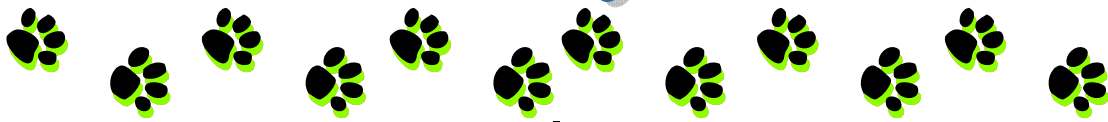


Welcome to Abraham Lincoln Elementary School!



Answers to Frequently Asked Questions For New Families

From Your Abraham Lincoln School Office Staff

380 Greenfield Avenue - Glen Ellyn, IL 60137

Office Phone #..... 630-790-7645

Fax # 630-790-6404

www.d41.org/schools/lincoln/index.asp

24-Hour Attendance Reporting Line 630-534-7202

Abraham Lincoln Mission Statement:

We are a group of children and adults who work together, grow together, and most of all, learn together.

Abraham Lincoln Vision Statement:

Abraham Lincoln School - where children enjoy using their minds, working together, and helping each other grow.

Welcome to Abraham Lincoln School, home of the Lincoln Leopards! This document will provide you with general information that will help answer some of the questions new families may have. The School Office is your “go to” place to report absences, drop off forgotten items, and to help find the answers to questions you or your child may have. We hope that you will communicate to your child that the office staff is here to help, and that he/she can always feel comfortable coming in for assistance.

<p>IT IS THE MISSION OF THE ABRAHAM LINCOLN SCHOOL OFFICE TEAM TO:</p> <ul style="list-style-type: none"> • Keep the school running smoothly • Welcome all • Provide a safe place to share • Provide assistance <p>So that learning can be maximized for the students, families, and staff at Abraham Lincoln School.</p>
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THE OFFICE IS A BUSY PLACE AND WE ARE HERE TO HELP. PLEASE HELP US BY:

- Reporting your child’s absence or late arrival to the 24-hour attendance line:
(630) 534-7202
- Communicating early dismissals, lunch, and after school plans with your child and teacher before school starts.
- Creating a bad weather plan: determine what constitutes walking home weather versus pick-up weather. Be specific... does bad weather mean a light drizzle or thunderstorm?
- Working with your child to determine a common meeting place each day such as “The meeting tree” or another destination that your child can easily remember.

Here are some frequently asked questions and the answers to those questions:



WHAT ARE THE ARRIVAL AND DISMISSAL TIMES/PROCEDURES FOR STUDENTS?

Kindergarten a.m.	<p>8:50 a.m. - Students begin to arrive and enter through their classroom door. 9:00 a.m. – Instructional day begins; this means that students are in their classrooms and learning begins. Students arriving after 9:00 a.m. must enter through the main office to receive a tardy slip. 11:40 a.m. – Instructional day ends and students begin to prepare for dismissal through their classroom doors.</p>
Kindergarten p.m.	<p>12:35 p.m. - Students begin to arrive and enter through their classroom door. 12:45 p.m. – Instructional day begins; this means that students are in their classrooms and learning begins. Students arriving after 12:45 p.m. must enter through the main office to receive a tardy slip. 3:25 p.m. – Instructional day ends and students begin to prepare for dismissal through their classroom doors.</p>
Early Childhood a.m.	<p>8:50 a.m. - Students begin to arrive and meet EC staff at drop-off zone. 9:00 a.m. – Instructional day begins; students arriving after 9:00 a.m. must enter through the main office to receive a tardy slip. 11:30 a.m. – Instructional day ends and students are escorted by EC staff to pick-up zone.</p>
Early Childhood p.m.	<p>12:35 p.m. - Students begin to arrive and meet EC staff at drop-off zone. 12:45 p.m. – Instructional day begins; students arriving after 12:45 p.m. must enter through the main office to receive a tardy slip. 3:15 p.m. – Instructional day ends and students are escorted by EC staff to pick-up zone.</p>
Grades 1-5	<p>8:50 a.m. - Students begin to arrive and enter through their classroom door. 9:00 a.m. – Instructional day begins; this means that students are in their classrooms and learning begins. Students arriving after 9:00 a.m. must enter through the main office to receive a tardy slip. 12:00-12:50 p.m. - Lunch 12:50 p.m. – Instructional day resumes. 3:25 p.m. – Instructional day ends and students begin to prepare for dismissal through their classroom doors.</p>

