

Lincoln Elementary School

PARENT /STUDENT / TEACHER

HANDBOOK 2022-2023



EST. 1878

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Lincoln Unified School District

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Lincoln Elementary School
Parent/Student/Teacher/Handbook
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Dear Parents,

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

I am very excited to begin the 2022-2023 Lincoln Elementary School year. For the past year few years, our world has been flipped upside down and we have all been trying to make our way through the pandemic and the challenges it has brought us all. We know that the children need something consistent and to feel like life is back to normal for them. We will continue our strong academic rigor with high expectations for student achievement as we return to full in-person instruction. That is our number one goal; have the students reach their highest academic level possible to keep them on track to high school graduation and then college and their future careers.

This year we will continue to have a strong focus on positive behavior for our students. We have four main ideas that our staff believes will lead our students to have academic and social success during the school day. We use the acronym of ROAR to honor our mascot, the Lynx. We will introduce and focus on these guidelines throughout the year: **Respect, Our Best, Attitude, and Responsibility**. We believe these guidelines will help our students excel at becoming better students. Students who exhibit these traits will be rewarded for their good decisions. When well behaved at school, we know the most learning happens.

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 our students. But we know that raising our children takes a village! 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 wellbeing 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 2022-2023 school year.

Sincerely,

Becky Sprinkle
Principal



LINCOLN UNIFIED

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



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 will 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.

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 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 our 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 Bell Schedules 2022-2023

MONDAY AND CONFERENCE SCHEDULE

Instructional Minutes

Kindergarten					
8:30 am	-	12:15 pm	Morning Session	225	
12:15 pm	-	12:35 pm	Lunch (20)		
11:05 am	-	2:50 pm	Afternoon Session	225	
10:45 am	-	11:05 am	Lunch (20)		
Grades 1					
8:30 am	-	10:00 am	Instruction	90	
10:00 am	-	10:15 am	Recess (15)		
10:15 am	-	11:30 pm	Instruction	75	
11:30 am	-	12:15 pm	Lunch (45)		
12:15 pm	-	1:50 pm	Instruction	95	
Grades 2					
8:30 am	-	10:30 am	Instruction	120	
10:30 am	-	10:45 am	Recess (15)		
10:45 am	-	12:00 pm	Instruction	75	
12:00 pm	-	12:45 pm	Lunch (45)		
12:45 pm	-	1:50 pm	Instruction	65	
Grade 3 and SDC					
8:30 am	-	10:00 am	Instruction	60	
10:00 am	-	10:15 am	Recess (15)		
10:15 am	-	11:30 am	Instruction	105	
11:30 am	-	12:15 pm	Lunch (45)		
12:15 pm	-	1:50 pm	Instruction	95	
Grade 4					
8:30 am	-	10:01 am	Instruction	91	
10:01 am	-	10:15 am	Recess (14)		
10:15 am	-	12:00 pm	Instruction	105	
12:00 pm	-	12:45 pm	Lunch (45)		
12:45 pm	-	1:50 pm	Instruction	65	
Grade 5					
8:30 am	-	10:31 am	Instruction	121	
10:31 am	-	10:45 am	Recess (14)		
10:45 am	-	12:30 pm	Instruction	105	
12:30 pm	-	1:15 pm	Lunch (45)		
1:15 pm	-	1:50 pm	Instruction	35	
Grade 6					
8:30 am	-	10:31 am	Instruction	121	
10:31 am	-	10:45 am	Recess (14)		
10:45 am	-	12:30pm	Instruction	105	
12:30 pm	-	1:15 pm	Lunch (45)		
1:15 pm	-	1:50 pm	Instruction	35	

