

Lincoln Elementary School
PARENT/STUDENT/TEACHER
HANDBOOK



EST. 1878
818 W. LINCOLN ROAD
STOCKTON, CA 95207
953-8652 FAX 951-5329
OFFICE HOURS: 8:00 AM - 4:00 PM

Lincoln Elementary School
Parent/Student/Teacher/Handbook
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LINCOLN ELEMENTARY MISSION STATEMENT

We believe all children can learn and we will establish high standards of learning that we expect all students to achieve. It is our job to create an environment in our classrooms that engages students in academic work that results in a high level of achievement. We are confident that with our support and help, students can master challenging curricula, and we expect them to do so. We are prepared to work collaboratively with colleagues, students, and parents to achieve this shared educational purpose.

Dear Parents,

Welcome! Lincoln Elementary is excited to have you as part of our school family!

The 2010-2011 school year is going to be very exciting. We are very excited to share your students' academic success and continue the tradition of having high academic standards for all students. Our staff is committed to embedding the ideals of rigor, relevance, and relationships into the daily school routine for all students' to ensure we provide the best academic day possible.

Please take time to read through our school handbook. Our learning community has worked hard to develop a high standard both academically and behaviorally for our students. The staff does an incredible job of mixing academic rigor while making learning fun and building quality relationships with the students. This handbook has been prepared to provide you with IMPORTANT information regarding our school rules, policies, activities, and daily procedures so that together we may create a partnership that enables your child to reach his or her highest potential. Please read carefully and discuss the contents of the handbook and family contract with your child.

Your child's well being and achievement are our top priorities. In order to accomplish these goals we need your support and participation. In addition to the guidelines in the handbook and family contract, we invite and encourage your participation by joining PTA and/or becoming a volunteer.

We, the staff of Lincoln Elementary, wish you and your child the best 2010-2011 school year.

Sincerely,

Scott Tatum
Principal

About Our School

In 1878, on the present location, our school was founded. The original school consisted of two rooms and the stage. Approximately four decades ago, the small rooms across from rooms one and two were added for a teachers' lounge and offices. A Quonset hut was added and then a new wing of classrooms. In all, four stages of building brought the school complex to its present facility. Now, in 2010-2011, Lincoln elementary educates 600 students in 23 classrooms, a pre-kindergarten class, a multi-use facility with a stage, faculty room, library, resource room, administrative offices, an after school program, Title One classes and a computer lab.

MISSION STATEMENT

LINCOLN UNIFIED EDUCATES ALL STUDENTS
TO ACHIEVE THEIR MAXIMUM POTENTIAL AND
TO PREPARE THEM TO BE RESPONSIBLE CITIZENS.

BELIEFS

- High expectations are essential to high achievement
- Everyone has the right and responsibility to achieve their highest potential
- All people need to experience personal success
- Everyone has a gift for learning.
- Everyone learns at different rates and in a variety of ways
- Every person has the right to be physically and emotionally safe
- Both education and communication are the shared responsibilities of the student, family, school, and community
- Knowledge and valuing of ethnic and cultural diversity promotes understanding and respect

PLEDGES

We shall:

- make all decisions based strictly on what is best for our students
- create an environment where all students will succeed
- expect the best from everyone
- not tolerate discrimination in any form
- treat others, ourselves, and our environment with respect
- model and expect a high standard of ethics, responsibility, and self-reliance
- continuously promote open and honest communication.
- address unmet expectations

Lincoln Elementary School

OUR VISION

We will develop a safe and welcoming environment that empowers children to be responsible, caring, independent thinking participants in all life activities. The school community (staff, students and parents) will become active participants in each child's education. Our community will collaborate to create a learning environment with high expectations for academic and social success. We will stress that learning must be meaningful and purposeful to engage all learners. Together we will provide nurturing experiences for students that will foster pride in themselves, others, and their school. Our school will aid parents in developing the necessary skills to encourage positive life experiences. Through professional development opportunities and collaboration teachers will base their teaching on the needs of the students.

OUR VALUES

In order to advance our shared vision of an exemplary school, we will:

- Provide an inviting classroom environment for students - an environment with clear expectations, consistent consequences, and specific, articulated, academic goals.
- Help all students achieve the intended outcomes of the curriculum by addressing their individual needs and learning styles.
- Use methods of assessment that enable us to monitor the learning of individual students.
- Collaborate with one another and our students so that we can achieve our collective goals more effectively.
- Demonstrate our commitment to ongoing professional development and continuous improvement.
- Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- Involve parents in the education of their children by keeping them informed of student progress and offering suggestions for assisting their students.

Lincoln Elementary School

STUDENTS' VISION

We want our school to be safe.
We want our school to be respectful.
We want our families to be proud of us.

STUDENTS' VALUES

INTEGRITY

We do the right thing even when no one is around to punish or reward us.

RESPECT

We treat others the way we want to be treated or as if they were a member of our own family.

TOLERANCE

We respect others and their differences.

SAFETY

We want to be safe and make sure everyone else feels safe by refusing to listen to gossip, standing up for others when they are picked on, and obeying all classroom and playground rules.

HONESTY

We tell the truth and respect the rights and property of others.

RESPONSIBILITY

We take responsibility for our actions, our belongings, and our work.

COURTESY

We will be nice, friendly, helpful and we will share.

STUDENTSHIP

We listen carefully to our teachers and do our best work all the time.

ENVIRONMENTALISM

We keep our school clean and care for the environment.