Notes:

- All students are expected to enter through the external door of their classroom and exit to the outside from that same door.
- Kindergarten parents are expected to meet their children at the external classroom door, where they are supervised by their teachers. The kindergarten teachers will only release the students when the parent or guardian arrives. Any students that remain at 11:50 a.m. or 3:35 p.m. will be brought to the main office for pick up.



WHAT CAN I DO TO HELP MY CHILD ON THE FIRST DAYS OF SCHOOL?

- Make sure your child is well rested and nourished. It will give them the stamina to concentrate during the day.
- Be positive when saying good-bye to your child. Let your child know that you will be back for them, give them a hug and a kiss, and let them know you are leaving.
- Keep your voice worry free. If your child gets upset, calmly explain that he/she will be fine after you leave. Once you've said good-bye, don't linger. Lingering communicates hesitancy and your child will pick up on that.
- Remember that your child picks up emotional cues from non-verbal signals, so be sure your expressions don't contradict your reassuring words.
- Be assured that your child will have a good day even if they seem a little reluctant at first. Kindergarten is an exciting place to be!
- The beginning of the year is a time for your children to get acquainted with their new surroundings, classmates, and teacher. They work very hard in kindergarten, so don't be alarmed if your child seems overly tired. It is a big adjustment for a child to work in a large group environment and to do all that is asked of them. However, if you have questions, concerns, or suggestions, please let us know.



HOW DO I REPORT AN ABSENCE OR LATE ARRIVAL FOR MY CHILD?

If your child will not be at school, it is imperative that you contact the school office by calling the 24-hour attendance line: **630-534-7202**. Our main priority is assuring the safety of your child. If we do not receive a call to the absence line indicating that your child will be absent, we will contact emergency contacts (starting with parents/guardians) to find out the whereabouts of your child. While you may want to notify the teacher to inform him/her of your child's absence, you **MUST** also contact the attendance line. When you communicate an absence via the attendance line, this assures that your child's absence is recorded, but most importantly, we know that your child is at home and safe.

- Leave a message on the attendance line indicating your child's name, teacher, and reason for absence; this includes illness, vacations, appointments and other absences.
- If you know of future absence dates, we will be happy to receive that information as well.
- Illness calls must be made each day.
- If your child will be more than a few minutes late arriving for school, it is also important to call the attendance line with that information.



WHAT IF I NEED TO PICK MY CHILD UP EARLY FROM SCHOOL?

- Please plan ahead.
- Send a note to the teacher ahead of time stating dismissal time.
- Your child must be signed out by an adult (18 years of age or older) who is a parent, guardian or is listed as an emergency contact.
- If any other adult is picking up a child, the parent or guardian must inform the office and that person will need to provide identification.
- Students are picked up from the front office and signed out – they are **NOT** released from the classroom.
- Avoid last minute requests for early dismissal.



WHAT IF MY CHILD FORGETS HIS/HER HOMEWORK, LUNCH, ETC.?

- Bring the item to the front office and place it on the "OOPS! Table" (as in "OOPS! I forgot this at home!")
- We will send an email to the classroom teacher indicating that the item has arrived, and your child will be sent to the office to pick it up at the appropriate time.



WHERE DO THE CHILDREN EAT LUNCH?

Children in grades 1-5 have the option of eating lunch at school or going home for lunch.

