

Lincoln 2009-2010 Parent Handbook



LINCOLN ELEMENTARY SCHOOL
1961 6th Street
White Bear Lake, Minnesota 55110
Phone Number 653-2820

Principal, Dan Schmidt

NOTES

VISION STATEMENT

**The White Bear Lake Area Elementary Schools
are INCORPORATING the best yesterday,
UTILIZING the finest of today,
and PREPARING life long learners
for the challenges of tomorrow.**

The White Bear Lake Area School District leading...
...minds to learning,
...hearts to compassion
...lives to community service.

LINCOLN SCHOOL PHILOSOPHY

The educational goals at Lincoln School create opportunities for learning experiences in the following areas:

1. Basic Skills

- a. To present instruction commensurate with the individual's ability
- b. To develop a healthy self-concept and initiative
- c. To recognize and respect one's capabilities and develop maximum potential

2. Social Skills

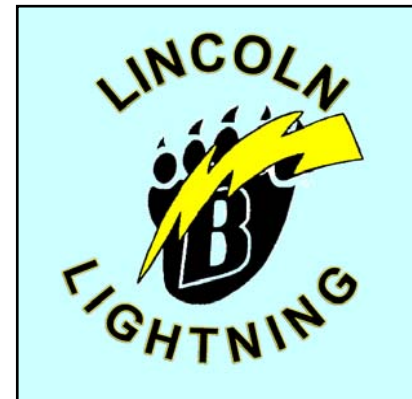
- a. To learn to interact in a group
- b. To foster a sense of belonging
- c. To develop an appreciation for fine arts, health, and recreational activities

3. The Environment

- a. To create and maintain a healthy educational environment which allows all students the opportunity to learn
- b. To emphasize the process in acquiring knowledge based on recognized taxonomies
- c. To recognize the need for a proper balance between convergent and divergent thinking
- d. To encourage INQUIRY on the part of students

4. Reporting to Parents

- a. To provide parents with a realistic assessment of student achievement relative to individual ability and group
- b. To keep adequate records to assess growth patterns



Lincoln's Web Site

www.whitebear.k12.mn.us/lnes

STUDENT SAFETY:

A new walking path has been made leading to 6th street from the west side exit door by the copy room. This will eliminate the need to close down the parking lot during arrival and dismissal times.

Parents are now able to drop off and pick up students in the main parking lot. To minimize congestion during this time, please promptly drop off/pick up your child or use the provided parking lot spaces if more time is required.

Arrival/Dismissal: Lincoln students are not to arrive before 9 A.M. At 9:05 A.M. all students should line up with their grade level at their designated door whether students are busers, walkers, or have been driven to school by a parent/guardian. However, when arriving **after** the 9:05 A.M. entrance bell has rung, please enter through the main school door (6th St.). Students arriving late must be signed in by an adult. Your child(ren) will then proceed to his/her classroom.

If for some reason, there is a need for you to pick up your child from school between 9:15 A.M. and 3:40 P.M., **please remember to send a note to the classroom teacher and call the Attendance Line.** Come into the building and report to the office immediately. Parents please remain in the office and the office staff will inform the classroom teacher that you have arrived and your child will come to meet you there. Students must be signed out by an adult.

<u>AREA</u>	<u>NAME</u>	<u>EMAIL</u>	<u>EXT#</u>
Computer	Diane Osowski	drosow	2827
Custodian	Tom Fitzgerald	tmfitz	2825
	Andy Wilhelmy	ajwilh	2825
DCD/M	Shaun Steffen	slstef	1431
EBD	Marc Reynolds	mareyn	1403
Extended Day	Kathy Schroeffer	kmschr	2823
Health Office	Molly Delmedico	msdelm	2829
	Juli Paulson	jmpaul	2829
Kitchen	Janine Frogner	jmfrog	2828
	Nancy Lubrant	njlubr	2828
LD	Kim Lohmann	kalohm	2610
Office	Dan Schmidt	dqschm	2830
	Karen Fischer	krfisc	1400
	Joanne Carlson	jgcarl	1420
Psychologist	Susan Zirkes	smzirk	2826
	Samantha Meyer	sjmeye	2826
REACH	Diane Jorgenson	djjorg	7576
	Anne Schwalbe	alschw	7576
Speech	Peggy Butler	pabutl	2667

PLEASE KEEP THESE PAGES FOR FUTURE REFERENCE

LINCOLN SCHOOL OFFICE: 651-653-2820

ATTENDANCE LINE: 651-653-2821

FAX: 651-653-2822

VISITORS IN THE BUILDING

ALL VISITORS/VOLUNTEERS

Thank you in advance for your cooperation. Please do not be offended if you are stopped by staff and asked about signing in at the office and getting a visitor's sticker.