TUESDAY-FRIDAY SCHEDULE

Instructional Minutes

Kindergarten					
8:30 am	-	12:15 pm	Morning Session	225	
12:15 am	-	12:35 pm	Lunch (20)		
11:05 am	-	2:50 pm	Afternoon Session	225	
10:45 am	-	11:05 am	Lunch (20)		
Grades 1					
8:30 am	-	10:00 am	Instruction	90	
10:00 am	-	10:20 am	Recess (20)		
10:20 am	-	11:30 pm	Instruction	70	
11:30 am	-	12:15 pm	Lunch (45)		
12:15 pm	-	2:50 pm	Instruction	155	
Grades 2					
8:30 am	-	10:30 am	Instruction	120	
10:30 am	-	10:50 am	Recess (20)		
10:50 am	-	12:00 pm	Instruction	70	
12:00 pm	-	12:45 pm	Lunch (45)		
12:45 pm	-	2:50 pm	Instruction	125	
Grade 3 and SDC					
8:30 am	-	10:00 am	Instruction	90	
10:00 am	-	10:20 am	Recess (20)		
10:20 am	-	11:30 am	Instruction	70	
11:30 am	-	12:15 pm	Lunch (45)		
12:15 pm	-	2:50 pm	Instruction	155	
Grade 4					
8:30 am	-	10:02 am	Instruction	92	
10:02 am	-	10:20 am	Recess (18)		
10:20 am	-	12:00 pm	Instruction	100	
12:00 pm	-	12:45 pm	Lunch (45)		
12:45 pm	-	2:50 pm	Instruction	125	
Grade 5					
8:30 am	-	10:32 am	Instruction	122	
10:32 am	-	10:50 am	Recess (18)		
10:50 am	-	12:30 pm	Instruction	100	
12:30 pm	-	1:15 pm	Lunch (45)		
1:15 pm	-	2:50 pm	Instruction	95	
Grade 6					
8:30 am	-	10:32 am	Instruction	122	
10:32 am	-	10:50 am	Recess (18)		
10:50 am	-	12:30pm	Instruction	100	
12:30 pm	-	1:15 pm	Lunch (45)		
1:15 pm	-	2:50 pm	Instruction	95	



ACADEMIC PROGRAMS



PRESCHOOL

The Lincoln Unified Preschool Program has been designed to enable children to set their own goals and to work toward accomplishing these goals. We offer students opportunities within a carefully planned daily routine to work and play independently, make choices, pursue their own interests, and problem solve throughout the process. Children in the Lincoln Unified Preschool Program are assisted, guided and supported by adults who are aware of their developmental needs, and who will focus on the children's choices and decisions, strengths and areas of need.

K-6th GRADE

Lincoln Elementary provides a well-rounded structured environment full of enriched activities and curriculum. We offer ELA, math, science, social studies, art, physical education, and music. The following is a list of board adopted curriculum for each subject:

English Language Arts – Wonders (K-5th) and Study Sync (6th)

Mathematics – Eureka Math (K-6th)

Science – National Geographic (K-5th) and McGraw Hill Inspire (6th)

Social Studies – Scotts Foresman (K-5th) and TCI (6th)

DIGITAL CITIZENSHIP

Lincoln Elementary is a certified Common-Sense Media School. (www.common sense.org) Each year teachers will instruct their students on how to become and take ownership of their digital lives. Students will learn about their digital footprint, media balance, cyberbullying, online privacy communication, and news and media literacy. We strive for all students to be wise in the choices they make in the digital world.

ENGLISH LANGUAGE LEARNERS / ENGLISH LANGUAGE DEVELOPMENT

Lincoln Unified School District is committed to meeting the educational needs of all students by providing quality instructional programs.

LUSD is dedicated to closing the achievement gap and providing equal opportunities for all students. English learners are provided an educational program that recognizes their needs to learn English in addition to mastering the state's academic content standards.

The English learner Master Plan was developed by a group of English learner resource teachers and district administrators with input from the District English Language Advisory Committee (DELAC), the District Advisory Committee (DAC), and the Local Education Agency Plan Stakeholders Committee. Components of the plan are annually reviewed by DELAC, and updated as needed. The purpose of the Master Plan is to provide clear direction to all district staff and the

school community regarding programs for English learners. A common understanding of goals, definitions, and procedures ensures that English learners receive consistently implemented services designed to meet their linguistic and academic needs. The plan defines the district's goals for English learners, its assessments, placement, and reclassification procedure. It addresses parent involvement, professional development, instruction, and curriculum.

