

Abraham Lincoln Elementary School

HANDBOOK
2013

615 West Kemper Place
Chicago, Illinois 60614
www.lincoln.cps.k12.il.us/

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General Information

Mission Statement

Lincoln School provides a comprehensive humanities-based curriculum that integrates arts and international language and cultural (visual arts, instrumental band, music, French World Language) and creates healthy minds and bodies with compassion for others (health and physical education) via high quality instruction with an emphasis on critical thinking across all content areas. In addition, adherence to best practices, the integration of technology and instilling traditions and civility every child is encouraged to reach his/her potential within a safe supportive and diverse community where every stakeholder is valued.

History

The original building housing Lincoln School was built just before the devastating fire of 1871, known as The Great Chicago Fire. While much of the city proper was destroyed, the fire narrowly missed the new school building. The new school was consequently opened to Chicagoans displaced from their homes due to the fire. Now nearly 140 years old, Lincoln School has undergone many changes, both physical and educational. From the start, Lincoln School grew rapidly in its then predominantly German neighborhood. In 1894 a first addition was completed. This section of the building, now commonly referred to as "the old building" and known for its lack of lockers and bathrooms, still stands. It is the section to the west, in which one finds the lunchroom and the library. The east section of the school, or "the new building," was built by the Public Works Administration in 1937, replacing the original 1871 building. It houses the main office, the gym, and the auditorium. Lincoln School's classrooms are known for their high ceilings, tall windows, and good lighting.

On average, 800 students attend Lincoln School in grades K-8 each year. With its superb teaching and support staff of 60, and its dedicated corps of volunteer parents, Lincoln School is recognized as a model school within the Chicago Public School System. As a neighborhood school, Lincoln School has served the children of the Lincoln Park community well. Our students have excelled at the citywide State Science Fair and received awards of excellence at National History Day and the Scripps-Howard Spelling Bee national competitions. Many of our graduates have gone on to become National Merit Scholars, recipients of the International Baccalaureate diploma, as well as being accepted into various CPS Selective Enrollment High Schools.

Throughout the years, Lincoln School has continued to play an integral role in Chicago's educational development. In 1981, Lincoln School was designated a Pre-International Baccalaureate (Pre-IB) School. (Chicago Public Schools has since changed the name of the program to International Gifted (IG).) Lincoln School is also home to the Ecole Franco-Américaine de Chicago (EFAC). EFAC is a tuition-supported program with a curriculum certified by the French government for French-speaking children in grades K-8.

Innovative learning opportunities at Lincoln School are often supported by grants and initiatives. The World Language Program and the Chicago Systemic Initiative for Math, Science & Technology are two such programs. Community grants have helped support our humanities-based curriculum through technology, the arts, and literacy programs.

School Colors

Lincoln School's colors are purple and white.

Lincoln School Victory Song

(Sung to the tune of "The Notre Dame Fight Song")

Cheer, cheer for our Lincoln School,
Doing our best is always the rule.
Being number one it's true,
Keeps us the best in all we do!
Whether the odds are great or small,
Our Lincoln School is the best of all.
Proudly loyal sons and daughters
Worked towards this victory.
Prepared by Hazel Bauman, Teacher Emeritus

Local School Councils

As part of Chicago School Reform, Local School Councils (LSC) were established to provide local participation in the oversight of Chicago Public Schools. The role of the LSC is similar to that of a Board of Directors in that its focus is policy, not operations management. By law, the LSC does not hire, evaluate, discipline, or terminate teachers.

The primary areas of responsibility of the LSC include:

Principal Evaluation – The principal evaluation is an on-going process that is presented to the principal in writing by May 1st each year.

Principal Selection – Principal selection includes principal recruitment and hiring when a vacancy exists as well as the contract renewal process every four years.

Continuous Improvement Work Plan (CIWP) Approval – The CIWP is the blueprint that is used as a decision-making guide for the year. It outlines the goals and objectives for the school to maintain focus and unite efforts. The Principal develops the SIPAAA each year in consultation with the LSC, the Professional Personnel Leadership Committee (PPLC), and other Lincoln School committees and organizations. Several public forums are also held for community input. Twice a year, the principal reports publicly on the progress of the CIWP at an LSC meeting. Copies of the plan are available in the front office and school library.

Budget Approval – The LSC approves the annual budget that is developed by the Principal, who is assisted by the LSC Budget Committee. The budget must support CIWP.

Policy Advisory – For local issues (such as attendance, dress code, discipline, etc.) the LSC, in consultation with the PPLC, advises the principal regarding policy decisions.

School Hours and Entrances

Supervision on the playground begins at 8:25 A.M. Please do not send your child to school before that time unless the child is involved in a special program that is in session.

Group	Time	Entrance/Dismissal Door
Kindergarten	8:45 A.M.–3:40 P.M.	East door on Kemper
Grades 1-2	8:45 A.M.–3:45 P.M.	East door on Kemper
Grades 3-5	8:45 A.M.–3:45 P.M.	West door on Kemper
Grades 6-8	8:45 A.M.–3:45 P.M.	Center door on Kemper
EFAC	7:50 A.M.–3:45 P.M.	Center door on Kemper
Breakfast Program	8:25 A.M.–8:40 A.M.	Center door on Kemper

During inclement weather, children will be admitted into the school beginning at 8:25 A.M. and will wait in the auditorium until 8:45 A.M. at which time they will be sent to their homerooms.

School Office

The school office, located just to the left of the stairs through the main door of the building, is the administrative hub of Lincoln School. All parents and visitors must sign in at the front desk and proceed to the main office for a visitor's pass. If applicable, visitors will be announced to the person they are visiting.

Use of the Building After Hours

The building may only be used after school hours for principal-approved functions.

Instructional Programs and Support Services

Academic excellence is the standard, with a firm tradition of excelling in an integrated humanities-based curriculum that is the core of the teaching process at the Lincoln School. The school has been able to attract an outstanding professional faculty offering a wide range of ages, backgrounds and teaching experiences. Many hold advanced degrees, and a significant number have taught at Lincoln School for many years. Faculty biographies are distributed to families at the beginning of each school year.

Schools-Within-A-School

The school is organized around a School-Within-a-School framework. This means that within the school, there are four organizational components: Primary School (K-2), Intermediate School (3-5), Upper School (6-8), and Specialty School. Within these schools, teachers and staff are able to address issues from both curricular and developmental perspectives.

Grade Cycles

The Primary School introduces children to formal schooling. Children are guided as they are introduced to and encouraged to practice elements that provide a foundation for all future learning. High expectations provide them with early exposure to a wide variety of reading material, including classic children's literature and non-fiction. There is a strong emphasis on hands-on activities, whether the children are publishing their writing, using manipulatives in math, or experimenting in the scientific method. As the children progress from Kindergarten to 2nd grade, they are encouraged to develop self-reliance and independence. As an important component of the curriculum, parents are encouraged to participate with their children in a variety of family projects.

The Intermediate School is comprised of the 3rd, 4th and 5th grades. Students are grouped heterogeneously. The Intermediate cycle focuses on helping students develop the following:

- Critical thinking and organizational skills;
- Organizational and study skills, including time management, note-taking and outlining;
- Ability to develop and carry out research-based projects (students are required to prepare research papers and science projects);
- Integration of core content concepts from math, science, social studies, and reading into class assignments and homework in order to strengthen the learning process (every assignment is developed to reinforce key concepts);
- Preparation for a long and prosperous academic future;
- Participation in instrumental music in 4th grade, and the opportunity to join the band in 5th grade.