Extended Day Patrons

If you are dropping your child at Extended Day you are to use the main entrance.

Do not proceed to your child's classroom prior to checking in at Extended Day.

Prior to 9:15 AM

If you are bringing your child to school, the new procedure is to drop your child off at the Main Office and your child will proceed to their classroom by themselves.

After 9:15 AM

If your child arrives after the start of the school day, which is 9:15 AM, you will be expected to sign your child in at the Main Office and your child will then proceed by themselves to their classroom.

During the school day

If for some reason, there is need for you to pick up your child, please remember to send a note to the classroom teacher and call the Attendance Line. Upon your arrival, report to the office where you need to sign your child out and Office staff will inform the classroom teacher that you have arrived and your child will come to meet you. An adult must sign out a student.

At the end of the day

If you are picking up your child at the end of the day, do not go to his/her classroom to meet your child outside the classroom door, or half way down the hallway. Parents are to wait in the office hallway and your child(ren) will come to you when his/her class has been dismissed by the teacher.

During Lunch

Visitors are to sign in at the office and get a visitor's sticker.

PTA:

The Parent Teacher Association (PTA) is a national organization in which parents, teachers and administrators work for quality education and a partnership between home and school. The goal of the Lincoln PTA is to enhance the quality of education at Lincoln by sponsoring family events such as, Fall Social, Book Fair, Roller-skating and Carnival. The Lincoln PTA fundraising focuses on a major project each year (i.e., computers, playground equipment, books, etc.) These funds also contribute to bus transportation for field trips, classroom supplemental supplies, T-shirts and much more. We encourage you to join the Lincoln PTA!

The following is a list of PTA Officers and Committee Chairs:

President	Marion Hunner
Vice President	Nancy Danenberg
Secretary	Gray Seever
Treasurer	Brenda Schwintek
Arby's, Culvers, Saints North etc.	Laurie Healy
Art & Science Fair	Nancy Danenberg, Emily Sharot
Corporate Promotions	Angela Bear
B.E.A.R. Reading	Marion Hunner
Bookfair – Fall & Spring	LeeAnn Olson, Nancy Danenberg, Stacey King
Box Tops for Education	Dana Hupert, Polly Froehlich
Carnival Coordinator	John Kosse
Volunteers	Tina Konkell
Prizes	Sara Skeie, Janice Moor
Games	Kelly Swanson, Lynnae Locke
Ticket Sales	Susan Hochstetler
Food	Laurie Healy
Clean Up	Gray Seever
Donations (all events as needed)	Diane Matthews, Dana Hupert
Entertainment Books	Marion Hunner
Fundraiser (Fall)	Polly Froehlich, Dana Hupert, Marion Hunner
Fall Social	Donna Staruck
Flowers Fundraiser	Rachel Kaske
Gardener	John Northwood
Grandparents' Day (May 2010)	Jessica Engman
Grant Writing	Mary Mengel
Health Screening	Stacey King
Junior Achievement	Marion Hunner
Meet the Teacher	Nancy Danenberg, Gray Seever
Memory Book	Donna Staruck, Bobbi Larson
National School Lunch Week	Marion Hunner
T-Shirt & Lincoln Apparel	Chris Ansley
Teacher Appreciation Dinner:	Fall: Gray Seever
	Spring: Nancy Danenberg,
	Chris Ansley, Stacey King
	Marion Hunner
	Jennifer Goudreau
Volunteer Coordinator	
Window Display (next to lg gym)	

STUDENT ABSENCES:

In the event your child will be absent, tardy or leaving early, we ask that you call the **ATTENDANCE LINE at 653-2821**. Please leave a message **EACH day your child's attendance will be affected**. To insure your child's safety, if we have not received a call from you, we will call you to verify your child's whereabouts. This Attendance Line is available to leave messages 24 hours a day.