Lincoln Elementary School
Bell Schedule 2010-2011

Grades 1 & 3

		Monday Minutes	T-F Minutes
8:40-10:22	Instruction	102	102
10:22-10:40	Recess (18 min)		
10:40-11:40	Instruction	60	60
11:40-12:25	Lunch (45 min)		
12:25-3:00	Instruction		155
Mondays/Early Release			
12:25-2:00	Instruction	95	
Total minutes of instruction		257	317

Grades 2 & 4

		Monday Minutes	T-F Minutes
8:40-10:22	Instruction	102	102
10:22-10:40	Recess (18 min)		
10:40-12:05	Instruction	85	85
12:05-12:50	Lunch (45 min)		
12:50-3:00	Instruction		130
Mondays/Early Release			
12:50-2:00	Instruction	70	
Total minutes of instruction		257	317

Grades 5-6

		Monday Minutes	T-F Minutes
8:40-10:22	Instruction	102	102
10:22-10:40	Recess (18 min)		
10:40-12:25	Instruction	105	105
12:25-1:10	Lunch (45 min)		
1:10-3:00	Instruction		110
Mondays/Early Release			
1:10-2:00	Instruction	50	
Total minutes of instruction		257	317

Kindergarten:

AM	Minutes	PM	Minutes
8:40-12:00	200	11:40-3:00	200
Lunch		Lunch	
12:00-12:20		11:20-11:40	

Lincoln Unified School District 2010-2011 School Calendar

Adopted by the Board of Trustees • October 7, 2009 Revised by the Board of Trustees • May 12, 2010

August 2010						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30*	31				

August 2010

- 11-13 Reporting days for new teachers
- 16 All-Staff Kick-Off; reporting day for credentialed staff
- 18 **FIRST DAY of SCHOOL**

September 2010

- 6 Labor Day

September 2010						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13*	14	15	16	17	18
19	20*	21	22	23	24	25
26	27*	28	29	30		

October 2010

- 15 First Quarter ends

November 2010

- 10 First Trimester ends
- 11-12 Veterans' Day Break
- 22-26 Thanksgiving Break

October 2010						
S	M	T	W	TH	F	S
					1	2
3	4*	5	6	7	8	9
10	11†	12†	13†	14†	15†	16
17	18†	19†	20†	21†	22†	23
24	25*	26	27	28	29	30

December 2010

- 20-31 Winter Break
- 17 Second Quarter ends

January 2011

- 17 Martin Luther King, Jr. Day

February 2011

- 14 Lincoln's Day
- 21 Presidents' Day
- 25 Second Trimester ends

November 2010						
S	M	T	W	TH	F	S
31	1*	2	3	4	5	6
7	8*	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29*	30				

March 2011

- 11 Third Quarter ends

April 2011

- 18-25 Spring Break

December 2010						
S	M	T	W	TH	F	S
			1	2	3	4
5	6*	7	8	9	10	11
12	13	14	15	16	17*	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2011

- 26 **LAST DAY of SCHOOL**
- 27 Last day for teachers

January 2011						
S	M	T	W	TH	F	S
						1
2	3*	4	5	6	7	8
9	10*	11	12	13	14	15
16	17	18	19	20	21	22
23	24*	25	26	27	28	29
30	31*					

February 2011						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7*	8	9	10	11	12
13	14	15†	16†	17†	18†	19
20	21	22†	23†	24†	25†	26
27	28*					

March 2011						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7*	8	9	10	11	12
13	14*	15	16	17	18	19
20	21*	22	23	24	25	26
27	28*	29	30	31		

April 2011						
S	M	T	W	TH	F	S
					1	2
3	4*	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011						
S	M	T	W	TH	F	S
1	2*	3	4	5	6	7
8	9*	10	11	12	13	14
15	16*	17	18	19	20	21
22	23*	24	25	26*	27	28
29	30	31				

May 12, 2010

* Indicates minimum days for all schools (early dismissal times)
 † Indicates parent conference days for K-6/8 schools (early dismissal times)

Parking Lot

Music 27
26

Office, Counseling & Staff Lounge

22	23	24	25
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Intermediate
Playground

21 Pre-K

Kindergarten Playground

Restrooms

7
6

19
18
17
16
Restrooms

Primary Playground

11
10
9
8

5
4
3
PTA room

Courtyard

--	--

15
14

2
Library
Computer Lab

20	33
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Multi-Use Room
Custodian
Kitchen

Student Restrooms	Staff workroom
	Speech

13
12

Lincoln Elementary School
Staff 2010-2011

Teachers	Assignment	Room
Suzanne Wright	Kindergarten - AM	6
Sheree Suntag	Kindergarten - AM	7
Melanie Grupe	Kindergarten - PM	7
Kerry Wong	1st grade	23
Teddie Jackson	1st grade	24
Becky Sprinkle	1st grade	25
Lindsay Van Staaveren	1st grade	22
Peni Soltero	2nd grade	3
Kathi Dixon	2nd grade	4
Loretta Peters	2nd grade	5
Jennifer Irwin	3rd grade	10
Kathy Horner	3rd grade	8
Walt Graham	3rd grade	9
Janet Richards	4th grade	18
Nicole Merolla	4th grade	17
Dan Tejano	5th grade	13
Susanne Hart	5th grade	14
Sherill Shields	6th grade	15
Nicole Sherman	6th grade	19
Dawn Archer	6 th grade	16
Debbie Wentzell	K-3 Special Day Class	11
Tina Lacey	4-6 Special Day Class	20
Veronica Tigert	Title One Teacher	12
Gloria Carrasco	Title One Counselor	Office
Lindsey Williams	Pre-School	Preschool
Christine Heredia	Pre-School	Preschool
Clare Reynolds	Speech Therapist	1A
Andrea Gillig	Psychologist	Office
Cathy Clark	Resource Specialist	21
Wendy Stoermer	Chorus & General Music	27
Becky Secor	Band	27
Greina Choi	Strings & General Music	27
ADMINISTRATION		
Scott Tatum	Principal	Office
OFFICE STAFF		
Debi Biggs	Office Supervisor	Office
Dorothea Moore	Clerk Typist	Office
GENERAL STAFF		
Kelly Whitson	Lead Custodian	
Rafael Velasquez	Night Custodian	
John Reyes	Night Custodian	
Tony White		

Wendy Filippone	Library Aide	Library
Carolyn Wimer	Food Service	MUR
Cynthia Tom	Food Service	MUR
Joseph Salon	Food Service	MUR
Belinda Garcia	ASiIN (After School is In Program)	
Barbara Salaj	ASiIN (After School is In Program)	
Jackie Jin	ASiIN (After School is In Program)	
Lindsay Castle	ASiIN (After School is In Program)	
Laura Ferrua	Title One Paraprofessional	12
Jonee Rahe	Title One Paraprofessional	12
Debbie Denney	SDC Paraprofessional	11
Regina Acosta	SDC Paraprofessional	20
Elizabeth Walitsch	SDC Paraprofessional	20
Beth Wilson	RSP Paraprofessional	21
Mary Ybarra	Campus Supervisor	
Sonia Jimenez	Campus Supervisor	
Barbara Salaj	Campus Supervisor	

Parent – Teacher Association (PTA)

The PTA provides the opportunity for parents, staff and community members to come together to improve the lives of our children through programs and activities. Your membership in the Lincoln Elementary PTA will strengthen our ability to enrich the learning environment for our children and allow us to continue to sponsor:

- Field trips
- Book donations to students
- Fall Festival and Opportunity Drawing proceeds to classes
- Science Camp Scholarships
- Testing award prizes
- Fun community and educational events like the Back to School Night BBQ, Family Movie Nights, the Reflections Art Program, the Family Dance, Family Math Night, Lincoln's 200th Birthday Assembly, Bingo for Books Night, Family Science Night, monthly Principal's Coffee Break with Parents meetings and other activities.