- Our lunch period is from 12:00 noon until 12:50 pm.
- Those who stay at school need to bring a sack lunch from home.
- Our lunch period is split in two; half of our students will eat in the Old Gym during the first half of lunch and go out for recess during the second half. Those who go out for recess first will then transition into the Old Gym to eat lunch during the second half.
- You may take your child home every day, or on select days of your choosing; however, children will need to inform the teacher during a.m. attendance if they are going home for lunch.
- All students leaving the building for lunch should return through the office; they should NOT go to the playground or classroom door. The tardy bell rings at 12:50, so please have your child back by 12:45 to assure he/she has enough time to transition from the office to the classroom.



AM I ALLOWED TO VISIT MY CHILD'S CLASSROOM?

- To avoid disruptions in learning, visits to your child's classroom should be arranged through the classroom teacher.
- If you are visiting or volunteering in the classroom or anywhere in the school, you MUST enter through the front office, sign in, and wear a visitor's badge.
- When you leave the building, please exit through the office and sign out.



WHAT IF I NEED TO GET A MESSAGE TO MY CHILD?

- Whenever possible, please be sure your child is aware of his/her dismissal plans before coming to school. We realize, however, that plans do change, and that your child would need to be made aware of such changes.
- Contact the office as soon as possible. Please provide ample time for office staff to get the message to your child.



WHAT IF MY CHILD LOSES HIS HAT, LUNCHBOX, OR OTHER ITEMS AT SCHOOL?

- When lost items are found on school grounds, they should be turned in to the Lost and Found outside of the office area by the elevator lift.
- Very small and/or valuable items such as eyeglasses, jewelry, wallets, etc. will be kept at a desk in the front office.
- For health, storage, and safety reasons, unclaimed items are given to charitable organizations periodically throughout the year. You will be notified via the PTA's Lincoln Log Newsletter as to when the donations will be made.
- Please be sure to check with your child frequently about any lost or misplaced items.



Arrival / departure procedure:

- Students should arrive no earlier than 8:45 a.m. They should leave school grounds at the 3:25 p.m. dismissal time.
- Students are not permitted to play on the playground between the hours of 8:00 and 4:00 pm due to safety and security issues.
- All students enter and exit the building through their classroom doors.
- Students returning to school after lunch should enter through the office doors.



Drivers:

- When a school bus has the stop sign out, traffic must stop. This is a state law that carries a hefty fine if violated.
- Cars cannot be left standing without a driver. Unattended cars block traffic and can cause dangerous situations as others try to move around the obstacle.
- Please do not get out of your car while picking up or dropping off your child.
- Any car waiting to pick up on Greenfield must be 15 feet from the stop sign. This is a village and state requirement. It allows for emergency vehicles as well as other cars to have a clear view at the stop signs. There is no student drop-off or pick-up along Newton Avenue.

- Please remember that the left lane on Greenfield is a “through lane” during arrival and dismissal. No children should be dropped off or picked up from this lane. We do ask that you drive slowly in this lane.
- While waiting to pick up your children-please allow homeowners access to enter and leave their driveways



Walkers:

- Please be sure all bikes are walked on school grounds.
- If your child rides a bike to school, we strongly encourage that he/she wears a helmet.
- Please respect our Lincoln Neighbors! As a courtesy to all of the homeowners that live along the school walk/bike routes and the pick-up/drop-off line, we would ask the following of all of our students and parents:
 - Please stay on the sidewalks and do not litter or loiter in yards along the route.
 - Do not leave bikes, wagons or strollers in yards or driveways near the school.
 - Scooters, skateboards, skate shoes and rollerblades are not allowed at school.
 - District 41 policy prohibits dogs on school property. School property includes the sidewalks that are immediately adjacent to the school. We have several children who are allergic to dogs and some that fear dogs.

Thank you to all students and parents for being good neighbor ambassadors of Lincoln School!