When bringing your child in late, please sign him/her in at the office.

It is very important that your child attends school. One of the most important things you as a parent can do to assure your child's success in school, is to encourage them to attend school regularly.

IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?:

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision.

General Practice:

If student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal and remains normal with out fever reducing medication.

If student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.

If student has had any rash that may be disease-related or the cause is unknown, check with family physician before sending the student to school.

If student is ill, please call the school daily to report illness.

If you have any questions regarding the above information or your child's illness, please call your school nurse or family physician.

REMEMBER – children with an infectious disease can spread the disease when they are in contact with others in the family or in the community.

OUR CLIMATE FOR SUCCESS:

A committee of staff members at Lincoln continuously work on our school climate plan which helps create an even more positive classroom and whole school climate.

Climate refers to the feeling that prevails in our school. It is a combination of attitudes, emotions, values and relationships. It has as much to do with learning, productive work, and self concept as does anything else in our entire education program. A good climate is characterized as warm, supportive, pleasant, friendly, helpful, encouraging and filled with good nature and acceptance. If people live with encouragement, they learn confidence. If people live with approval, they learn to like themselves.

In our school family, we may not always agree on everything, but we work it out, and not tolerate any unkindness or disruptions to teaching and learning. Good behavior is really just good manners and it shows respect for everyone.

In order to encourage these expectations, we have chosen a prevalent theme for each month with a series of lessons that will encourage good behavior and teach effective social skills to enhance a positive school climate.

INTERNET USE IN SCHOOL:

Instruction and guidance on acceptable use of the Internet will be provided to all students by the media specialist and classroom teachers. A copy of the Internet Acceptable Use Policy is available in the school office and is posted on the district Internet web site (<http://www.whitebear.k12.mn.us>). The Internet is a teaching tool and students will be using it to access online reference materials such as encyclopedias, atlases, magazines, and educational sites to complete assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action. Parents may request that their child not use the Internet by notifying the school.

SUPERVISION ON THE PLAYGROUNDS:

At Lincoln we have adult playground supervision during our entire noon hour for the safety of our children while they are enjoying their noon recess. Children have approximately 15 minutes of playtime and are encouraged to run, play and exercise. Along with adult supervision, we increase the number of eyes and ears for supervision with school patrol students assigned to certain areas of the playground. These boys and girls do a great job of alerting the adults to any problems that exist. Because of being an early start school, we do not provide playground supervision in the A.M. before school, nor do we provide supervision on the playground after school.

Our Health Assistant or School Nurse is always available if a student is accidentally injured during school hours.

HOT LUNCH and MILK COSTS:

Hot lunch is \$2.35 per day and milk is \$.40 per day. Students will use their pin number on a daily basis. Be sure your child's lunch account has an active balance. Remember when placing money in your child's hot lunch account to include his/her pin number, name and classroom teacher on the check.

A lunch/breakfast menu is sent home each month so students can choose the meals they wish.

MONEY COLLECTIONS:

Please place all cash or checks in an envelope with the student's name on the outside. All money should be given directly to the classroom teacher unless there are specific directions to do otherwise.

PHONE USE BY STUDENTS:

Students are allowed to use the school phones only with permission from their teachers or parents. We discourage students from using the phones for any reason other than contacting their parents regarding an important issue. Should there be other reasons for phone use, please send a note with your child stating the need.

Student cell phone use is allowed only before and after school hours. During school hours cell phones are to be kept in backpacks.

NEWSLETTER:

Each month you will receive a newsletter containing information about events at Lincoln and activities involving the students. The newsletter is meant to be informative and helpful.

A "Dates to Remember" is always included to help you plan the upcoming weeks.

SMOKE FREE ENVIRONMENT:

The entire White Bear Lake School District is a smoke free environment. This means Lincoln does not allow smoking or tobacco use in the building or on our school grounds. We ask that parents and visitors respect this rule at all of our special events.

EXTENDED DAY PROGRAM:

There is a before and after school day -care program available for Lincoln students from 6:30 A.M. until 6:00 P.M. This program is provided by the White Bear Community Education department at a low cost to parents. For more information, please call 407-7510.