The Upper School consists of 6th, 7th and 8th graders. There are three or four sections of each grade, one of which is IG. Each student participates in a well-rounded curriculum that includes all the core subjects plus music, art, physical education and French. In addition to the general music classes, all children have the opportunity to participate in the Lincoln School band program. All Lincoln 6th, 7th, and 8th graders should experience moments of shared curriculum. All students participate in the annual History Fair. Participation in the CPS Science Fair is optional for students. Our expectations are extremely high, and align with the Common Core Standards. All of our energies are directed towards each child's success. Our upper grade departmental School-within-a-School promotes the highest academic achievement.

Specialty School

The Specialty School consists of the art teachers, the French teachers, the music teachers (both vocal and instrumental), the librarian and the Physical Education teachers.

Art – The Lincoln School Art Program addresses all the principles and elements of art. The well-rounded program is integrated into the core subject areas. The program is dedicated to a combination of methods, theories, techniques, aesthetics, and art history. Students use a wide range of materials and processes such as clay, color, sculpture, printmaking, bookmaking, painting, drawing, architecture, graphic design, mosaic, papermaking, and fiber arts. In addition to producing art, each technique integrates geography, an historical period, and/or specific artists.

The art curriculum is integrated into field trips and assemblies and extends beyond the classroom and into the home and community. Our annual Art Fair is a special event where all students have an opportunity to display and share their work with the school community.

French Instruction – The Lincoln School French Language Program is implemented in all grades. It is supported, in part, by the IG Program and the EFAC. During their years at Lincoln School, students are **exposed** to many aspects of language learning. Through culture, geography, reading, and current events, students’ knowledge base is affected beyond basic language learning. Our French World Language program is NOT designed to generate **FLUENT** speakers of French. This is done using a multi-faceted approach, which includes reading, writing, speaking, role-playing, music, dance, and technology-assisted projects integrating French across all subject areas. One of the highlights of the Lincoln School Language Program occurs in 5th grade when students attend French Camp, a four-day French immersion camp. This experience enhances and advances language learning with the regular use of daily expressions and vocabulary related to camp activities. The families and teachers of EFAC bring their skill as French speakers to create a true immersion experience.

Through the World Language Program, in cooperation with the City of Chicago’s Sister Cities Program, we have had relationships with schools in Casablanca, Morocco, and Paris, France. These international outreach efforts expanded our students’ cultural perspectives and their ability to communicate. Additionally, these relationships have afforded opportunities for faculty and student exchanges. The sister school initiatives help develop competence in a second language while promoting a sophisticated multi-cultural perspective of the world.

Music Instruction – Lincoln School has a comprehensive music program for all grades. The program teaches the basic elements of music through instrument playing, theory, history and vocal music. Children learn the fundamentals of singing and playing through studying and performing multicultural, age- appropriate music. These activities are often integrated into the curriculum. Every student participates in the production of a grade level assembly, which integrates the core subjects with speech, drama, music, and dance.

Instrumental Instruction – Lincoln School, through the Abraham Lincoln Elementary School Music Association (ALESMA), offers a fee-based instrumental program for students in grades 5-8 during the school day. Fourth graders learn to play the recorder. There are four band ensembles for students in grades 5-8. The band ensembles range from the beginner cadet band to an accomplished concert band and 7th and 8th grade jazz ensemble. Through learning to read rhythms and melodies, the band program teaches the techniques of proper instrument playing in large ensembles and small group lessons. Throughout the school year, there are musical performances for the school, parents, and the community.

Library and Information Resources – The library/media center at Lincoln School has a flexible schedule, allowing students and teachers access to the library and its various media at times of need or interest. The library information science curriculum is executed principally through activities coordinated with teachers in the content areas and the arts. All media (print, audio-visual and electronic) are used and explored. The library is carefully designed to support the school curriculum.

The library collection includes over 10,000 fiction and non-fiction books. The library reference section is outstanding and extensive. Through the CPS Department of Libraries, Lincoln School students have access to over ten subscription databases, which they can access at school or home. Through the Chicago Public School SOAR catalog, students also have access to over 10,000 electronic books, which they can access anywhere they have the internet. Students are introduced to and encouraged to read all genres of literature as well as biography and non-fiction. The library collection is actively read and enjoyed thanks to a program of recommendations, storytelling, and sharing.

Physical Education – The physical education and health program offers great potential for enhancing the capacity of students’ minds and bodies. Skills developed include strategizing, teamwork, body awareness, and sportsmanship. The comprehensive K-8 program encourages students to achieve active and healthy lives, which will help them attain personal goals and contribute positively to society. Additionally, Lincoln School’s administration actively supports and encourages the parent-led Sports Committee’s initiatives.

Additional Services

Counselor/Case Manager – The counselor oversees the special education process by collaborating with teachers and parents and organizing the Committee on Special Education. Faculty and students problem-solve and identify strategies to support student success in school. The counselor

organizes the high school fair and processes student applications for high school admission, gifted and talented programs, and private school placements. In addition, the counselor is responsible for coordinating all testing for the building.

Special Education – Students with possible learning challenges or developmental disabilities are referred to a multi-disciplinary team called the Committee on Special Education (CSE). This team evaluates students' strengths and weaknesses with the consent of the parents/guardians. If a student is found to have a disability, the CSE Team recommends an appropriate Individualized Education Plan (IEP) based on results of educational testing and school data. School personnel, members of the CSE, and parents collaborate to implement an appropriate education plan for the student in the least restrictive environment. It is the goal of the special education program to integrate students with disabilities into regular education program when appropriate. Members of the CSE team may include:

Speech-Language Pathologist - The speech-language pathologist provides services such as diagnosis of speech and language impairments, therapy, consult follow-up, and re-evaluation based on individual student needs. In addition, the speech therapist consults with and/or provides information to teachers and parents regarding developmental speech and language patterns.

School Social Worker - The school social worker provides individual, group, and crisis counseling services to students. The school social worker's role is to promote student learning by supporting the emotional growth of all students. Parents, teachers and students may make referrals for social work services.

School Psychologist – The school psychologist assists in recognizing, identifying, and assessing the diverse learning styles of students. The psychologist provides cognitive and achievement evaluations with parental consent to assist the CSE Team in assessing a child's specific strengths and weaknesses relative to the learning environment.

Nurse – The nurse's role is to monitor medical compliance, support the CSE Team, monitor students' self-medication, guide the faculty on health questions (including concerns regarding safety and communicable diseases), and attend to minor illnesses and injuries.

English as a New Language (ENL) – Lincoln School is fortunate to have a student body that includes children from other countries and cultures. Children who are not proficient in English are enrolled in ENL classes to assist them in learning English.

Other Specialty Programs

Ecole Franco-Américaine de Chicago - Ecole Franco-Américaine de Chicago (EFAC) is an independent educational school that has been "in residence" at Lincoln School since 1981. It is a tuition-supported program of French curriculum accredited by the French government for French-speaking children in grades K-8. The program, when combined with regular Lincoln School instruction, provides a unique dual curriculum for French-speaking children.