Crossing guards:

- All crossing guards are employees of the Glen Ellyn Police Department. Therefore, both children and adults must obey the directions of the crossing guards. They are employed for the protection of your children.



Communication:

- This year will include many familiar routines and practices, including continued opportunities for electronic communication; messages from our school office will be posted on our building website (<http://www.d41.org/schools/lincoln/index.asp>). Effective communication is also supported with personal contact to our office (630-790-6475) if you ever have any questions or concerns. These direct communications help all of our positive efforts and provide our students with the best possible opportunity to learn. We are happy to hear from you!



Create and communicate a plan for...

- **Bad Weather:** Please make time during these first few weeks of school to review your family’s plan for good and bad weather pick up. Clarify what you consider bad weather (a light sprinkle? a downpour?) so that your children (especially those in kindergarten, first grade, and new to our school) are not confused when those inevitable stormy dismissals occur.
- **Dismissal:** Please be sure to communicate your pick-up plan daily with your child before school each day. Please refrain from calling the office to communicate your dismissal plan for your child. As much as we love to help and assist, and will continue to do so for emergencies, with over 640 students, the office is a busy place. Thank you in advance for helping us to develop safe patterns of behavior related to transportation and communication.

GENERAL INFORMATION

(cont'd.)



Safety patrols:

- The student safety patrol members are not crossing guards. The safety patrol helps keep students safe at arrival and dismissal.



Absence / tardy procedure:

- Any time your child is going to miss school, please contact the school office at 630-790-6475 and leave a message on our voice mail.
- You must report an absence to the office even if you have notified your child's teacher. If the office has not been notified, and if office staff cannot make contact with you, your child's absence is recorded as unexcused.
- If a child in grades 1 through 5 is more than one-half hour late, this is considered a one-half day absence. If a child in kindergarten or ECE is more than 15 minutes late, it is considered a full day absence.
- If you need to pick up your child during the school day, please let your child's teacher know by sending a note with your child. Please come into the school office to sign out your child. Your child will be called down to the office once you have arrived.



Solving a school problem:

- The first person to consult on a student-related problem is the classroom teacher.
- If you need further resolution to the problem, or if a school regulation or practice is involved, please contact the assistant principal or principal.



Parental school visitation:

- Parents are welcome at Abraham Lincoln School; however, we do request you call the teacher or principal to set up an appointment.
- All visitors and volunteers must enter through the school office, sign in and pick up a visitor tag before going to the classroom.



Parent / teacher conferences:

- Each parent will be invited to attend a school conference during the school year.
- Additional conferences may be required by a teacher or parent.



Lost articles:

- Please label or mark clothing with your child's name.
- Each year boxes of lost items are given away because of no identification. Remind your children to check the '*Lost and Found*' box in the school office.

GENERAL INFORMATION

(cont'd.)



Telephone calls / messages:

- In order to maximize instruction and minimize disruptions in the classroom each day, we need your help. The office will not make intercom interruptions to the classroom to announce that a student's forgotten item has arrive in the office.
- Telephone calls to the school requesting that messages be delivered to students should be restricted to emergency situations.
- **OOPS! Policy:** If your child forgets an item(s) that he/she needs for class and/or lunch, please drop the item off at the "**OOPS counter**" located in the main office. Please make sure that the item is labeled with your child's name, teacher and grade level. It will be your child's responsibility to pick up the item from the OOPS counter at an appropriate time during the day.
- Our primary goal is to educate. To help accomplish this end, it is important to avoid classroom disruptions. It is for this reason that parent cooperation is requested in helping make students aware of dismissal procedures, after school events and other special arrangements **BEFORE COMING TO SCHOOL** in the morning.
- Students' use of school telephones is restricted to emergency situations.