PARENT VOLUNTEERS:

We value your participation in our school and welcome your help. If you are interested in helping in some capacity in our school on a volunteer basis, please call our office and let us know. We have many programs that depend upon parents like you who wish to help.

When coming to school to volunteer in a classroom, remember to sign in at the office and get a visitor badge. Proceed to your assigned room - remember to sign out when leaving.

PRIVACY REGULATIONS:

Because of Data Privacy Laws, we will not release the name, phone number or address of any student or staff for any reason

APPROPRIATE DRESS:

We ask that parents be responsible for seeing that Lincoln students come dressed for school in clothes that are appropriate for the weather and also appropriate for our learning environment.

Parents will be called and asked to bring appropriate clothing for their child when the clothing is not suitable for the weather, a health hazard exists, or the clothing is offensive and displays offensive writing or art work.

PHYSICAL EDUCATION:

All students have physical education. For safety reasons, we require that all students have a pair of tennis shoes at school or wear tennis shoes to school. We do not allow students to play in the gymnasiums without tennis shoes.

HOMEWORK:

Our policy is not to assign routine work to be done at home, but to provide time in school for students to complete their school work under the supervision of the classroom teacher. However, on some occasions, homework may be assigned when there is a specific reason that it cannot be done in school (example: a math activity) or if the child is not completing his/her work in the allotted time during the school day.

TOYS IN SCHOOL:

Students are not allowed to bring toys and/or other play things to school. However, on special occasions, the classroom teacher may give students permission to bring a favorite game, etc., to school for a reward day, but when these items are brought to school, remember to label with your child's name for identification purposes. It is your child's responsibility to take care of the item he/she brings to school.

SCOOTERS, SKATEBOARDS,

ROLLER BLADES AND/OR ROLLERSKATES:

For safety reasons, none of the above mentioned items are allowed on school grounds. Please do not allow your child(ren) to bring them to school.

SCHOOL CLOSING BECAUSE OF WEATHER:

When a storm occurs and school buses cannot operate, it may be necessary to close school for that day. Announcements will be made over KSTP (1500 AM) RADIO BETWEEN 7:00 AND 9:00 A.M. The superintendent of schools makes the decision to close schools based upon whether or not it is safe for school buses to run.

We try very hard to keep our phone lines open during school closing announcements for changes and/or emergency calls, so the school district has instituted a Hot Line number that can be called when you have any questions regarding early dismissal or the closing of school. This number is: **651-407-7540**.

It is very important that you make plans for your children should we be forced to close school during the school day. Your children must know where they are to go should you not be at home. Please make these arrangements and make sure that your children understand what they are to do should school have to be dismissed early.

YOU ALWAYS HAVE THE RIGHT TO MAKE THE DECISION NOT TO SEND YOUR CHILD TO SCHOOL. SHOULD YOU FEEL WEATHER CONDITIONS PRESENT A DANGEROUS SITUATION.

EMERGENCY 911 CALLS:

In almost all cases, we will call the parents of a child who is injured or ill before we would call 911. It is very important that you give us a number where you can be reached during the school day. If we cannot reach a parent and we feel that a child's life is in danger, we do not hesitate to call 911. Any cost due to emergency care from a 911 call, becomes the responsibility of the parents.

CHANGES IN FAMILY STATUS:

Please inform the school of any changes in your family status. This might include a new address, new telephone number (home and/or work), parent's occupation, or a change of marital status. It is vital that our records be kept up to date in case of an emergency involving your child. All information is kept confidential.

Lincoln Calendar of Events 2009-2010

September

- 3 Meet the Teacher (4:30-6 pm)
- 8 First Day School (Gr. 1-12) (Sept. 2 & 3 Kdgn Orientation)
- 10 First Day of school for Kindergarten
- 15 PTA Meeting 7pm
- 18 Fall Fundraiser Kick-off 9:15 am

October

- 5 Fundraiser Packets due back
- 7 Health Screening
- 14 No School (Pre K – 12) Staff Development
- 15-16 No school (Pre K-12) (Teacher Work Day & Teacher Convention)
- 19-23 Book Fair
- 20 PTA Meeting 7pm
- 21 Fall Photographs
- 22 Fall Social and Book Fair 5-8 pm