All of these programs were not covered by a school budget or district funds. They were made possible by your membership fees, direct donations, participation in the PTA fundraisers, and the monthly fundraisers including David's Pizza Nights and Whirlow's Wednesdays. We encourage every family to join for a simple one-time \$5 membership fee for the school year. A strong membership helps us do together what each cannot do individually, and your membership fees directly help to put on programs for our children.

Everyone is encouraged to join PTA and we always need and welcome volunteers to help. Please read the school newsletter, and the PTA newsletter, for upcoming activities, dates of meetings, and events for which your help is needed. Please know that joining PTA doesn't require you to attend meetings, but the meetings are held once a month and open to all.

PTA BOARD 2010-2011

Our PTA Board welcomes you and looks forward to meeting you at school events.

President

Kari Stout

Executive Vice President

Kristine Wanket

Vice President

George Acosta

Recording Secretary

Susanne Hart

Treasurer

Linda Haack

Auditor

Joann Baynard

Historian

Becky Sprinkle

Parliamentarian

Membership	Evelyn Oliveira
Corresponding Secretary	
Safety Coordinator	
Hospitality	Lupita Carrillo, Tara Vera
Volunteer Coordinator	
Bilingual Liaisons	George Acosta, Lupita Carrillo
Movie Night Coordinator	Jason Sprinkle
Pizza Night Coordinator	
Whirlows Wednesday Coordinator	
Art Docent Coordinator	
Box Tops Coordinator	Greg Oliveira
Fall Festival Chair	
Silent Auction Chair	Sigal Kremer
Reflections Chair	Teddie Jackson
Math Night Chair	Teddie Jackson
Family Dance Chair	
Bingo Night Chair	
Science Night Chair	
Staff Representatives	
Advisor	Scott Tatum

Lincoln Elementary School
School Site Council 2010-2011

Every school community looks for ways to increase school wide effectiveness, improve student achievement, and prepare students to be productive workers and responsible citizens. The California State Department of Education has established two programs to help schools achieve that vision. They are the School Improvement Program (SIP) and the School-based Coordinated Program (SBCP).

The **School Site Council (SSC)** is charged with the responsibility of developing, implementing and evaluating the School Based Coordinated Program Plan, which means making many important decisions about programs and funding. The SSC is composed of the principal, teachers, classified personnel, and parents. Each member serves a two-year term. Meetings are held once a month and are open to all. Please let us know if you are interested.

Parents/Community Members

George Acosta	Year 2
	Year 1
Joann Baynard	Year 2
Kristine Wanket	Year 2

Teachers/School Personnel

	Year 2
Dan Tejano	Year 2
Debi Biggs	Year 2
Kathy Horner	Year 2

Advisor

Scott Tatum

Lincoln Elementary School
GENERAL PROCEDURES

ABSENCES

If your child is ill, it is a favor to him to keep him home until he is well and ready to function properly in a school setting. It also is a favor to the other students and adults in the room. A parent whose child has a communicable disease should contact the school office or teacher immediately, so that parents may be informed in writing of the possibility of contagion. Examples of communicable diseases are chickenpox, measles, impetigo, head lice and whooping cough.

If your child has had a fever or been vomiting they may return to school after 24 hours of no fever reducing medication or no vomiting for 24 hours. When your child returns to school after an absence he or she must bring a written excuse or be preceded by a telephone call. These notes are absolutely critical for our attendance accounting and reporting to the state. Parents and teachers working together can ensure that all work missed during an absence is completed by the child. Parents should make an appointment with the child's teacher to pick up assignments and necessary books to keep the child current with work. However, parents should understand that make-up assignments are no substitute for the instruction received during regular classroom attendance.

While it is sometimes necessary to schedule a medical appointment during school hours, it is equally important that parents convey the importance of school attendance and make every effort to schedule medical and dental appointments outside of the school day. Bringing a child back to school after a medical appointment, even for just one period, sends a clear message that education is important.

Please note the district and school goal is for all students to have 95% or higher attendance during the school year.

ASSEMBLIES

Assemblies provide an excellent place to develop dramatic talent, to promote speaking and musical ability, to convey general information, and to build school spirit. Courtesy and good conduct are essential in every assembly so that the programs may be enjoyed by all.

The following are guidelines to assembly conduct:

- Students should enter the assembly quietly, in line, escorted and directed by their teachers.
- Applause is the only acceptable way to show appreciation at an assembly.
- Students must be quiet, orderly, and attentive when others are speaking or performing and join in when asked to participate.
- Students are to return quickly and quietly to their classroom when dismissed, following the directions of their teacher.

BACK-TO-SCHOOL NIGHT

This night is set aside in September for teachers to explain their direction and priorities for the school year. Its purpose is to help parents understand the expectations and curriculum design in their child's classroom. Your attendance helps send the message to your child that education is important and that you want them to do their best.

BICYCLES, SKATEBOARDS, ROLLERBLADES

Students may ride their bicycles to school and park them in the bike rack area. If the student chooses to ride a bike, parents must realize the bike rack area is unsupervised and the school will not accept the responsibility for loss or damage to the bike.

Students who plan on riding their bike to school will be asked to fill out a Bicycle Application form which will clearly state the rules and expectations students are to follow if they choose to ride a bike to school. Parents will be required to sign this application.

Students are to enter and leave the LE campus with their bikes through the southwest gate on Gettysburg Place. Bikes are to be walked on campus at all times. **Students who ride their bikes to school must have a helmet.** Bicycle citations will be given to students who do not follow the rules. After a first warning is issued, the student will lose the privilege of riding his or her bicycle to school for a prescribed amount of time.