There are approximately 60 children currently enrolled in the K-8 EFAC program. EFAC classes meet every morning one hour prior to the start of the school day and at designated times throughout the school day. EFAC also sponsors the celebration of many traditional French festivals throughout the academic year for the educational and cross-cultural enrichment of the entire school community.

International Gifted Program - The International Gifted Program formerly known as the Pre-International Baccalaureate Preparatory Program (IB) at Lincoln School is a magnet program for gifted 6th, 7th and 8th grade students. The program includes study in English, French, laboratory science, mathematics, social studies, technology, arts, physical education, library science and advanced research. Admission testing is required. Testing eligibility for students will be based on a student's Illinois Standard Achievement Test (ISAT) national percentile rank in reading and math, or percentile rank in reading and math on a different nationally normed, standardized achievement test (if the students comes from outside CPS).

In order to be eligible for testing, students must score at or above the 90th percentile in one subject (reading or math), and at or above the 80th percentile in the other subject (reading or math.) After applications are processed, students will be contacted regarding test scores, grades, testing date, time and location through the CPS Office of Access and Enrollment. Students citywide may apply in November. The screening test is usually administered in December. The admission results are mailed to each applicant in February/March. These test results, along with

grades and ISAT scores (or their equivalent) are evaluated and will determine which students are accepted. An Open House for those students selected is held at Lincoln School.

Students are then prepared for the International Baccalaureate Diploma Program (IB Program) which is offered locally at Lincoln Park High School (LPHS). At the high school level, the IB Diploma Program is an internationally designed system of courses developed to give academically gifted students a broad and balanced education as preparation for entry into any university in the world. All 8th graders have an opportunity to apply for the LPHS IB Diploma Program, based on qualifying test scores, as part of the high school selection process.

Technology - Lincoln School emphasizes classroom technology through curriculum integration and provides resources and training for faculty. All classrooms are equipped with SMART boards, document cameras and laptops and teachers use technology to support instruction in all content areas.

In addition to a laptop cart in the library, there are mobile computer labs available on each floor allowing teachers to develop cooperative, project based and interdisciplinary work using technology. Wireless access is available throughout the school including the auditorium, gym and lunchrooms.

Acquisition, maintenance, and replacement of technology are written into the annual Technology Plan for the school.

After-School Programs

Enrichment and Academic Programs – Social and academic programs are offered from the 10th through 30th week of school based on funding, need, and interest.

Enrichment activities such as sports, chess, computer, debate, Model United Nations, physical fitness, art, etc. are offered twice a week from 3:45 P.M. to 5:20 P.M. for grades 4-8. The Academic Program offers additional academic support in small group settings. Specific schedules for these groups are made after the 10th week. Students at risk of failure, as indicated by standardized test scores and failing grades, are encouraged to attend the Academic Program. Classes are subjected to change from year to year.

Lincoln Sports– Lincoln Sports are organized by the PTA Sports Committee. Various sports for boys and girls are offered in the fall, winter and spring seasons for grades 5-8, depending on the availability of coaches. Both teachers and parents coach Lincoln Sports. The Sports Committee operates under the PTA budget and collects fees from players to pay for uniforms, equipment, league fees and a small awards ceremony at the end of the year. Waivers of the Sports fees are issued upon request.

Evaluation

Students are assessed and graded by their teachers according to the degree to which they achieve proficiency on state goals and standards. In determining grades, classroom teachers consider class performance (including attendance, participation, and written work), homework, tests, and performance assessments. Teachers may also consider special circumstances as they arise for individual students.

Evaluative Tools

Chicago Public School's (CPS) Parent Portal System

CPS offers parents the opportunity to check their child/ren's attendance and grades via the CPS Parent Portal System. Parents will need to retrieve their child's student ID number and PIN number from Lincoln's main office in order to set up their account on Parent Portal. This information will not be given over the phone, fax or email as it is confidential information. Once parents have received their child's student ID and PIN from Lincoln, they can create a Parent Portal account. Here's how it works:

Fill out the Parent Account Signup page and agree to the terms of usage at

<https://parent.cps.k12.il.us> 

Link to your child's school record using your school-issued PIN;

View your child's grades and attendance. For more information, parents can visit www.cps.edu and click on the Parent Portal link.

Progress Reports – Notification regarding each child's performance, starting in 1st grade, is sent home to the parents mid-quarter, four times per year. Progress reports are to be signed and returned to the teacher.

Report Cards – Report cards are issued four times a year. The Chicago Board of Education requires that a parent or legal guardian pick up report cards in person twice a year. There is an opportunity to chat briefly (5 minutes) with your child’s teacher(s) and you may schedule a detailed conference for a later date if desired. Report cards for the 2nd and 4th quarters are sent home with the students.

Standardized Tests - Lincoln School students participate in several standardized testing programs as mandated by CPS policy.

Parent-Teacher Conferences – For specific issues and feedback, parents and/or teachers may request conferences when needed. If you wish to schedule a conference, please email or send a note to the teacher or call the office and leave a message. Please be patient as it may take several days for a teacher to respond. If after a week you do not receive a response, please contact the teacher again.

Traditions

Welcoming Picnics – Prior to the Start of School

At the end of August, the PTA Room Parents coordinate K-8 grade-level picnics for families and the children. Check the school website calendar for details.

Class Assemblies – Throughout the School Year

Every grade level participates in one grade-level assembly per year. Assemblies have a wide variety of themes: historic, patriotic, literary, and musical, all of which are integrated into the curriculum. Parents are encouraged to volunteer their time and talent in preparation for these assemblies, as well as attend the program.

Fall Open House – September

This is an informative evening scheduled early within the first weeks of school. It is planned for parents and guardians only (i.e. no children). This is an opportunity to meet teachers, learn about the curriculum, and obtain information about the different organizations at our school.

Thanksgiving Fest – November

Celebrating the Thanksgiving tradition, each class participates in an assembly and contributes to a community-based service effort. In addition, the PTA sponsors a day-long bazaar in the gymnasium, where baked goods and gift items are available for purchase at a wide price range. The children will visit the bazaar with their class. This event provides a wonderful opportunity for parents/ guardians to attend the assemblies, or to volunteer and/or work a table at the bazaar.

Prospective Parent Open Houses – November and February

The principal and the assistant principal will give a brief overview of the school. In addition to this presentation, guided tours of the school are provided by student ambassadors.

Holiday Celebrations

Teachers, with the assistance of the Room Parents, celebrate various traditions throughout the year. The scale and the focus of each celebration vary according to the age of the students.

Senior Science Fair (Grades 6-8)

Students in grades 6-8 **have the option** to create an independent science fair project, in which they have an opportunity to demonstrate their understanding of the scientific method. Students should see their science teacher for more information if they would like to participate. This occurs in the beginning of the school year.

History Fair (Grades 6-8)

Students in grades 6-8 participate in History Fair. This is organized at Lincoln in conjunction with Chicago Metro History Education Center. Grade 6 students create a project that revolves around their studies in social science. Students in grades 7 and 8 create a project that revolves around an in history, with a connection with Chicago or Illinois history. Grades 7 and 8 students have the opportunity to advance to City, State and National History Fair Competitions.