Safety/security:

- Help us to keep Lincoln School a safe and secure environment.
- Please remember to enter the building through the main front doors only, and to immediately check into the office for a badge and sign in.
- This process follows Illinois school code and assures our students and staff that all visitors authorized to be in our building will have a badge.



Class parties:

- The PTA asks that each family contribute \$5.00 per child to the PTA, which will be used for classroom parties.
- Due to insurance and liability issues classroom parties, picnics and field trips are for classroom students only.

Tidbits from the Lincoln Safety Committee

As we all head back to school here is a quick reminder of some of the safety precautions for children walking to school and for parents who are driving near the school. The following information is provided by the National Highway Traffic Safety Administration.

- Drivers **MUST REMAIN IN THEIR VEHICLES** at all times. Parents should not leave their vehicle in the drop off lane for any reason. Students should get themselves and their gear in and out of the car by themselves.
- The north lane on Greenfield, closest to the school is the loading/unloading zone (behind the parked staff cars).
- The left or south lane is the exiting line-**students may not be dropped off or picked up from this lane!** This is a major safety concern, as we need to make sure students are not walking in between the lines of traffic.
- **Do not block the driveways of the homes close to Lincoln. Be courteous and respectful to the properties around the school.**
- Do not pull into parking spots to drop off or pick up students. The 15 minute parking spaces are reserved for people who have quick business within the school, **not for drop off or pick up.**
- The **only place** to cross Greenfield is with the crossing guard at Greenfield and Newton. **Do not cross at Hillcrest** during school drop off and pick up times.

- Handicapped spots are not available for quick drop off or pick up locations. Several cars have been ticketed for misusing those spaces.
- Cars that are parked on Greenfield may need to exit their spaces for a variety of reasons. If waiting in your car for pick up, you may need to move your vehicle so the other car can exit.

Pedestrian Safety Skills: When pedestrians between the ages of five and nine are injured, it is most often when motor vehicles have hit them as they cross the street midblock, particularly from between parked motor vehicles. Running across intersections and getting off of school buses are also common times for children to be hit by motor vehicles. In general, children are not ready to cross a street alone until age 10.

Children need to know the following points:

- Ask a parent before walking anywhere without them.
- Use sidewalks or paths. If there are no sidewalks or paths, walk as far from the motor vehicles as possible on the side of the street facing traffic.
- Watch for motor vehicles turning or pulling out of driveways.
- When on sidewalks where others are present, please walk bikes, and slow down on scooters and skates-make the sidewalks a safe place for ALL to travel!

Children who are old enough and have parent permission to cross the street need to know the following additional points:

- Choose the route with the fewest streets to cross. Avoid crossing busy or high-speed streets.
- Be more visible to drivers by wearing bright clothing in the daytime. When there is little or no light, such as at sunrise or sunset, wear retro-reflective gear or carry a flashlight.
- Always look for motor vehicles.
- Do not cross behind or within 10 feet of the front of a bus or other large motor vehicle because the driver can not see this area.
- Watch for parked motor vehicles that may be getting ready to back up or pull forward.
- Before crossing, always look for motor vehicles even after a crossing guard, parent or other adult says it is okay to cross.
- Walk, don't run, across the street.