Skateboards and rollerblades may not be ridden to school and may not be on campus.

BREAKFAST

A nutritionally well-balanced breakfast is served daily, beginning thirty minutes prior to the beginning of school in the cafeteria. The price of the meal is \$1.00. Students eligible for free or reduced lunch are also eligible for free or reduced breakfast. The reduced price is \$.25. The cafeteria rules listed under LUNCH apply during breakfast as well.

BUS RULES

When our students ride a school bus for any purpose, they are required to be familiar with and observe the following bus safety procedures. Violations of the bus safety procedures will be reported to the Transportation Department. Continued violation of the bus service safety procedures may result in the pupil's being denied bus transportation. **RIDING THE BUS IS A PRIVILEGE.** With this in mind, pupils will:

- Listen attentively to the orientation given by the bus driver.
- Remain in their seats at all times.
- Keep all parts of their body and clothing inside the bus.
- Use an appropriate indoor-level voice.
- Refrain from any behavior that will cause the bus driver to divert his/her attention away from the road.
- Follow any and all directions given by the bus driver.

Three bus citations will result in permanently being removed from riding the bus for the remainder of the school year. This policy includes not riding the bus on school field trips.

CANDY

No gum or candy may be brought to school. In order for children to maximize learning while at school, it is important that they eat breakfast. They may have a healthy snack at recess (please no soda or chips). Snacks may not be eaten on the blacktop or field – we ask that students eat in designated snack areas where they can dispose of their own trash. Students who do not clean up after themselves will lose this privilege. Parents are encouraged to provide healthy food in their

students' snacks and lunches. The sugar content in candy makes it very difficult for students to attend to their lessons.

CHANGE OF ADDRESS

Please notify the school office of any change in your address, telephone number, secondary contact, day care provider, or of your family health advisor. **It is critical that we have a current emergency number for every child.**

CHANGE IN YOUR SCHEDULE

If there is to be a change in your child's "Going Home Schedule" (such as being picked up instead of walking, etc.), please tell your child AND send a note to the teacher and/or office.

DRESS CODE

It is important for parents to stress good grooming. We ask for cooperation from parents to see that their children are appropriately dressed for school. Students wearing inappropriate clothing or clothing with obscene and/or offensive language will be asked to substitute or remove the offensive piece of clothing or be sent home to change after a parent or guardian is contacted.

The following should NOT be worn at school:

- Articles of clothing, jewelry, or accessories which, in the opinion of school administration, pose a disruption to the educational process or a threat to the physical well being and safety of the student or others (e.g., chains, spiked collars or wristbands).
- Articles of clothing (including but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry) related to a group or gang, which may provoke others to acts of violence.
- "Sagging" – the practice of wearing excessively baggy pants very low on the hips. Pants, jeans, shorts, and skirts must be worn at the waist.
- Clothing with offensive slogans or inappropriate designs, e.g. advertisements for drugs, alcohol, tobacco or sex .
- Any blouse or shirt that exposes a bare midriff or chest.
- Halter/backless tops and tank tops (Sleeveless tops must be at least two inches wide at the shoulder.).
- Shorts or skirts that are shorter than the student's extended arm and fingertips.
- Undergarments that show above or through the outer wear.

Additionally,

- All clothing must be within one size of the correct clothing size for the student, and must be worn according to its original design.
- Hats may only be worn, facing forward at all times, outside for the purpose of weather protection.
- Belts, if worn, must be the correct waist size with no belt length hanging. Belt buckles may not display initials.
- Footwear should be appropriate for classroom, playground, and physical education. Flip-flops, high heels, and shoes without heel straps are not safe. If sandals are worn, appropriate shoes should be brought for physical education.

DROP-OFF AND PICK-UP

Lincoln Elementary finally has a safe parking lot and a designated area for drop off and pick up. If you are only dropping your child or children off please use the far right hand lane in our parking lot. This is not for parents to park or to get out of their car. This will be our "Kiss-And-Go" lane. If you wish to walk your child onto campus, you must park in a designated spot and walk your child onto campus. These locations could include our new parking lot off of Gettysburg, on Gettysburg, or limited spots on Lincoln Rd. When picking up your child please use the right hand lane only. Do not encourage your child to run across traffic to get to your car.

- (a) **Pupils may NOT be on the LE playground earlier than 8:10 AM.** This is for your child's safety – there is no supervision before that time.
- (b) When pupils arrive at school in the morning, they are to go on to the schoolyard. In the event of rain, all pupils are to report to the multi-use room or to their classroom if instructed to do so by the campus supervisors.
- (c) **It is extremely important that your child arrive to school on time.** Any child who is not must report to the office for a tardy slip.
- (d) Students who are dropped off by personal car and students who walk must enter and exit the school via the gates on Gettysburg Place.
- (e) Only students who ride the bus may enter and exit the school via the gate on Lincoln Road.

These procedures have been developed **for the safety of all students.** Please understand that:

- Lincoln Road is reserved for busses and for overflow staff parking. It is **NOT** a safe place for students to be dropped off, picked up, or cross the street.
- Please exhibit **patience, courtesy and caution while driving.**
- **DO NOT** double park or allow children to enter the roadway other than at the crosswalk.

EMERGENCY PROCEDURES

In the case of any emergency, staff will remain with their students and wait for instructions from the principal or principal designee. We have an extensive Safety Plan outlining procedures for response to emergency situations. A copy of this plan is available upon request from office personnel.

FIELD TRIPS

Field trips requiring transportation will most often involve district-provided bus transportation. Students must have a signed permission slip from their parent or guardian before being allowed to participate. Parents will always be notified prior to the trip. In the event that no district transportation is available, parents may be asked to drive their own vehicle to help provide transportation. The transportation of school children from one location to another by private automobile presents some unique problems, however. Drivers and owners of vehicles used for these purposes should understand and be willing to accept certain responsibilities and liabilities.

Parents driving automobiles for school-sponsored activities and events must be at least twenty-five years of age, provide a copy of their driver's license and current insurance information, and sign a Volunteer Waiver form. This will insure parents, children and the school district of your willingness to accept the legal responsibilities and liabilities involved. Should there be any claim resulting from an accident or injury involving transportation by a parent, that parent's insurance

would apply. **For the safety of all children**, all parents chaperoning, attending and/or driving for a field trip must have their fingerprints on file in our school district's Human Resources Office prior to going on any trip. Students must have good behavior and earn the right to participate in all field trips. While on field trips students represent Lincoln elementary and must appropriately present themselves.