Winter Song Fest – December

Winter Song Fest is an occasion for students and staff to come together as a community to celebrate, through song, the holiday season. All students gather in the auditorium on Thursday before winter break for this event.

Winter Band Concert – December

This is the first opportunity to hear the Lincoln School Bands perform in concert. This program always includes some seasonal selections.

Spelling Bee (Grades 5-8) – February

The Spelling Bee represents an opportunity for students in grades 5-8 to demonstrate academic excellence in the area of spelling. Students may advance to local, state, and national contests.

Book Fair and Winter Open House – January

The PTA holds a Book Fair in the gym for two days; proceeds benefit the school library and reading programs. Each class has an opportunity to visit and shop for books. Family and friends are also welcome. In the evening, the school is open to students and their families to tour the classrooms, review class work and projects, speak with teachers, and meet other families.

Career Day (Grades 7-8) – March

During Career Day individuals from various professions spend the morning with students in grades 7 and 8 in an effort to help the students explore and contemplate different career opportunities. Several 6th graders participate as hosts/hostesses to Career Day guests.

Mid-Year Band Concert – March

This is the second of three concerts given by the Lincoln School Bands. Concert-goers often remark at the progress they hear at each performance throughout the year.

French Camp (All grade 5 and grades K-4 EFAC students) – Spring

One of the highlights of the Lincoln School Language Program occurs in 5th grade when students attend French Camp, a four-day French immersion camp. This experience impacts language learning with the regular use of daily expressions and vocabulary related to camp activities. The families and teachers of EFAC bring their skill as French speakers to create a true immersion experience.

Intermediate Grades Science Fair (grades 3-5) -Spring

Grades 3-5 participate in the Intermediate Science Fair. This fair is designated to give students an opportunity to demonstrate through their projects, an understanding of the scientific method. Parents/guardians are encouraged to attend and engage in a dialogue with all participants to further enhance their experience.

Junior Science Fair (Grades 1-2) – Spring

Grades 1-2 (1st grade is optional) participate in the Junior Science Fair. This fair is designated to give students an opportunity to demonstrate through their projects, an understanding of the scientific method. Parents/guardians are encouraged to attend and engage in a dialogue with all participants to further enhance their experience.

Speech Arts Contest (Grades 1-8) – May/June

Three participants from each language arts class in grades 1-8 (1st and 2nd grades optional) perform a contemporary or historical selection of prose or poetry. Individuals are selected during an initial contest in each class. Awards and certificates of participation are presented. Family and friends are welcome to attend.

Spring Band Concert - May

This is the Lincoln School Bands' final program of the year. This program usually includes a few more popular or mainstream selections than the previous concerts. In addition, at this concert, several band members are given awards for their hard work and dedication throughout the year.

Lincoln School Art Walk - May

The Art Walk takes place in Spring. It is designed to allow all students to exhibit and present their works of art. Family and friends are encouraged to attend.

Kidendipity Day – May/June

A favorite for many at Lincoln School, Kidendipity Day is a day of learning through serendipity. During the course of this PTA-sponsored morning, parents, teachers and community members offer classes on every imaginable subject, from tie-dyeing to soccer skills, from crêpe making to video creation. Students select a "curriculum" for the morning. Then after lunch, Lincoln shows its pride to the neighborhood by wearing grade-specific colors and fun hats, and creating a moving rainbow that parades through the neighborhood. This procession is led by the 8th grade King and Queen and their court. Everyone returns for festivities and a treat on the playground.

Class Colors

Kindergarten	Pink/White
First	Red
Second	Orange
Third	Yellow
Fourth	Dark Blue
Fifth	Green
Sixth	Light Blue
Seventh	Grey
Eighth	Purple

The entire community is invited to join the students and participate in the parade through the neighborhood.

Graduation – Last Week of School

The day before graduation, a dress rehearsal and a graduation luncheon take place, at which awards are presented. Graduation takes place in June and is followed by a reception hosted by the 7th grade Room Parents.

Policies

Attendance

The Chicago Board of Education recognizes six acceptable causes of absence:

- Student illness;
- Family emergency;
- Death in the immediate family;
- Observation of religious holidays;
- Circumstances, which cause reasonable concern to the parent or legal guardian for the safety or health of the student;
- Situations beyond the control of the student as determined by the principal or principal's designee, reviewed on a case-by-case basis, including, but not limited to homelessness and its attendant difficulties.

Attendance Procedures

Absences – If a student is going to be absent, a parent or guardian must contact the school office that morning informing the school of absence and the reason. Upon the student's return to school, a written note to the homeroom teacher confirming the reason is required.

Illnesses at School – If a child becomes ill at school, she/he should inform the teacher, who will then send the child to the office. **Please make sure that all contact numbers are current.** The office will contact the parent/guardian. No child is released early from school without being signed out in the office by a parent or guardian.

Tardiness – If a student is tardy, a written excuse signed by a parent/guardian must be provided to the homeroom teacher. Tardiness in excess of 60 minutes is considered a half day of absence.

Early Dismissal from School – The school strongly encourages the scheduling of medical appointments after school hours. If it becomes necessary for your child to leave school for any reason, your child should bring a note to his/her homeroom that morning. Additionally, a parent or guardian must sign the child out in the school's main office. If your child returns to school later in the day, he/she must be signed in again. If the child returns before 3:00 P.M. they will be marked as having missed one half day.

All days of absences or tardies are recorded as such. Parents/guardians will be informed of the total number for each reporting period on the student's report card. Families will be contacted directly prior to that if the total number of unexcused absences is five or more.

Attendance Area/Enrollment

Lincoln School is the neighborhood Chicago Public School serving the Kindergarten through 8th grade children of the Lincoln Park community. Lincoln School's attendance area is roughly bounded by Lake Michigan on the east, North Avenue on the south, Halsted Street on the west,

and Arlington Place on the north. As CPS occasionally changes these boundaries, up-to-date street and address-specific information is available on the CPS web site, <http://www.cps.edu>, under the "Find a School" tool. All elementary school-age children living within the attendance area may attend Lincoln School.

All students new to our school must complete the necessary enrollment forms prior to the student's first day. Enrollment forms for entering kindergarteners are accepted in the Lincoln office beginning April 1st during the school year prior to their start. Kindergarteners must be 5 years old on or before September 1.

For information on enrollment in the International Gifted (IG) Selective Enrollment Program, contact the Office of Access and Enrollment at <http://cpsmagnet.org> or call 773-553-2060.

Communications

Lincoln School makes great effort to keep its students, parents, faculty, and staff informed of all school news in a variety of ways.

PTA Bulletin Board – Located on the wall to the right as you come in the main entrance.

Communications from Room Parents

Room Parents will distribute information on an as-needed basis. Communications via email or hardcopy may include grade-specific newsletters, holiday and school special events, volunteer opportunities, and updates on curriculum. All communications must be approved by the principal. We encourage everyone to provide their email address to the Room Parents to stay fully informed. Any email addresses in the directory or given to Room Parents may **only** be used for school business and Room Parent communication. These emails must not be used for personal purpose and/or gain, or made available for commercial or solicitation purposes.

Kid Mail – Any non-emergency communication is usually sent home on Wednesdays. Parents should expect information from the school each Wednesday. Ask your child each week to see information received during Kid Mail.