Lincoln Unified School District believes:

- English learners should develop English language proficiency within a reasonable amount of time.
- English learners have equal access to all parts of the core curriculum.
- English learners will succeed academically and socially.
- English learners will receive the support they need for academic success.
- English learners will be encouraged to develop proficiency in more than one language.
- All students will develop an appreciation for the diversity of all languages and cultures.
- Parents of English learners will be welcomed and encouraged to be involved in their child's education.

Lincoln Unified Goals for English Learners

- To develop language proficiency (listening, speaking, reading, writing) as efficiently and effectively as possible
- To provide equal opportunity for academic achievement
- To promote student's self-image and cross-cultural understanding

LANGUAGE, SPEECH, AND HEARING PROGRAM (LSH)

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

LIBRARY

The library is open 30-minutes before school and two hours after school daily. Books may be checked out for one week and may be renewed.

- Students go to the library with their classroom one time a week for a 30-minute scheduled time. They can check out or renew books during their visit.
- 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 prior to the end of the school year or the student will not be allowed to participate in end-of-year activities.
- Chromebooks are handled through the library. This includes checking out, and lost or damaged items.

MUSIC PROGRAMS

Lincoln Unified School District is proud of its comprehensive K-12 music program. Once students are in 4th grade, they are able to choose a pull-out music program if they so choose. Students are only able to choose one pull-out program for the year.

GENERAL MUSIC	CHOIR	BAND	STRINGS
K-6 students receive general music instruction from a qualified specialist.	Choir is offered twice a week for 4 th -6 th graders. It is a pull-out program.	Band begins in 5 th grade and is a pull-out program.	Strings begins in 4 th grade and is a pull-out program.

PHYSICAL EDUCATION

All 4-6th graders receive 100 minutes per week of physical education with a certificated physical education teacher. This totals two 50-minute sessions a week. The physical educational program focuses on building a solid psychomotor foundation. Physical education is designed to help students acquire the knowledge, processes, skills, and confidence needed to engage in meaningful physical activity throughout their lives.

PSYCHOLOGIST

Lincoln Elementary has a psychologist on site a few times a week. They administer intellectual development and achievement tests to help determine the need for an Individual Educational Plan (IEP). Contact will be established between the psychologist, school staff, and the home if there is a need for educational testing.

PROGRESS REPORTS

Each classroom teacher will give reports differently throughout the school year. There is no assigned progress reporting period within the K-6 program. Check with your child's teacher for more information.

READING INTERVENTION

We have two part-time reading intervention teachers that will work with K-3 students in reading intervention. Students are selected based on classroom and school assessments among other factors. The intervention happens in a pull-out setting.

REPORT CARDS

Reports cards will go home two times a year. The first one is given to your child in an envelope two weeks after the first semester ends (approximately middle of January). The second report card goes home with your child the last day of the school year.

RESOURCE SPECIALIST PROGRAM

The Resource Specialist provides individualized, prescriptive instruction for children who require aid beyond regular classroom instruction and to integrate such prescriptions into 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.

SCIENCE CAMP

Lincoln Unified participates in an outdoor education program, for our current 6th graders, which is coordinated by the San Joaquin County Office of Education. This weeklong resident camp for sixth grade students has proven to be a unique and worthwhile educational and social experience for our students. The instruction is based in the sciences and teaches conservation through an emphasis on ecology. For more information, go to the SJCOE Outdoor Education website: <http://outdooreducation.sjcoe.org/home1.aspx>

SPECIAL EDUCATION SERVICES

Lincoln Unified School District is committed to meeting the educational needs of all students by providing specialized services and supports that enable all learners to benefit from the instruction they receive. Services are provided and designed based on the unique needs of each student that qualifies for special education and related services. If you are concerned about your child and their educational needs, you may reach out to their teacher or a school site administrator to discuss your concerns. Parents are also able to write a letter to their school site principal, identifying their concerns and requesting assessment to determine if their child is eligible for special education through an Individualized Education Program.