November

- 4-6 Deep Portage – 5th grade
- 9 No School (Pre K – 12) Teacher Work day
- 11 Fall Fundraiser Delivery
- 17 PTA Meeting 7pm
- 18 Picture Retakes
- 23-24 No School (Pre K-12) Conferences
- 24 Teacher Appreciation Dinner
- 25-27 No School (Pre K-12) Thanksgiving Break

December

- 17 Music Program Grades 1 & 2 6:30 PM at Central
- 24 - Jan 1 No School (Pre K-12) Winter Break

January

- 4 School Resumes
- 18 No School Pre K-12 (Martin Luther King Jr Day) Staff Development day
- 19 PTA Meeting 7pm
- 21 Kindergarten Registration 6 pm
- 26 Carlson Art & Science Fair (6-7:30 pm)
- 29 No School (Pre K-12) Teacher work day

February

- 11 Music Program Grade 3 6:30 PM
- 15 No School (PreK-12) President's Day
- 16 PTA Meeting 7pm

March

- 4-5 No School (Pre K-12) Conferences
- 8 Teacher Appreciation Dinner (Conf. – School in Session)
- 8-12 Bookfair
- 16 PTA Meeting, 7pm
- 18 Music Program Grades 4 & 5 6:30 PM at Central
- 25 Carnival (5-8 pm)
- 29-Apr.2 No School (Pre K-12) Spring Break 29-Apr.2

April

- 6 Spring Picture Day
- 20 PTA meeting 7pm

May

- 5 Flower Orders Due
- 6 Grandparents' Day (every other year event)
- 11 PTA Meeting 7pm
- 27 Flower Sale Delivery
- 31 No School (Pre k – 12) Memorial Day

June

- 11 Last Day of School

BUS TRANSPORTATION:

For problems with bus transportation, please call the transportation department at White Bear District Center. Call 407-7538.

Students are not allowed to ride another student's bus home for any reason other than a family emergency. Permission to ride another student's bus may only be given by the principal. If possible, requests for riding another student's bus should be made a day in advance, and accompanied by a note or call from the parents.

Students who ride the bus to school are expected to ride the bus and not walk unless they have a note from their parents. Students who ride the bus are expected to catch the bus at their assigned bus stop.

Students who ride the bus may lose this privilege if their behavior is not acceptable to the bus driver and if the student's behavior doesn't improve after being warned in writing. Students may be suspended from riding the bus only by the principal.

STUDENTS WHO RIDE THEIR BIKES TO SCHOOL:

Only students in grades 4 and 5 are allowed to ride their bikes to school. In the spring, third graders with parent permission and teacher approval, are allowed to ride their bikes to school. Students must lock their bikes in the bike racks provided for them and the school assumes no responsibility for the safety of their bikes.

BIKE HELMETS ARE REQUIRED!

No bikes are allowed to be ridden on the school grounds. Students walk their bikes off the grounds to the street. This is to protect the many students we have walking and the bike riders from being hit by the many cars and buses loading and unloading at our school.

2009-2010 Lincoln Email & Phone Extension Numbers

All District Email as follows: email

email@wbl.whitebear.k12.mn.us

All Extensions dial: 407-7600 and then the extension number

TO CALL A TEACHER:

If you wish to talk to a teacher, please call **407-7600** and then the appropriate extension (see list below). If you call between 8:00 and 8:45 A.M., there is a better chance you can talk to a teacher right away. Otherwise, you may leave a message and the teacher will return your call as soon as possible. Teachers are not called out of class for phone calls unless it is an emergency.

AREA	NAME	EMAIL	EXT#
KDGN	Jennifer Hansen	jlhans	1410
	Brooke Reeves	bereev	1411
1st GRADE	Angela Dargay	addarg	1413
	Pam Johnstone	pmjohn	1412
2nd GRADE	Sue Allen	scalle	1415
	Teri Beckers	tjbeck	1414
	Nick Marty	nbmart	1408
3rd GRADE	Brenda Heaton	bbheat	1404
	Mary Ellen Mieure	mlmieu	1402
4th GRADE	Teresa Ogden	tlogde	1427
	Nancy Thom	nlthom	1426
	Karen Wallrich	kmwall	1425
5th GRADE	Ellen Gevers	emgeve	1423
	David Grothe	ddgrot	1424
	Christine Swanson	caswan	1429
Lrng Skills	Deb Thibault	dsthib	2609
Media	Eileen Schuessler	elschu	2824
	Pat Rossini	pdross	2824
Music	Jane Burmeister	jmburm	1422
Phy Ed	Ken Liekis	kjliek	2608