Chicago Public School Information – A variety of publications is distributed by the Chicago School Board on a monthly basis and will be sent home through Kid Mail.

Hot Lunch Menu – A hot lunch menu is distributed monthly via Kid Mail and will be posted on Lincoln School's web site.

Principal Communications – The principal sends a *Principal's Digest* every two weeks via e-mail to all parents/guardians. He e-mails a copy to all grade level Room Parents who then distribute it to their perspective grades via gmail. As specific occasions warrant, individual or group parent meetings may be scheduled. The principal encourages communication between himself and parents.

Public Access File – This resource file is located in the library. Parents are invited to review this file for information on the School Improvement Plan, Local School Council minutes, budget details, staff bios, and other relevant materials.

Curriculum Information – All Lincoln School families can access curricular information, class schedules, and other grade specific materials on our website and will be informed of it at our Fall Open House.

Lincoln Take-Home Folders – At the beginning of each year or upon enrollment, Lincoln School families receive a Lincoln Take-Home folder containing the Student Code of Conduct (SCC), important forms and other informational resources. Please read and save these for reference throughout the school year. Many forms also need to be returned to their child's homeroom teacher with a parent signature.

School Directory – A school directory is published at the beginning of each year to foster communication among Lincoln School families. The Lincoln School directory, including email addresses as well as room parent lists and other school functions may **only** be used for school business and Room Parent communication. The directory is **only** for the use of Lincoln families and must not be used for promotional activity unrelated to the school. It must not be used for personal gain and/or purposes, or made available for commercial or solicitation purposes.

Calendar – Lincoln families may access the school calendar on the school website. It is important to check the calendar weekly for updated events, news, etc. www.lincoln.cps.k12.il.us
Web Site – The Lincoln School web site is an evolving communication tool and can be found at www.lincoln.cps.k12.il.us.

Computer Policy

All students at Lincoln School have access to computers at varying times. Students are encouraged to do research, write papers and use educational programs on our computers. Inappropriate use of computers will not be tolerated. Such use includes, but is not limited to, emails or web sites that are sexual, violent, drug-related or illegal in nature. In addition, the buying and selling of merchandise is not permitted.

Each student must adhere to the CPS Computer Acceptable Use Policy Agreement.

Cell Phones and Personal Electronic Equipment

Lincoln School does not allow personal electronic equipment (i.e., eReaders/Nooks, Gameboys, iPods, etc.) to be in a student's possession or in use on school property. The use of these electronic devices on school premises may have a negative impact on the school's ability to manage the safety and appropriate behavior of our students. This policy reflects the Lincoln School mission to provide a safe, structured, and positive environment for elementary school-age students.

Cell Phones: A student may possess a cell phone on school premises BUT s/he must turn in the cell phone at the Security Guard desk upon entering the building and pick it up from the Security Guard desk at dismissal time. Cell phones will be secured in the main office throughout the day. Parents must submit a written note specifying the reason why the student needs a cell phone.

Students who do not adhere to this policy will be subject to disciplinary action, as determined in the CPS Student Code of Conduct, under the headings Group 1 and Group 3 Acts of Misconduct. In addition, if a student possesses and/or uses a cell phone on school property it will be confiscated until a parent(s)/ guardian(s) come to meet with the principal or principal's designee.

Discipline

Students, parents, and teachers of Lincoln School must adhere to the Student Code of Conduct (SCC) of the Chicago Public Schools. The SCC delineates the responsibilities and rights of all who utilize the CPS. It also describes specific Acts of Misconduct (See heading Group 1-6 Acts of Misconduct) and the disciplinary action that corresponds with those acts. At the beginning of the year, every student receives a copy of the SCC. Parents are encouraged to read their child's copy and become familiar with the provisions of the Code.

Bullying – The SCC defines bullying behaviors as "Verbal or non-verbal behavior that occurs repeatedly over time, and causes physical, professional and/or emotional harm to another. Such behavior may include, but is not limited to, teasing, taunting, threatening, hitting, stealing, or destroying personal property." This also includes cyber bullying. Lincoln School will not tolerate bullying behavior. The operating philosophy is that students must keep their hands and feet to themselves and if they cannot say anything positive to another, they should not say anything at all.

Dress Code – Lincoln School strives to create an environment that is conducive to learning. Parents and teachers must help children learn to make decisions as to what is the appropriate dress for each occasion. Children should be dressed to be comfortable, safe and prepared for events during the school day.

Teachers, in consultation with the school's administration, will contact the parents/guardians of children who are not dressed in a manner appropriate for school. The Chicago Board of Education's SCC requires that students observe basic standards of cleanliness, modesty and good grooming and dress in a manner that neither disrupts the educational program nor poses a safety hazard. The following are guidelines to be used:

- Children must wear clothing that covers their body from the **neck to the knees, including sleeves**. Bare midriffs, spandex, tank tops, short shorts or short skirts are not allowed; **shorts and skirts MUST be knee length, with or without tights/leggings: if wearing leggings, a skirt of the appropriate length (see above) also must be worn;**

- Clothing that encourages drug use or exhibits alcohol, tobacco or sex-related products, references, or ideas may not be worn at school;
- Gang-related attire such as hats, clothing, jewelry, body markings, or earrings in young men are not permitted;
pants also must be worn at the waistline with a belt, if necessary;
- Students are not to wear clothing, makeup, or hairstyles that become distracting to other students and/or interrupt the education process;
- Body piercing ornamentation is not permitted;
- Children should be appropriately dressed for the weather as outdoor recess is scheduled every day;
- Children must wear shoes that are safe for emergency evacuations and allow for physical play on the playground.
Improper shoes may inhibit full participation in playground activities as well as emergency evacuations from the building.
Fully enclosed footwear is highly encouraged. Non-supportive or loose-fitting sandals are not allowed, including but not limited to, plastic shoes such as jellies, flip-flops, Crocs® or clogs;
- If students wear shirts that do not adhere to the dress code described above, they will receive a t-shirt to wear for the day at school. If a student wears a skirt or pair of shorts that do not meet the dress code described above, the student will be asked to call home to have an appropriate article of clothing brought to school. In addition, if a student repeatedly does not adhere to the dress code, after school detentions will be assigned. Thank you for your support and understanding in this matter.

Dress Code for Physical Education – For Physical Education, all students must wear athletic shoes and it is recommended that they wear comfortable clothing in which to do physical activities. The preferred attire for physical education class is Lincoln School gym clothes or dark shorts or pants and gray or white t-shirt along with white socks. Gym clothing may be worn under street clothing to facilitate class dressing for Physical Education class. Gym clothes with the Lincoln School logo may be purchased from the PTA gym uniform committee. An order form is sent home at the beginning of the school year or may be obtained from the school office. Initial orders each year will be distributed in October. In addition, these items are on sale during Thanksgiving Fest and other times.

Fees

There are several times throughout the year that monies are requested from the children for school-related activities. Students will not be penalized or denied services or participation if unable to afford these fees. If assistance is needed, contact the principal for an application for waiver of payment and the guidelines for waiver eligibility. Fees will be waived only if the application is approved. Such fees include:

Meals – Breakfast (free for all students) and lunch is provided at a nominal cost that is determined at the beginning of the school year by CPS and communicated via lunch forms. Payments must be made on a daily basis to the homeroom teacher. Those eligible for reduced-cost or free lunch may obtain the application form from the office.