TITLE ONE

The Lincoln Unified School District supports students with early reading intervention, through our Federally funded Title 1 program. Schools that receive Title 1 funding have a teacher on site to provide ELA intervention to students K-3 through pull-out and push-in support in classrooms based on student needs.



STUDENT RESOURCES AND SUPPORT



ASES

The Lincoln Unified School District After School Education and Safety (ASES) program is based on the theory that intellectual, social, emotional and physical development requires an environment where children feel safe and secure and are supported by qualified, caring adults.

Our vision for the ASES program in Lincoln Unified is to provide a safe, warm, welcoming environment after school while helping students to be successful and reach their maximum potential each day.

The purpose of the ASES programs is to provide academic, social and experiential activities that will allow children to achieve the following goals:

1. To provide a safe, nurturing environment where students will learn and have fun.
2. To provide students with engaging opportunities that develop an understanding of self, their own interests, and skills that will lead them to develop a sense of individual purpose, **an** understanding of cultural contributions, and give meaning and direction to learning.
3. To provide a well-rounded program that prompts a healthy lifestyle through good nutrition and physical activity.
4. To provide students with a connection to the variety of programs and opportunities available in our community by developing strong relationships with community partners.
5. To provide a link between the school day programs and the after-school program.

The ASES Program operates Monday through Friday, from school dismissal time until 6:00 p.m. every day that school is in session. The staff, with a ratio of 1 adult for 20 students, remains with the students throughout the afternoon program.

COUNSELING

Counseling services are available to all students at Lincoln Elementary. We have fully credentialed school counselors available who meet the various social/emotional, mental health, and career/college awareness needs of our students. These services are provided through individual, small groups, whole class, or grade level/school site assemblies.

FOCUS CENTER

In lieu of out-of-school suspension, school administrators are able to place students in the Focus Center at their discretion. The Focus Center is a place for students to reflect on their misbehavior, while receiving support for making better choices in the future. Focus Centers are also a place where students are required to work on and complete their school work, so they do not fall behind in their classes. There is a paraprofessional with the student, who will mentor them on making better choices.

Students are able to think about what they can do differently the next time they are in a difficult situation. Any work the student will miss in class will be completed during the day as well.

LEADERSHIP OPPORTUNITIES

Big Buddies	Students have a variety of ways to become leaders on our campus. Many classrooms have a buddy classroom where students older students are partnered with younger students. They read, do projects, or do art together. This helps build a unique friendship and bond between two students who would not normally interact.
Conflict Managers	Our school counselor trains intermediate students with leadership potential to serve as peer mediators. The Conflict Managers learn skills to help kids get along and solve their own small problems. 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.
Leadership Team	4 th -6 th graders have the opportunity to be a part of the Leadership team. They have the responsibility for developing school improvement projects in which students can be involved. They meet once a month to plan and carry out activities and projects to help make our school a better place.
Student Council	Each year representatives from 4 th , 5 th and 6 th grade classrooms are elected by their peers to represent them at monthly student council meetings. The positions that are available are: President, Vice President, Secretary, Treasurer, Spirit Commissioner, and Parliamentarian.

MENTAL HEALTH SERVICES

Students may access mental health services within the community through any agency listed on this website <https://lusdface.weebly.com/community-based-resources.html> or by asking for resources from the school site counselor. You are able to independently initiate services if you are 12 years of age or older by directly contacting the mental health agency or with the help of your parent/guardian. (Ed. Code § 49428)

PRIMARY LANGUAGE SUPPORT

Translator services in Spanish are offered by our bilingual interpreter and our bilingual paraprofessional.



PARENT RESOURCES AND SUPPORT



AERIES

AERIES is an easy-to-use interface for administrators, offices, counselors, teachers, parents and students that provides: Quick access to critical information, including real-time attendance, grades, test scores, real-time gradebook summary with visual trend analysis, as well as drill down capability to the assignment level, and weekly progress reports emails to stay informed on student progress, along with direct communication between teachers and parents. Please create an account so you can have this access. Use the following link for directions to register:

https://www.lusd.net/apps/pages/index.jsp?uREC_ID=1591089&type=d&pREC_ID=1719358

BACK-TO-SCHOOL NIGHT

This night is 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.