HOMEWORK

Homework is defined as an extension of learning that is a part of the regular school hours. Ideally, homework should result in further studies that are the result of a high degree of motivation in the classroom. All homework assignments should be clearly understood at the time of assignment.

In addition to extended practice, homework teaches children responsibility. Children who benefit the most from homework are those whose parents show an interest in what they are learning, provide time and space for homework, provide help and encouragement if needed, and check their child's work. This helps reinforce the expectation that homework is important for the child's success. **The most important homework you can do with your child is read to him/her.**

INJURIES, ILLNESS, MEDICATION AT SCHOOL

First aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. Our office staff has been trained to handle minor emergencies. In the case of an accident requiring the services of a doctor every attempt will be made to contact the parent or guardian before the child is taken to the doctor. For this reason we request that parents keep us informed of a change in address or telephone number.

If a child feels too ill to continue through the school day, the child should report this to the teacher who will send him/her to the office. Office staff will call parents, guardians, or other contacts listed on the emergency information card in an attempt to reach someone to pick up the child.

No medication may be given to your child during school hours without prior authorization from you child's physician. Forms are available in the office and must be kept on file. Please do not send your child to school with medication. An adult must bring the medication and check it into the office.

LIBRARY & COMPUTERS

The Lincoln Elementary library has an extensive selection of books, although our library plan includes a long list of materials we'd like to add. The library is staffed by Mrs. Vignolo, our library aide. Parent volunteers are always needed and appreciated. Teachers schedule their classes for library periods during the week. Children are allowed to check out books for reading at home. Books are to be returned in one week.

In addition, our library houses 13 computers used for research and learning opportunities. We have a computer lab equipped with 14 computers used primarily for working on reading and comprehension skills with our students. The computer lab serves the primary students during their library time.

In our classrooms we will have at least one computer for every five students. Students will have access to these computers to complete reading and math skills as an additional learning opportunity

LIBRARY PROCEDURES

- Books may be checked out for one week and may be renewed.
- We encourage students to return books on time so they will be available to other students and to teach responsibility.
- No book is to be taken from the library without being properly checked out.
- Lost or damaged books must be paid for.

LOST AND FOUND

The lost and found box is located in the multi-use room. Parents are strongly encouraged to write their children's names on backpacks and clothing, especially sweaters, sweatshirts and jackets. Lost glasses will be placed in the office for pick up.

LUNCH

Students may buy lunch at school or bring one from home. A nutritionally well-balanced lunch is served in our cafeteria each day. A free and reduced lunch program is available for families with qualifying incomes. Application forms are available in the school office.

The price of each meal is \$1.75. We prefer you to prepay in the morning. The computer will keep track of how many meals you've prepaid. The reduced price is \$.40. Milk is \$.25.

FOOD MUST BE EATEN AT SCHOOL IN THE CAFETERIA BY THE STUDENT FOR WHOM IT WAS PURCHASED ONLY! Food may not be taken home or shared with siblings, parents or friends. This is federal law.

Cafeteria Rules

- Wait patiently, quietly and safely in line.
- Follow the directions of the Cafeteria Supervisors.
- Remain seated at your designated table until excused.
- Talk quietly.
- Eat your own lunch.
- Clean up after yourself.

NEWSLETTER

This is our most consistent form of communication with the families of our students. A school newsletter will be sent home every other THURSDAY during the year. Information about important school events, PTA activities, meetings, Little League sign-ups, etc., as well as tips for helping with homework and preparing for conferences is included. Please get in the habit of asking your child for the newsletter; it will help you keep up with all that is going on! If you don't get one, we always keep extras on hand in the office.

NONDISCRIMINATION AND EDUCATIONAL EQUITY

It is the policy of the Lincoln Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color,

religion, marital status, age, or mental or physical disability in the educational programs or activities which it operates. Lincoln Unified School District Board Policy # 2429

OBSERVING CLASSROOMS

Parents are welcome in our school. When coming to Lincoln Elementary to observe, please make arrangements **in advance** with the teacher or the principal through the office staff. For the safety of all students, you must check in at the office and wear a paper visitor's badge. We do appreciate your interest and participation in our educational program.

ORGANIZATIONAL SKILLS

Students in grades kindergarten through three are issued a Lincoln elementary folder. This folder is sent home every day and includes a section for things to be taken home and things to be brought back, such as homework or communications requiring a parent signature. Students in grades four through six will need a binder. Teaching students how to be organized is a goal for every teacher at Lincoln. Students are expected to take home and bring back the binder on a daily basis, use a standard homework assignment sheet, and keep the binder in good condition.

PLAYGROUND

Recess is a really important time for students to take a break, get a drink, go to the bathroom, get some fresh air and have fun. It is also a time when many students get hurt and get bullied. Therefore, the Lincoln Elementary staff is very committed to holding all children accountable for their behavior towards one another. We teach and reinforce skills to help children solve conflicts in an appropriate manner. Students may miss recess due to poor behavior or completing class work.

Playground Procedures to assure good use of time and safe return to class:

- Students should walk at all times on the blacktop unless playing an organized game
- A two minute warning bell will ring to notify students that recess is almost completed and they should begin walking back to class.

RELEASE DURING CLASS HOURS/CLOSED CAMPUS

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it becomes necessary for you or someone else to pick up your child during the school day, send a note to the office. You, or the person wishing to pick up the child, must meet the child and sign him/her out in the office. Only persons listed on the child's emergency card will be allowed to sign out a child unless the parent provides written permission. Please attempt to schedule appointments during non-school hours.

REPORTING OF STUDENT PROGRESS

Lincoln Elementary School reports student progress to parents through standards-based report cards sent home three times a year and through parent-teacher conferences. There will be a goal-setting conference in October and a mid-year conference in January - both involve parents, teachers and students. In addition, conferences may be scheduled on an as-needed basis.

SEXUAL HARASSMENT

The Lincoln Unified School District Board of Trustees is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices and harassment in any form.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1992, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210-214, inclusive.

Therefore, Lincoln Unified School District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal, physical, or environmental, by any student, employee, or other person at school or at any school related activity.

Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment, which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any Lincoln employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. Sexual harassment may also be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within one working day, staff shall report complaints of sexual harassment to the school Principal, Dean of Students, Principal's designee, or the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent Human Resource Services. Staff shall similarly report any such incident(s) they observe, even if the harassed student has not complained.

The school Principal, Dean of Students, Principal's designee, or the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent Human Resource Services shall immediately investigate any report of sexual harassment of a student. Upon verifying that sexual harassment has occurred, the administrator shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student may file a formal complaint with the Superintendent or superintendent's designee in accordance with the district's uniform complaint procedures.

Lincoln Unified prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

The Title IX coordinator for the Lincoln Unified School District shall be the Associate Superintendent Human resource Services; 2010 West Swain Road; Stockton CA 95207 (209-953-8733)." Lincoln Unified School District Board Policy #5145.7

SCHOOL DEBTS

All debts must be cleared before a student will be allowed to participate in the sixth grade promotional, end-of-year activities, and some field trips. This includes any school debt incurred by a student. Science Camp must be paid in full prior to attending this special trip.

SHORTENED DAYS

The school day is dismissed 55 minutes earlier on Mondays to provide teachers time for staff development. School will also be dismissed early during our two two-week conference periods as listed in the School Calendar. Any other early release day will be announced in the school newsletters sent home with the students on Thursdays.

SUSPENSION/EXPULSION

As stated in California Education Code 48900, a student may be suspended from school or recommended for expulsion when the superintendent or the principal determines that the student has committed any of the offenses listed below as (a) through (o) plus §48900.2, .3, and .4 at, going to, or leaving from any school activity on or off campus.

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person;
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object, unless in the case of possession of such an object, the student has obtained written permission from a certificated school employee;
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

§48900.2

In addition to the reasons specified in §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in §212.5. For the purposes of this chapter, the conduct described in §212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

§48900.3

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of §33032.5.

§48900.4

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

TARDIES

In partnership with parents, the Lincoln Elementary staff will keep a close watch on student attendance and tardiness. Student tardiness is a disruption of classroom learning. Those arriving late do not have the opportunity to get settled into the day's routines and may not be mentally prepared for the day's instruction. Additionally, their tardiness interrupts the learning of other students in the class. Students arriving after the tardy bell for any reason must report to the office for a tardy slip.

TELEPHONE/MESSAGES

The school phone is for business purposes only. Students will be permitted to use the office counter phone only in the event of illness, injury, or to serve detention after school. Permission to

use the phone must be received from a staff member in advance. Students may not use the phone to retrieve forgotten papers, homework, etc. or to make nonessential calls such as after-school arrangements with friends. **Cell phones are not permitted to be used or turned on during school hours.**

In an effort to reduce classroom interruptions that interfere with teaching and learning, we cannot take forgotten musical instruments in the office and messages to children of a non-emergency nature will be written down to be delivered via the teacher.

TRANSFERRING FROM LINCOLN ELEMENTARY SCHOOL

1. Inter-district: Students transferring to a school outside of the Lincoln Unified School District should advise the school office immediately. We need to correctly record your child's last day of attendance at Lincoln Elementary, and to provide you with copies of information your child's new school will need in order for you to enroll them.

2. Intra-district: If you are intending to transfer to a school within the Lincoln Unified School District, please contact our office first. Intra-district transfers are handled between the two principals involved on a space-available basis. Arrangements will be made for you after speaking with our principal.

TOYS

No toys may be brought to school. This includes all toys, electronic games and audio equipment, tools such as screwdrivers, implements such as nail clippers, and especially dangerous and illegal items such as pocketknives. Carrying a dangerous object is an automatic suspension and possible expulsion. Please be sure your child understands this. You can help by monitoring what is in your child's backpack as you check their homework each night and help them get organized for school each morning. The only items they should carry are those they need for learning such as homework folders, paper and pencils. The teacher will monitor items brought to primary classrooms for "Sharing".

UNIFORM COMPLAINT PROCEDURE

The Board recognizes that the Lincoln district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in consolidated categorical aid programs, vocational education, childcare and development programs, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. Lincoln Unified School District Board Policy #7312.1

EXPECTATIONS FOR STUDENT BEHAVIOR

Respect for the rights of others is expected.

Fair play and courtesy is encouraged throughout the school. All persons at Lincoln Elementary have the following rights:

- the right to learn
- the right to be safe and feel safe
- the right to be respected as a person
- the right to be treated with kindness and courtesy

In order to maintain a school climate in which the rights listed above can be attained for all persons, it is vital that all students assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectations has been developed based on provisions of the various California Government Codes.

While the expectations are not intended to be exclusive, they illustrate the types of behavior which are appropriate and are necessary in a wholesome school climate. These expectations shall apply to all students.

It is important that all students and parents read this section carefully and have a clear understanding of the expectations. Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of these rules or have questions about them after your teacher has covered the material in class, you should speak with the principal.

Students will be held accountable for their conduct to and from school as well as during school hours and school-sponsored events. Students will also be held accountable for their behavior during non-school hours which affects their school attendance or the school attendance of other students. Any student who has been suspended from school may not participate in or observe any extra curricular activities during the period of suspension.

Consequences

The staff and principal of Lincoln Elementary are committed to working with each student as an individual. Expectations for behavior must be imposed consistently for all students by all staff, yet the selection of consequences must be made according to that which the individual student needs to help correct the behavior. Consequences that may be imposed are:

- issuance of a safety citation
- teacher conference with student
- principal or assistant principal conference with student
- phone call to parents for reinforcement of the expectations at home
- conference with student, teacher, parent
- conference with student, teacher, parent and principal or assistant principal
- classroom suspension by teacher
- removal from play by sitting along the wall
- campus cleanup
- removal from playground for time-out in the office
- noon detention

- suspension, in the event that a student's misbehavior is habitual, physically aggressive or violent
- lunch or after school detention

Student Responsibilities

Academic Growth

- be in class on time
- be prepared for class with appropriate materials
- participate in class activities
- follow classroom procedures
- complete all assignments, including assigned homework on time
- work hard at learning
- progress toward attainment of grade-level standards

Attendance

- be in school every day
- never be absent from school unless ill
- be prompt to school and to class
- never leave a classroom without teacher permission
- never leave campus without school permission