School Supplies – Students are expected to come to school with supplies such as paper, pencils, notebooks, assignment pads, gym clothes, etc. necessary for everyday learning activities. Each grade distributes a list of what is needed at the beginning of each year. Every child is expected to maintain availability of adequate supplies throughout the year.

Supplemental Workbooks and Periodicals – Occasionally, teachers identify a particular workbook or periodical that is beneficial to the instructional program for which there is no school funding available.

Field Trips – Fees for field trips include transportation and admission/activity fees if applicable. Details and fee requirements are sent to parents along with permission slips as each trip is being organized. In order to keep the cost of field trips as low as possible, parents are asked to contribute when they accompany as a chaperone.

Two fee-based programs, which are self-administered, coexist within the Lincoln School: the Ecole Franco-Américaine de Chicago (EFAC) and the band program, also known as Abraham Lincoln Elementary School Music Association (ALESMA). If you are interested in seeking financial assistance, please contact these organizations directly. In addition, students/families are asked

to contribute for other initiatives throughout the year. Each of these requests is purely optional and participation is at the parents' discretion:

- PTA Membership;
- Fundraisers - Activities led by the organizations of Lincoln School, such as the Phone-a-thon, Auction, I Scream for Reading, etc...
- Charity Drives – Charitable collections as approved depending on special circumstances by Lincoln School;
- Donations for special class activities (holiday parties, celebrations, graduation) – may include money, supplies and/or refreshments.

Field Trips

Field trip participants must follow a set of prescribed guidelines. Appropriate attire is required. A parent must accompany any child who has a history of school behavior that is not in compliance with the school discipline code.

Chicago Board of Education policy requires at least one adult for every 10 children although certain visited institutions or international travel require a lower ratio of children to adults. Any trip that does not have a commitment for adequate supervision two weeks prior to the date is subject to cancellation.

Trips that do not have adequate supervision will be canceled on the day of the trip and there will be no refund. Teachers will send notification of the trip in advance with a request for volunteers. Siblings are not permitted to accompany the supervising adult on any field trip.

Fire and Emergency Drills

Drills are held monthly in compliance with state laws and local ordinances and are supervised by the Chicago Fire Department. Students must follow the safety and evacuation rules set up by the school and the directions of their teachers. Visitors are expected to model appropriate behavior reflecting the importance of these drills.

Health and Safety

All students must have a current emergency form on file in the Lincoln School office. New emergency forms are distributed at the beginning of each school year. If you change your home or work phone number or address, you must notify the office and each child's homeroom teacher. In addition, please make sure that all contact numbers (i.e. cell phones) for caregivers are listed at the school.

Emergencies — Incidents are handled based on their severity. The school will handle minor accidents (cuts and scrapes) and will expect the child to keep parents informed. However, parents/guardians are contacted immediately in more severe situations.

Medications — No medications of any kind are allowed with students unless the student has complied with the Lincoln School's Medication Self-Administration Policy. If you have a child with special medical needs, please contact the school office to discuss.

Physical and Immunization Records — Illinois law requires that all students new to a school as well as all entering Kindergarten and 6th grade students have medical examinations and all immunizations. A lead screening is also required for Kindergarten students. Illinois law also requires that grade 8 students have a physical prior to entering 9th grade. Forms are available and records should be returned to the school office by the beginning of the school year. An exclusion date is set each year after which students whose forms are not in compliance are excluded from attendance. The Cook County Department of Public Health conducts free immunization clinics monthly. Call (312) 744-0943 for details.

Hearing and Vision Screening — All children are periodically tested for hearing and vision acuity. All special education children are tested annually.

Psychological Support — You may contact the School Counselor at (773) 534-5720 for information regarding psychological testing. In addition, Lincoln School has developed a partnership with Children's Memorial Hospital for support and referrals.

Crutches — In the event that a student has a short-term need for crutches, please notify the school prior to the student's return to school. The student must also bring a doctor's note to school stating that the child has been trained to walk up and down stairs using crutches.

Homework

Teachers at Lincoln School, in accordance with the CPS Homework Policy, give careful consideration to homework assignments so that students use out-of-class time effectively. The local school homework policy reflects the objectives of the instructional program: it is reasonable, meaningful, and profitable.

Assignments are based on classroom activities and provide reinforcement, practice, application, and enrichment. In order for the instructional process to work effectively, the relationship between class work and homework is continually reinforced. Due to the link between homework and class work, neither can be, nor will be, assigned in advance for reason of family travel, etc.

A variety of homework activities are designed to coincide with the Chicago Board of Education guidelines for minimum time allocations. Daily, short-range, and long-range assignments are given at the appropriate grade level, accommodating the content of the subject matter and the objectives of the grade.

Suggested minimum time allocation for homework (includes all subjects):

Kindergarten	15 minutes per day
Grades 1, 2, & 3	30 minutes per day
Grades 4, 5, & 6	45 minutes per day
Grades 7 & 8	90 minutes per day

The objectives of homework are to:

- Reinforce children's sense of success and contribute to their positive self-image;
- Develop children's analytical, logical, and creative thought processes;
- Develop independent, responsible work and study habits;
- Foster a closer relationship between home and school by extending learning activities beyond school hours.

The requirements of Lincoln School's general program of instruction supersede assignments related to any optional program of instruction in which a child is enrolled.

In order to encourage all Lincoln School families to participate in school events that take place in the evening, such as Open House and band concerts, teachers will not assign new homework on those school days. However, a long-term project is expected to be completed on time regardless of school events that take place between the assignment of the project and the due date.

Teachers may provide timelines for long-term projects in an effort to foster responsible work habits. In the upper grades, teachers of different subjects make an effort to coordinate major long-term projects so that such projects do not overlap. Due dates for long-term assignments give students time both before and after school breaks when applicable, so that a student may choose whether to work during the break.

The amount and kind of involvement by a parent in a child's homework should change as a child develops. At all grade levels, parents should provide a quiet place and defined time for the completion of homework. At all grade levels, involvement should include support, encouragement, guidance, and supervision. Primary grade students usually require a great deal of parental supervision. During the intermediate grades, parents should refrain from taking over a child's project. At the upper grade levels, parents should continue to provide support, encouragement, and guidance. If a parent is unsure about what his or her amount or type of involvement should be at a particular grade level or on a particular project, the parent should consult with the child's teacher.

Regardless of the amount of involvement in homework, parents are encouraged at all grade levels to support a home recreational reading program. Every child should read or be read to each evening during his/her elementary school experience fall, winter, spring, and SUMMER.

Parents are encouraged to assist children in organizing their books and other materials so that backpacks do not become overloaded and too heavy to carry.

The Homework Policy is further explained by the teachers at the Fall Open House.

Lockers

The Kindergarten classrooms will keep their items in the classroom. Beginning in 1st grade, students are assigned lockers. In most cases, they will share with a classmate. Students must keep the lockers clean and in order. Children in grades 7 & 8 are to purchase a school-issued lock for their locker. Only school-issued locks are allowed at Lincoln.

Lost & Found

Articles of unusual value or money in excess of small change should not be brought to school. Found money, keys, glasses, and valuables are to be turned in to the school office. All other lost and found items are located in the lower level. Parents are invited to check the lost and found at any time. Items are periodically donated to a charity, due to the volume of unclaimed items.