STUDENT SAFETY CONTINUED:

If picking up your child at the end of the day (3:40 P.M.), refer to parking lot procedures above or on opposite page. **Do not go** to his/her classroom to meet your child outside the classroom door, or half way down the hallway. Our school policy is to please wait in the office hallway and your child(ren) will come to you when his/her class has been dismissed by the teacher. Siblings walking home together should meet at the SE doors, (door I) or the small gym/playground doors (door G) and proceed home.

Students are not allowed to play or wait outside on the front school grounds. There is no supervision after school in this area. It is an unsafe zone due to special service pick ups and 6th Street traffic.

All students being picked up are to wait inside the building in the large gym.

STUDENTS WHO WALK TO SCHOOL:

Students who walk are not to arrive at school before 9:00 A.M. When they arrive, they are to line up with their grade level at their designated door. Please do not allow your child(ren) to leave home before 8:50 A.M., as there is no playground supervision. Patrols will be at their crossing corners from 9:00 A.M. through 9:10 A.M. Please encourage your children to follow the directions of the school patrol.

SCHOOL GROUNDS:

Students are not allowed to play or wait outside on the front school grounds. There is no supervision after school in this area. It is an unsafe zone due to special service pick ups and 6th Street traffic. All students being picked up are to wait inside the building at the office area.

DATES to REMEMBER DURING THE SCHOOL YEAR:
2009-2010

<u>SEPTEMBER</u>	7 8 & 9	Labor Day No School for Kindergarten
<u>OCTOBER</u>	14, 15 & 16	Professional Development & Teacher Convention
<u>NOVEMBER</u>	9 23 & 24 25 26 & 27	No School (Teacher Work Day) No School K-5 Conferences Compensatory Day - No School Thanksgiving Vacation
<u>DECEMBER</u>	24 – Jan. 1	Winter Break
<u>JANUARY</u>	4 18 29	School Resumes Martin Luther King Day No School (Teacher Work Day)
<u>FEBRUARY</u>	15	Presidents' Day
<u>MARCH</u>	23 & 24 29 30 – Apr. 2	No School K-5 - Conferences No School (Teacher Work Day) Spring Break
<u>APRIL</u>	5	School Resumes
<u>MAY</u>	31	Memorial Day Vacation
<u>JUNE</u>	11	Last Day of School

5. Home/School Cooperation

- a. To encourage a spirit of cooperation between home and school
- b. To provide parents the opportunity to participate in their child's educational program
- c. To provide informational meetings and written communication regarding curriculum changes and program results
- d. To provide opportunities for parents to volunteer services and participate in school functions
- e. To encourage individual contact with teachers
- f. To promote an awareness and respect for individual practices and belief.

**GENERAL INFORMATION FOR LINCOLN
ELEMENTARY SCHOOL**

HOURS:

The School Office is open from 7:45 A.M. until 4:15 P.M. Student hours are from 9:15 A.M. until 3:40 P.M. Students may arrive at school between 9:05 and 9:10 A.M. Students are dismissed at 3:40 P.M. and should arrive home by 4:10 P.M. Kindergarten sessions are 9:15-11:45 A.M. and 1:10-3:40 P.M.

ADDRESS:

1961 Sixth Street
White Bear Lake, MN 55110

PHONE NUMBERS:

Absence Notification 653-2821
 Health Office 653-2829
 Lincoln Office 653-2820
 Kitchen 653-2828

NOTES

Independent School District No. 624

MISSION STATEMENT

THE MISSION OF THE WHITE BEAR LAKE
AREA
SCHOOL DISTRICT IS TO PROVIDE
A HIGH-QUALITY EDUCATIONAL
EXPERIENCE
FOR ALL LEARNERS.

To accomplish our mission we believe that a high-quality educational experience must:

- be in partnership with the community;
- take place in a safe, supportive, and challenging environment;
- develop lifelong learners;
- allow each learner to reach full potential;
- encourage each learner to be a contributing member of a global society.