to safety considerations. If you are picking your child up by car please do so at the Parkview Avenue parking lot.

ATTENDANCE

Attendance and punctual arrival are seen as highly important components in the educational process. When children enter school late, they play catch-up all day. Their peers have had a start to the day that organizes, plans, and processes all that will be happening throughout the day. Absences also have a negative impact on learning and making up the work does not include the processing and instructional component of learning. Absences are excused for the following reasons: student illness, a death in the family, religious obligations, medical appointments, and others as arranged between the parents and the principal. Your student's safety and whereabouts are very important to us. If he/she will be absent or tardy, please call the school office at 941-6280. (There is a message machine to receive calls 24 hours a day). If we don't hear from you prior to the start of the school day, we will call to inquire about your child. Chronic attendance issues will have a severe impact on your student's learning and will be addressed through the principal, the guidance counselor, the school social worker or the superintendent's office. The school will work cooperatively to enforce truancy laws.

MEDICATION AND HEALTH

On occasion it may be necessary for your child to take medication. **PLEASE DO NOT SEND MEDICATION TO THE SCHOOL WITH YOUR CHILD. PARENTS SHOULD BRING THE MEDICATION INTO SCHOOL IN THE PRESCRIPTION BOTTLE.** Whenever possible, try to schedule the medication around the school day. For example, if the prescription states the medication should be administered three times a day then schedule a dose at breakfast, after school and at bedtime. However, there may be times when this is not possible. In this event, we will administer the medication at school. A form is available at the office and must be completed by the physician prior to our administration of prescription medication. A five-day supply of medication will be kept in the office. The medication must be in the original pharmaceutical container with the label clearly marked. Communicable diseases are very common among young children. Chicken pox, colds, conjunctivitis, influenza, strep throat and head lice are the most common. Our school follows accepted practiced control measures.

Please keep us posted regarding health problems such as asthma, seizures, severe allergies and diabetes. It is sometimes difficult to determine when to keep an ill child home and when to send the child to school. As a general rule, we

suggest the following: a fever above 100 degrees, vomiting, diarrhea, and a rash of unknown origin, are all reasons to keep a child home from school. In all cases where you are unsure, contact your family physician. If your child becomes ill at school, we will contact you immediately. Please keep all of your emergency contact information up to date by notifying us of changes.

EMERGENCY SCHOOL CLOSINGS

If extreme conditions indicate that school should not be in session (snowstorms), a decision will be made by 6:00 a.m. You will receive a call from our Alert Messaging System indicating whether there will be a delay in the school start time or if schools are closed. Please keep all of your contact information up to date with the office to ensure that you will receive these important alerts.

COMMUNITY SCHOOL

Abraham Lincoln School provides a variety of activities to extend and enrich the regular school program. Community school activities usually start near the end of the first month of school and end about mid-May. Program information for each session and schedules will be sent home with students for registration. If your student has academic needs beyond the regular school day, please contact the principal or guidance counselor.

PARENT/TEACHER CONFERENCES

Conferences with your child's teacher will be held Monday and Tuesday prior to Thanksgiving break. These conferences are designed for you and the teacher to talk about your child's progress. Parents and guardians are encouraged to call the school at any time with questions or concerns you may have, or to set up an appointment with your child's teacher as needed.

ABRAHAM LINCOLN PARENT/TEACHER ORGANIZATION

(PTO) The Abraham Lincoln School PTO is committed to enriching the educational and social experience of Abraham Lincoln school students and their families. The PTO exists to provide volunteer services and to raise funds that support students' educational efforts and co-curricular activities. Examples of PTO support include: field trips, Fall and Spring Book Fairs, library materials, garden maintenance and family activities such as Fall Treat Parade, Family Dance and Spring Fair as well as several Peak nights throughout the year. PTO meetings are scheduled as needed. Everyone is welcome to join their efforts in supporting our children.

VOLUNTEERS

The Bangor School Committee encourages community and parent volunteers to reinforce and enrich classroom instruction. If you would like to volunteer here at Abraham Lincoln School, please attend the volunteer training in the fall at our first PTO meeting. If you are unable to attend, you may schedule at another time with the Principal. All volunteers must complete a volunteer application, receive a background check and attend the training prior to volunteering or being a chaperone on a field trip.

SUPPORT SERVICES

Special Education

Special Education services are available through the Individualized Education Plan (IEP) process for any students needing support beyond the regular instructional program. If you or your child's teacher has any concerns about the academic, emotional, or behavioral development of your child, the school will work with you as a team to provide for your child's needs.

Section 504

Section 504 of the Rehabilitation Act of 1973 requires schools to identify, evaluate, and provide access, if necessary, to appropriate educational services for children found eligible under this act. Children who have mental or physical impairments which substantially impact one or more major life activities (such as walking, seeing, breathing, or learning) may be protected by this act.

HOMEWORK The Bangor School Department believes that homework given by the school and supported by the home, gives students the opportunity to learn good study habits, practice time management, reinforce skills, and extend their classroom learning. **Grades K-2** Homework for K-2 students is brief and occasional. It is practicing communication and math skills learned at school, collecting items for class sharing, and developing interest in class projects.

Grade 3

Third graders should be encouraged to get in the habit of studying at home. Written assignments can be expected two or three times a week and students should be able to complete any assignment within 30 minutes.

REPORT CARDS

Report Cards are sent home four times a year for students in grades 1-3. Kindergarten and Pre-K students get their progress reports two times a year; at the end of January and in June.

CONFIDENTIALITY

It is our responsibility to ensure confidential information about your child remains as such. We will not give out information about your child to anyone other than who we are allowed to legally. Please remember and respect the confidentiality of other students when visiting the Abraham Lincoln School.

SAFETY

To maintain safety please leave the following items at home:

1. Skateboards/Scooters
2. All real or toy weapons
3. Hard balls (baseball or softball) and bats
4. Sleds
5. Trading Cards
6. We encourage you to leave expensive portable video games and electronic devices at home. They are not allowed for use during the school day.

*At the discretion of the classroom teacher, other items disruptive to the class may be asked to be left at home.

CHANGES

If you move, change your number, place of work, or emergency contacts, please call the school immediately at 941-6280 with the new information. Should your child have an emergency at school, we only have the information that you provide to reach you or designated emergency contacts. If you plan to move, please notify the school at once so we may provide records and information in a timely manner to your student's next school.

VISITORS

Parents, visitors and volunteers are welcome at Abraham Lincoln School. To

ensure the safety of your child and our staff, we ask that you always start your visit at our school by immediately stopping at the office to sign in and obtain a visitor's badge to wear for the duration of your visit. Please make sure to sign out and return your visitor's badge at the end of your visit. If you need to pick your child up during school hours please report to the office and your child will be called down. Classroom interruptions must be kept to a minimum so instructional time will remain a priority.

HOMEMADE FOOD

Due to the many different types of food allergies that students have, we ask that parents not send in homemade items for the classroom. Store purchased items with the ingredients clearly marked are fine for special occasions. Please check with your child's teacher prior to sending food to school.

BANGOR POLICE DEPARTMENT

The Bangor School Department and the Bangor Police Department work cooperatively together throughout the school year to provide safety to our students as well as supporting lessons on Bullying. Our School Resource Officer visits the school on a regular basis and can be seen on the playground as well as in the classrooms. Please introduce yourself and get to know your School Resource Officer.

BANGOR SCHOOL DEPARTMENT PROPERTY

It is important that all students and parents understand that all storage units and computers within our school are the property of the Bangor School Department. Therefore, there is no expectation of privacy for anything stored in school property or on school computers.