Meals

Breakfast is free for all students. Lunch is provided at a nominal cost that is determined at the beginning of the school year by CPS and communicated via lunch forms. Monthly menus are distributed via Kid Mail. Payments must be made on a daily basis to the homeroom teacher. Those eligible for reduced cost or free breakfast/lunch may obtain the application form from the office. Exact change is highly preferred. Breakfast is served from 8:25 A.M. to 8:40 A.M. Students should use the main entrance. Lunch is served in four 20-minute shifts followed or preceded by supervised playground time. Students may bring a bag lunch to school. Milk is available for purchase. The lunch times are determined by a coordination of class and teacher schedules.

Lincoln School does not permit students to leave the school grounds during the lunch period. A student may only leave the school grounds for lunch after being signed out in the main office by a parent/guardian in the main office. The parent/guardian must sign student back in to the main office upon returning back to school.

Food is not permitted in the classrooms (except for prearranged classroom activities), on the playground or in the assembly hall. Absolutely no glass containers or beverages are allowed on the playground. For safety purposes, glass bottles or food containers are not allowed in the lunchroom.

Recess

Recess is considered very important for a child's health. Students should be dressed for weather as cold as 20 degrees Fahrenheit. Students must stay within the fenced playground area during recess. On days with inclement weather, students spend their recess in the school auditorium. Students may work on homework, read, watch a movie, or have quiet conversation with their neighbor at the discretion of the supervising teacher.

In the winter months, the PTA offers a variety of indoor activities during the recess period; they may include Noon Hour Arts and Crafts, Junior Great Books, and Chess. These activities depend on parent volunteers.

School Security and Safety

Lincoln School's doors are locked at 9:00 A.M. There is a buzzer access system at the main door on Kemper as well as the door leading to the faculty parking in the rear of the building. Through camera surveillance, the front office will release the lock to allow entry. Children who arrive late after the morning bell must enter through the main door on Kemper Place and report to the main office for a tardy pass.

A security guard will be on duty at the main entrance hallway from 8:00- 4:30.

Hand-held metal detectors are used periodically as directed by CPS policy. The SCC covers any infractions.

Between 8:00 A.M. and 4:00 P.M. on school days, skateboards, roller blades, scooters, and bicycles are not permitted on school property. Also for the safety of everyone, animals are not allowed on school grounds, which include the sidewalks surrounding the school.

Due to the heavy congestion and the focus on safety for all the students at Lincoln School, unattended double parking is not allowed at any time. There will also be no drop-offs in any alleys off of Kemper Place or Geneva Terrace. The police officer assigned to Lincoln School may issue tickets to offenders.

Snow and Emergency Days

During winter it is occasionally necessary to close schools because of heavy snowfall or other weather conditions. The Chief Executive Officer of CPS makes the decision for an emergency school closing. This decision is not made by the Lincoln School principal. The decision may be one of the following:

- Close the entire school system, including all offices;
- Close only the schools, leaving all offices open;
- Keep schools and offices open but suspend bus service for the system;
- Close schools early;
- Schools may have a delayed start.

A decision to adjust school schedules is immediately passed on to the news media for announcement. Whenever possible, this is done the night before; otherwise, the announcement is announced by CPS by 6:00 A.M. When weather is threatening, parents/guardians are advised to check the local news media, especially the local radio stations. **Please do not call the school office to find out if the school is closed.**

Student Records

Each child's academic performance, standardized test results, discipline file and enrollment/medical information are kept at the school. Parents/guardians have the right to see these records. If you are interested, please send a request to the school principal and the office will contact you when the records are available.

Telephone Calls and Messages

Students must obtain permission from a teacher or the school office to use the telephone in the office. Emergency phone calls, however, must be made in the school office, at no charge. Please do not call the school with telephone messages for your child. The school does not have any way of getting a message to your child without disrupting classes.

Textbooks

Textbooks are provided by Lincoln School free of charge and it is expected that the student will keep them in good condition. Students will be required to pay the replacement cost for lost or damaged books.

Transportation

School Bus Service— Free bus service is available for students enrolled in the IG Program. In order to qualify, a student must live outside the Lincoln School attendance area and at least one and a half miles from school. Call the school office for more information (773) 534-5720. Busing guidelines from the CPS may change.

Students riding school buses in the morning must also ride them in the afternoon unless a written request from the parent to cancel afternoon service is presented to the bus driver and the school office. If a written request has been received, the student will report to the school office. Students may only ride the bus to which they are assigned.

Car - Kemper Place is closed to car traffic from 8:00 A.M. to 9:30 A.M.; 2:15 P.M. to 4:00 P.M.; any time school buses are parked on Kemper Place; or when the yellow barricade is up. If you must drop off or pick up your child at the school, please follow the instructions of the traffic police officer or make arrangements for pickup at least one block from school.

Parking is difficult around Lincoln School. Parents must adhere to parking regulations established by the City of Chicago, and **be aware of children's presence at all times**. Unattended double parking is not allowed at any time. There will also be no drop-offs in any alleys off of Kemper Place or Geneva Terrace. The police officer assigned to Lincoln School will issue tickets to offenders.

Parents are reminded that Illinois law prohibits passing a standing school bus that is loading or unloading children.

CTA - Check Chicago Transit Authority (CTA) for most up-to-date routes and schedules.

Bus - The #36 Broadway and #22 Clark buses stop three blocks east of Lincoln School at the corner of Clark and Fullerton. The #11 Lincoln, #8 Halsted, #74 Fullerton and the #37 Sedgwick/Ogden buses stop one block south and one block west at the corners of Lincoln, Belden and Orchard.

Elevated Train - The Fullerton El, which serves the Red, Brown and Purple lines, is three blocks west of Lincoln School.

Applications for student reduced-fare CTA identification cards for students 12 and older are available at the beginning of the school year in the school office.

Walking - Adult crossing guards are on duty 30 minutes before school opens and 30 minutes after school closes at some or all of the following locations: Fullerton and Geneva Terrace, Lincoln and Belden and the intersection at Lincoln/Geneva/Webster.

Valuables and Personal Belongings at School

Items not related to Lincoln School's curriculum are not permitted at school. Personal belongings such as cell phones, iPods and other MP3 players, radios, bikes, scooters, cameras, trading cards, etc. and other valuables should be left at home unless they have been specifically requested by a teacher.

Lincoln School is not responsible for lost or stolen items.

Visiting the School

The Chicago Board of Education policy requires school visitors, including parents and caregivers, to sign in and obtain a pass from the school office prior to each visit. Students may not bring guests to school. Parents may visit their child's classroom by prior arrangement with the child's teacher.

Parent-Run Organizations

Our school strongly depends upon volunteers to help make our programs a success. All parents and guardians are strongly encouraged to participate in some fashion. Opportunities are available to fit with any and all personal availability.