Appropriate Behavior

- demonstrate cooperation and responsible behavior in the classroom and at school activities
- show respect for staff members, adult supervisors, classified employees, guest speakers, substitute teachers, and other students
- know and carry out the rules and regulations prescribed in this handbook
- use proper behavior and channels of communication to resolve conflicts
- do not display rudeness, defiance, or disrespect through words or gestures
- respect the property of others
- be honest
- use acceptable language
- show concern for the welfare of the school and student body
- demonstrate pride in your work and the work of others
- protect your school environment
- keep the campus clean and free from litter
- keep the shrubs, trees, flowers as landscaped
- keep the restrooms clean
- keep the walls of your campus free from writing, carvings, or slogans
- keep all equipment, tables, chairs, desks, and books free from being defaced or damaged
- use school property only when permission is granted
- follow check-out procedures for school equipment
- take care of and use school equipment properly
- return school equipment promptly and in good condition
- report all acts of vandalism you witness

Assist with Administrative Procedures

- take home all information, newsletters and printed material
- return all requested forms to school
- post or distribute informational materials with school permission only
- ask visitors to report to the school office
- neither give false identification or practice forgery
- do not violate rules and regulations prescribed in the student handbook
- dress and groom appropriately by following the school dress code

Unacceptable Behavior

- acts of racial prejudice or use of racial or sexual slurs
- any act which interferes with another student's learning activities
- assault/battery
- bicycling, skateboarding or roller blading on campus
- do not bring any sports equipment from home
- chewing gum
- defiance of authority
- extortion – intimidation
- fighting
- gambling
- hazing – initiation rites
- horseplay – slugging, punching, shoving, kicking, slapping, pushing, or tripping others
- involvement in any gang-related activities
- leaving the school campus without the permission of school authorities
- lighting of any fires or possession of matches/lighters
- possession of electronic devices on campus, i.e., beepers/pagers, telephones, radios, CD or cassette players, etc.
- possession of laser pointers
- possession or use of firecrackers or other explosives
- possession of or use of a weapon, i.e. knives, guns, or use of an object for the purpose of injuring or intimidating another person
- possession, sale, or use of alcohol
- possession, sale, or use of any tobacco product
- possession, sale, or use of illegal drugs and paraphernalia
- profanity
- refusing to or falsely identifying yourself
- running on the blacktop or in the hallways at any time
- setting false fire alarms
- sexual harassment
- spitting
- spreading rumors and/or teasing
- theft
- threats to others
- throwing food or liquids
- throwing or shooting objects to cause harm, nuisance, or damage
- vandalism
- verbal abuse

Lincoln Elementary School
SPECIAL PROGRAMS AND SERVICES FOR STUDENTS

AFTER SCHOOL is IN (ASiIN)

Lincoln Elementary is fortunate to be able to offer an after-school program for 1st through 6th graders. This program runs after school each regular school day, until 6 PM. Activities may include help with homework, reading tutorials, art, drama, music, physical education, and field trips. Applications are available in the office but act quickly – there is usually a waiting list for this very popular program! Participation in ASiIN is a privilege. The same expectations for student behavior apply. Any student receiving three safety citations may be removed from the program

AWARDS

Awards are given out bimonthly during our Friday Flag Salute at 8:50 AM. At this assembly we acknowledge our Safety Patrol, present reading rewards, classrooms who meet our attendance goals, monthly character award winners from each class, and two classrooms, one intermediate and one primary, to receive the Lincoln Lynx Spirit Award. Everyone wears red on Fridays to show his or her school spirit. The classes with the largest percentage of students wearing red earn the right to proudly bear the Lincoln Elementary banner in their classroom for the next week. In addition, VIP coupons are presented to students “caught being good.” This year, when students have earned 10 coupons they can bring them to the office where they will be awarded a certificate for a free ice cream at Rewards Recess.

CONFLICT MANAGERS

Our school counselor, Mrs. Carrasco, trains intermediate students with leadership potential to serve as peer mediators. The Conflict Managers learn skills to help kids get along. They wear special t-shirts, carry clipboards and are an important presence on our primary playground. This program benefits our school climate by encouraging leadership, good citizenship and by discouraging bullying.

COUNSELING

Counseling services are provided by our school counselor, Mrs. Carrasco, in collaboration with teachers and staff. Together they work to provide an environment in which each student can experience a variety of academic and social challenges that meet his/her personal needs, while coping with the changes that take place in life. The counselor is available for in-class activities or additional classroom support in an effort to assist students with special needs within the whole class environment. Students may also be assisted in small groups or individual sessions. Parent conferences are held as warranted. Teachers and parents may request additional counseling services for their students, or students may seek counseling on their own.

ENGLISH LANGUAGE DEVELOPMENT (ELD)/SPECIALLY DESIGNED ACADEMIC INSTRUCTION IN ENGLISH (SDAIE)

These programs are state-funded programs designed to support the second language learner in their acquisition of English. Most of our teachers are trained in SDAIE.

GIFTED AND TALENTED EDUCATION (GATE)

The GATE program strives to ensure that the regular classroom is structured in such a way that any student who demonstrates extraordinary talent or ability in intellectual ability, creativity, a specific academic area, leadership, and/or the visual and performing arts is given the opportunity to pursue that gift during the instructional day. Strategies that honor the theory of multiple intelligences, open-ended challenges that require a student to think divergently to solve a problem, challenges that require task commitment, creativity, and a growing knowledge base, along with the expectation that each student will work at a level commensurate with their ability – not with that of the other students – provide the foundation of the program. GATE students are clustered at each grade span in order to give them the opportunity to work daily with other students who will challenge and stimulate them.

GREETERS

Boys and girls from each classroom are selected to officially greet new students during the school year. They take responsibility for introducing the student to “the way we do things at Lincoln Elementary” and giving a tour of the school.

LANGUAGE SPEECH AND HEARING PROGRAM (LSH)

Each year all children entering kindergarten are screened for speech and language problems. If a child is identified as needing a speech therapy program, a specific remedial program will be developed for that child through the Individual Education Program (IEP) process.

LUNCH ROOM COMMISSIONERS

5th and 6th grade students are chosen to act as leaders/helpers for each classroom while they are eating in the cafeteria. Commissioners are responsible for bringing the class into the cafeteria quietly, answering questions, picking up forgotten utensils, dismissing students when they have finished eating, wiping down the tables and sweeping the floors. During rainy days, commissioners also go into classrooms to help provide assistance with students.