DELAC

Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.

The LUSD DELAC meets regularly to advise the school district governing board on at least the following tasks:

1. Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
2. Conducting a district wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

ENGLISH LEARNER ADVISORY COMMITTEE - (ELAC)

Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

The site ELAC meets regularly and is responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

FINGERPRINTING

We encourage you to volunteer and become involved in school activities. If you are wanting to be involved in classrooms, in field trips, or at school events, you must be fingerprinted through Lincoln Unified School District. You will need to pick up a volunteer packet, fill it out, get it signed by school administration, and then make an appointment with the district office. The process can take several weeks. You will want to plan ahead. Once you are fingerprinted once through Lincoln Unified School District, you do not have to repeat the process again.

NEWSLETTER

This is our most consistent form of communication with the families of our students. A school newsletter will be posted on our school website and/or sent through ParentSquare on the first THURSDAY of each month. Information about important school events, PTA activities, meetings, etc., as well as tips for helping with homework and preparing for conferences is included. Please get in the habit of looking on-line or in your text message or emails regularly for updated information. It will help you keep up with all that is going on.

PARENT CONFERENCES

Parent conferences are held twice a year (September and January) for you and your child's teacher to meet and discuss academic progress. It is extremely important that you attend the conferences to keep your child on track and gaining the most academic success as possible. Without a parent involved in their education we find that students struggle and do not tend to meet their potential.

PARENT INVOLVEMENT INFORMATION

Click the following link to get information on Lincoln Unified School District's Parent Involvement Policy: [LEA Parent and Family Engagement Policy](#)

PARENT INVOLVEMENT POLICY

Lincoln Elementary School has developed this parent involvement with input from Title I parents. Input was solicited from Title 1 parents at the monthly parent meeting on February 7, 2018. The plan was discussed and approved at the School Site Council meeting on February 13, 2018.

Involvement of Parents in the Title I Program

Lincoln Elementary School holds an annual meeting to inform parents of the Title I students of the Title I requirements and their rights to be involved in the Title I program. Input is solicited by asking parents their opinion at the Title 1 parent meeting and gathering information through an annual school survey.

Lincoln Elementary complies with the "Every Child Succeeds Act" requirements for Title 1 parents by:

- Offering a flexible number of meetings, with flexible start times, throughout the year to explain the Title I program to parents
- Involving parents in an ongoing, timely review, planning and revision of the Title I policy and program through parent advisory group meetings
- Providing parents with information about the Title I program/services at our site through school newsletters, phone messages, and parent advisory group meetings.
- Informing parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet through parent advisory group meetings and school correspondence.
- Providing parents of Title I students with opportunities for regular meetings to participate in decisions relating to the education of their children.

Home Compacts

Lincoln Elementary School has developed a Home-School Compact and distributed it to all parents, students, and staff. The compact outlines how parents and the school staff and students share the responsibility to improve student achievement and to ensure students reach proficiency.

The school provides high-quality curriculum and instruction by:

- Communicating high expectations for every student.
- Motivating students to learn.
- Teaching and involving students in classes that are interesting and challenging.
- Participating in professional development opportunities that improve teaching and learning and support the formation of partnership with families and the community.
- Enforcing rules equitably and involve students in creating a warm and caring learning environment in the classroom.
- Communicating regularly with families about their child's progress in school.

- Providing assistance to families on what they can do to support their child's learning.
- Participating in shared decision making with other school staff and families for the benefit of students.
- Respecting the school, staff, students, and families.
- Building students' self-esteem.
- Explaining goals, expectations, and grading system to students and parents.
- Providing instruction in a way that will motivate and encourage students.