The Local School Council (LSC) provides parents, teachers and community members with an opportunity to share in the process of developing, implementing and coordinating school policy, including budget, curricula, technology, and facility improvements. Every Chicago Public School has a LSC. The LSC's responsibilities are to evaluate the principal annually; renew the contract of the existing principal or recruit and hire a new principal every four years; assist the principal in developing a Continuous Improvement Work Plan (formerly called the School Improvement Plan for Advancing Academic Achievement); approve the budget developed by the principal; and advise the principal, in consultation with the faculty, regarding policy issues. Everyone is welcome to attend LSC the monthly meetings; parents are invited to participate in any of the LSC's committees, including Budget, Curriculum, Communications, Technology, and Building, Traffic and Safety. Meetings posted on the school calendar.

Friends of Lincoln (FOL) is a 501(c)3 charitable organization, established in 1980, comprised of Lincoln Elementary parent volunteers. FOL votes on various funding requests from the LSC, the principal, and the faculty. We also hold a small surplus of funds to provide access to corporate grants requiring matching funds. Throughout the year we hold various fundraisers with our largest ones being the phon-a-thon, auction, and read-a-thon. We are dedicated to raising funds specifically for our children, focusing on funding items/programs that CPS is unable to fund. All money raised directly impacts the students at Lincoln in big ways. We are always looking for enthusiastic individuals excited about the possibilities we can provide the Lincoln community. We look forward to seeing you at our first meeting.

The Abraham Lincoln Elementary School PTA, Inc. (PTA) is dedicated to the mission of improving the school experience for students and their families. To this end, we sponsor over 30 committees, each of which works on some aspect of our programming. Programming activities include the Lincoln Sports program, cultural outings for every grade, special activity days for students throughout the school year and more. In addition, the PTA plays a vital role in the communal life of the school. We host Open Houses throughout the year, produce an annual school directory, run the Room Parent organization and make sure that the faculty and staff are acknowledged and appreciated throughout the year. The PTA is a vast organization with a spot

for every parent who wants to get involved in the work and the culture of what makes Lincoln the special school that it is.

Abraham Lincoln Elementary School Music Association (ALESMA) provides one of the best aspects of a Lincoln education – our outstanding band program. The band offers a unique opportunity for students in grades 5-8. Our program began 30 years ago, and each year the experience gets better and better. Thanks to our outstanding band director, Marty Kalas, and the strong support of the faculty, the Lincoln School band program is the best in the city. About two-thirds of eligible Lincoln students participate in band, and of those students, most continue to participate through eighth grade. ALESMA provides tuition assistance to ensure no child is denied the opportunity to participate in band for financial reasons. ALESMA is a not-for-profit funded by tuition payments. Its board is comprised of parent volunteer and relies on volunteers to perform its day-to-day operations. Consider offering your time to such a worthy program. For more information about ALESMA or Lincoln's band program, please go to www.ALESMA.com.

L'École Franco-Américaine de Chicago (EFAC) was established at Lincoln School more than 30 years ago. Students who are enrolled in the EFAC program have native fluency in the French language and come from many different francophone countries. These students work extra hours in order to adhere to the two curricula, American and French, while preparing for their eventual return to the French school system. EFAC has been instrumental in supporting instruction in French World Language and culture at Lincoln School. EFAC actively supports the French language program by organizing many events and programs throughout the year to benefit the entire student body. The fifth grade immersion camp, after school French clubs, the French book fair and the annual Fete de la Francophonie all celebrate French as a world language and are examples of some of our offerings. EFAC's director, Isabelle David, and EFAC's elected board of parent members, welcome all suggestions to maintain and increase enjoyment and motivation for French learning and speaking among all Lincoln Elementary students.

To learn more about any of these organizations, go to Lincoln's website. Please check the interactive school calendar on a regular basis for up-to-date information on all meetings and other school information. www.lincoln.cps.k12.il.us

Volunteer Opportunities

The following are examples of additional ways parents may get involved:

- Become a Room Parent or help your child's class with field trips, the assembly or holiday events;
- Help provide stimulating wintertime activities such as Junior Great Books, Noon Hour Arts and Crafts, Chess Club, Recess Activities, and Computer Keyboarding;
- Join a PTA committee to help run Noon Hour Arts and Crafts, Junior Great Books, Sports Teams, Kidendipity Day, Thanksgiving Fest, Book Fair, Open Houses, Beautification, or Career Day or join the Board of Directors;
- Run for an LSC position or join one of its committees (Communications; Curriculum; Technology; Budgeting; or Building, Traffic & Safety);
- Join the Sports Committee;
- Join Friends of Lincoln and help raise money for critical enrichment programs;
- Offer support to the library;
- Join ALESMA and help run and support our wonderful band program;
- Join EFAC to continue its excellence and strong relationship with Lincoln School.

Transition to High School

High school preparation begins as early as 5th and 6th grades at Lincoln School; however, planning is initiated in 7th grade with scheduled support in 8th grade. Every Lincoln School student is eligible to enroll in the Chicago Public high school in his/her neighborhood attendance area. In addition, there are several selective programs within the Chicago Public Schools, as well as area private schools, which have historically attracted our students.

The activities that facilitate the transition process are:

- As part of the health and guidance program, 7th graders begin discussions regarding high school;
- Lincoln School holds a High School Fair in October (7th and 8th graders are invited);

- The Lincoln School counselor will provide high school information to grade 8 students early in the fall in addition to meeting regularly with homerooms for discussions regarding the process;
- The Lincoln School counselor will communicate dates of local high school fairs and open houses to students and Lincoln parents as they are announced;
- In the fall of the 8th grade year, parents may complete a selective enrollment high school application. In order to complete an application, parents must first receive a PIN by logging onto the CPS website and creating an account. Applications are due by early-mid December. When that application is completed, the Lincoln School counselor will inform the student of his/her testing date. Selective enrollment testing takes place anytime from November to February.

High school selections usually occur in February of the 8th grade year; students finalize their choice usually in March of the 8th grade year.

It is the responsibility of the parents to keep 6th and 7th grade report cards and test results that are often requested when seeking admission to selective CPS programs and private high schools. Absences, tardies and discipline issues, especially in the 7th grade, will affect selective high school admission.

This process is run by the Office of Access and Enrollment. For more information regarding this process, visit their website: <http://cpsmagnet.org>

Non- Selective Enrollment High Schools: If families live in the Lincoln Park High School(LPHS) attendance area, ~~that~~ LPHS is their neighborhood high school and their child(ren) may register at LPHS for the following programs: Regular, Honors, Double Honors or Performing Arts. Students must apply through the Office of Access and Enrollment for the International Baccalaureate Program. Other CPS non-selective enrollment high school options (i.e, charter schools) may be found on the CPS website: www.cps.edu.

Community Involvement

Lincoln School receives support from the 43rd Ward Alderman's office, Lincoln Central Association, Mid-North Association, Old Town Triangle Association, Park West Neighborhood Association, and Sheffield Neighbors Association.

Lincoln School also accepts student teachers and observers from DePaul University and Northwestern University on a yearly basis.

Any local business or institution that would like to enrich the educational opportunities of the students at Lincoln School is encouraged to contact the Principal at (773) 534-5720.

This Purpose of this Handbook

This handbook is meant to familiarize Lincoln School families with certain practices and procedures that are typical throughout the year at Lincoln School. Its function is purely informational and for guidance purposes and is not intended to, nor does it, create an agreement or contract between the school and its students or families. Because circumstances may vary, the principal and teachers may modify practices and procedures, with or without prior notification to parents and students.

We thank all who contributed to the development of this edition of the Lincoln School Handbook.