MUSIC

Lincoln Unified School District is proud of its comprehensive K-12 music program. All students in grades K-6 receive general music instruction twice a week from a qualified specialist. Chorus is offered twice a week for 4th-6th graders. Instrumental music is a pullout program, with string instruction beginning in 4th grade and band in 5th. Intermediate students who wish to become a part of this program will have the opportunity to sign up at an informational performance assembly by district music teachers in the fall.

PSYCHOLOGIST

Lincoln Elementary has a psychologist on site at least once a week. He/she administers intellectual development and achievement tests to help determine the need for an Individual Educational Plan (IEP). Contact will be established between the psychologist, the school and the home if there is a need for educational testing or counseling.

RESOURCE SPECIALIST PROGRAM

The Resource Specialist Program provides individualized, prescriptive instruction for children who require aid beyond regular classroom instruction and to integrate such prescriptions into the regular classroom learning activities. Eligibility is determined through the identification of a discrepancy between a student's intellectual development and academic achievement. Results of this testing is shared through the Individual Education Program (IEP) process. All decisions regarding a student's placement and participation in the program are made with the IEP team, which includes the student's parents, teachers, administrator and support staff involved in the testing process.

STUDENT COUNCIL

Each year two students per classroom, grades 1-6, is elected by their peers to represent them at monthly student council meeting. Student council has responsibility for developing school improvement projects in which students can be involved.

TITLE ONE

Title One is a federally funded program to assist students who need extra academic support. The number of students at our school receiving free and reduced lunch determines our funding. Services are delivered by our Title One teacher, Mrs. Williams, and her staff of instructional aides before school, during school on a pullout basis, and as part of the After School is IN program.

Lincoln Elementary School
VOLUNTEER PROGRAM

If you are interested in being a volunteer, we would love to have you. We welcome all aunts, uncles, grandparents, friends, retirees, and business people who are interested in enriching a young child's life. There is a place for everyone.

To be a volunteer in Lincoln Unified School District it is necessary to complete a **volunteer packet** (available in the school office), and be **fingerprinted** (this can be done at the district office). **For the safety of all students**, volunteers must check in at the office and wear a visitor's badge.

Following is a list of areas in which we need parents to volunteer. Your unique talents may allow you to contribute in other ways as well and are always welcome! To get started, check with your child's teacher, the principal or the PTA and we'll tell you how. Check the newsletter every week for more opportunities.

- School library
- Assist teachers in classroom
- Room parents (PTA)
- School Site Council
- Parent Teacher Association (PTA)
- Provide food for classroom parties or special events
- Provide supervision for study trips (**For the safety of all students**, ONLY parents who have completed a volunteer packet and are signed-up as official chaperones, i.e. willing to supervise students, ride the bus, serve snacks and/or lunch, etc. are invited to attend field trips)
- Art docents (PTA)
- Read to students
- Campus Beautification Project
- Yearbook
- Special projects – teach a class your special talent – art, needlepoint, sewing, pottery, models, photography, woodworking, cooking
 - Contribute ideas on parenting, homework tips, and/or family fun ideas to our newsletter
 - Staple newsletters on Thursday mornings
 - Assist in projects – assemblies, Open House, Spring Festival, Book Faire, Reflections Contest, Art Fair

Lincoln Elementary School
HELPFUL TIPS FOR WORKING WITH CHILDREN

- (a) Learn the names of the children as rapidly as possible.
- (b) Acquaint yourself to the classroom schedule and rules, and be observant of them, but always be flexible.
- (c) Observe and follow the rules of the classroom in which you work (sitting on the desks, chewing gum, etc.). Set a good example.
- (d) Be well groomed.
- (e) Do not visit with other adults while working.
- (f) Check with the teacher to see where you are needed first and remain there until relieved.
- (g) Use a quiet voice; use a few words and make them count.
- (h) Always be supportive and encouraging when working with students.
- (i) Be consistent. Children learn best when the limits are quietly and consistently enforced.
- (j) Allow children to work out their own problems whenever possible. You are here to help, not do – refrain from doing the child’s work.
- (k) Remember that the way you react to a child may become the pattern he follows as he reacts to others.
- (l) When dealing with a behavior problem, always be certain that the way in which you handle the situation says, “I don’t approve of what you did, but I still like you.”
- (m) Acknowledge a child when he has done something that we want to be sure he continues to do. Let a child know when you are pleased with a specific behavior, so they can do it again on purpose.
- (n) Enjoy the children and what you are doing! If you don’t, let us help you find another area in which to volunteer.
- (o) If you are a volunteer, remember to check in and out through the office when you come on campus.

SCHOOL SONG

Lincoln, we stand for Lincoln,

Our school stands out from the rest.

Lincoln, hooray for Lincoln,

We think that our school's the best!

And when we are grown and out on our own,

And time has come and past,

Of Lincoln, good old Lincoln,

Our memories will last.

L-I-N-C-O-L-N, L-I-N-C-O-L-N,

Lincoln (yeah!), Lincoln (yeah!), Lincoln (yeah, yeah, yeah!)

L-I-N-C-O-L-N, L-I-N-C-O-L-N,

Yea for the best school, better-than-the-rest school, Lincoln's up on top!

And when we are grown and out on our own,

And time has come and past,

Of Lincoln, good old Lincoln,

Our memories will, our memories will, our memories will last.

TRANSPORTATION RULES OF CONDUCT

Students will behave appropriately as school bus passengers in order to assure safe travel. Pupils transported in a school bus are under the authority of, and directly responsible to the bus driver.

- Be at their scheduled bus stop on time, at least 5 minutes before the bus arrives. The bus driver cannot wait for late students.
- Be quiet and orderly while waiting for the bus.
- Ride their regularly assigned bus only.
- Form an orderly line at the bus stop. Do not move or walk toward the bus until the bus has made a full stop.
- Remain properly SEATED, facing forward with feet and legs out of the aisle at all times.
- When a student must cross (red light escort), that student must cross between the driver and the bus.
- Follow the directions of the driver and observe the rules.

Lincoln Unified School District has adopted rules and regulations to assist students in understanding their responsibilities while riding the bus. The rules will assure safe and proper travel to and from school, and waiting at the bus stop. Regular bus riders will receive a complete Transportation Safety Plan.