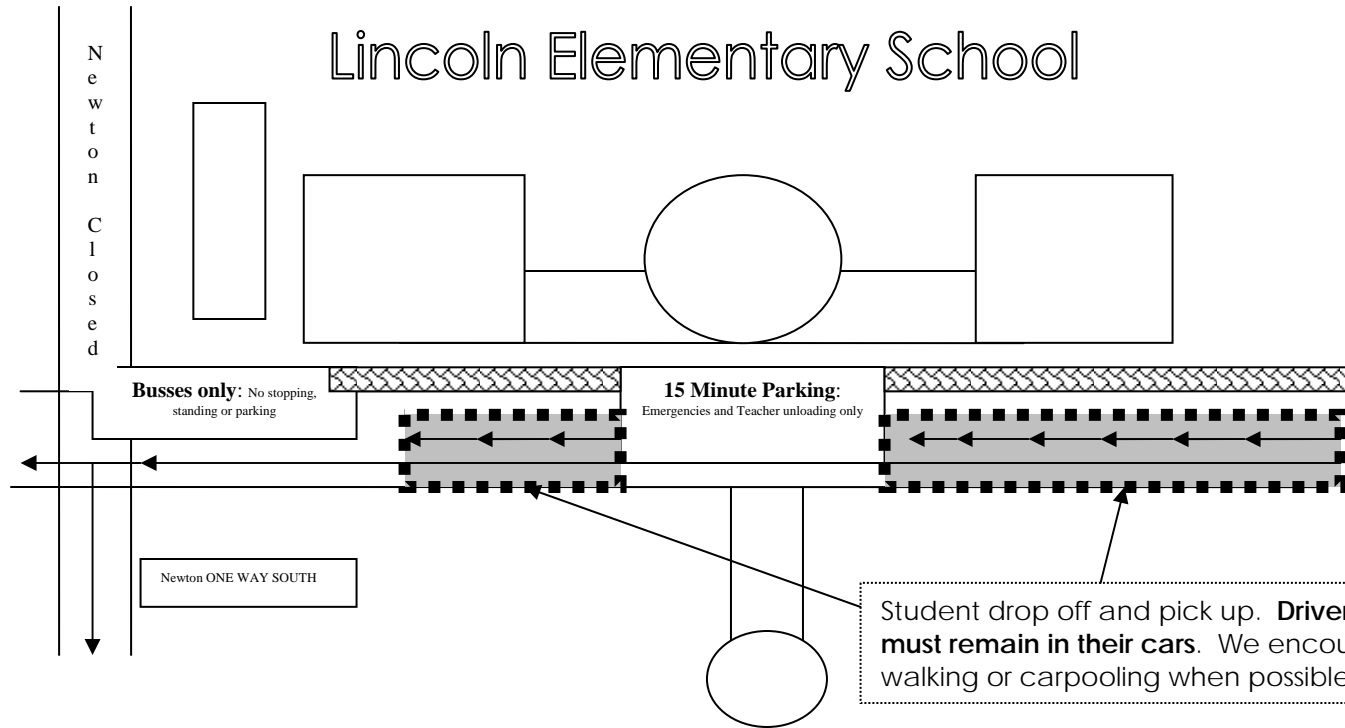
Some reminders for drivers: Many parents, community members and school personnel drive near the school on most weekdays. Each driver can contribute to or detract from the safety of the walking and bicycling environment for children. Failure to comply with traffic laws and posted speed limits are examples of driving behaviors that result in unsafe conditions. A National Safe Kids study of 27 cities found that of the vehicle speeds recorded during the 30 minutes before and after school, **65 percent** of drivers exceeded the posted speed limit.

Along with speeding, failure to comply with stop signs and traffic signals also contributes to unsafe environments. A National Safe Kids study on driver behavior at intersections in school zones and residential neighborhoods found that 45 percent of drivers failed to completely stop at the intersection even though a stop sign was present, and of these, 7 percent did not even slow down for the sign.

At Abe Lincoln there are times of day restrictions to entering Newton and Greenfield on school days. Be mindful of these restrictions and do not drive down these streets during the restricted times.


Drivers traveling at safe speeds, yielding to pedestrians and bicyclists, and stopping at stop signs and crosswalks help create a pedestrian and bicyclist-friendly environment.

Lincoln Elementary School



Greenfield is a one way west during school hours. Student drop off and pick up takes place in one line directly behind the staff parking. **However, drivers must always remain in their cars so the line can move as needed.** The second lane is for cars exiting the drop off lane-no students can be dropped off from the second lane.

Student drop off and pick up. **Drivers must remain in their cars.** We encourage walking or carpooling when possible.

 = Staff/Visitor parking