Parents can support their children's learning by:

- Talking to their child regularly about the value of education.
- Communicating with the school when concerns arise
- Monitoring TV viewing, video games and computer use
- Encouraging my child to read by reading with him/her for 30 minutes every day.
- Making sure that my child attends school every day, on time and with homework completed.
- Supporting the school's discipline code.
- Monitoring my child's progress in school
- Making every effort to attend school events, such as parent-teacher conferences, Open House and Back-to-School Night.
- Ensuring that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Respecting the school staff, students, and families.
- Helping select worthwhile activities for my child to do away from school that will further his/her learning.

Building Capacity for Involvement

Lincoln Elementary School will:

- Provide materials and training to help Title 1 parents work with their children to improve their achievement: Parenting Partners, bilingual section in school library, school correspondence and school meetings in parent's home language, and parenting handbooks for parents.
- Train staff to work with parents through cultural proficiency training.
- Notify Title I parents about parent programs, meetings and activities through school newsletters, phone messages, and other school correspondence.

PARENT SQUARE

Home/School communication is important for a successful academic program. Lincoln Unified uses Parent Square to communicate. By downloading the app on your phone or tablet, you will be able to see messages quickly and refer to the calendar aspect of the program when you need it. Use the following link to register: <https://www.parentsquare.com/signin>

PARENT SURVEY

Once a year, we will send out a parent survey link. We would appreciate full participation so that we can keep working on making Lincoln Elementary better than ever. With parents' input this can happen. The survey link comes out in January/February each year.

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:

- Funding for Field trips
- Fall Festival
- Testing award prizes
- Back to School Night BBQ
- Reflections Art Program
- Bingo for Books Night
- Monthly Coffee with the Principal

All of these programs are not covered by a school budget or district funds. They are made possible by your membership fees, direct donations and participation in the PTA fundraisers. We encourage every family to join for a simple one – time \$10 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 for upcoming activities dates of meetings and events for which your help is needed. Please know that joining the PTA doesn't require you to attend meetings, but the meetings are held once a month and open to all. Our PTA Board welcomes you and looks forward to meeting you at school events.

PTA BOARD 2022-2023

President – Shelby Moran

Secretary – Eren Bongcaron

Treasurer – Nicole Sherman

Parliamentarian – Sandy Gale

Auditor – Sandy Gale

Membership – Tyler Moran

Fundraising – Samantha Avina

Spirit Wear – Becky Sprinkle

PRIMARY LANGUAGE SUPPORT

Translator services in Spanish are offered by our bilingual interpreter and our bilingual paraprofessional.

PRINCIPAL'S CHAT

Parents are invited to join the principal for coffee, bagels, and a conversation about the school one morning each month. It will be held in the office on the first Wednesday of each month at 8:30am. The dates of these chats will be on our school calendar in the Parent Square app. Please come join us!

REPORT CARDS

Report cards are sent home twice a year for you to review your child's progress. They will be given out in January (about two weeks after the end of the semester) and the last day of school.

SCHOOL SITE COUNCIL

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 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 by calling the school office at 209-953-8651.

SOCIAL MEDIA SCHOOL SITES

We have several social media sites that we encourage families to be a part of. There will be updates from school functions as well as district events and announcements regularly. Please join them!

Facebook - @LincolnElementaryStockton

Instagram - @lincolnelementarystockton

Twitter - @LincolnELlynx

SPIRITWEAR

There are hundreds of options of spirit wear available. You pick the style, start designing, customize the design, and then place your order. Orders take about two weeks to be completed and it ships right to your house. Spirit wear can be ordered all year long at the following website:

www.lincolnspiritwear.com

VOLUNTEERING

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.



SCHOOL PRACTICES AND POLICIES



DAILY PROCEDURES

BEFORE SCHOOL

DO NOT drop off your student before 8:00 AM. There is no adult supervision before 8:00 AM. Drop off students at the front of the school. Only bus students will be allowed to enter through the bus gates on Lincoln Road.

Students will be required to stand on a red painted paw outside the front gate and wait quietly. Students arriving by bus will have an adult at the gate when they arrive. They will then walk along "B-Wing" to the Multi-Use Room for breakfast.

At 8:00 the main gate will be opened and all students will walk in a quiet, single file line along "B-Wing" to the Multi-Use Room or Courtyard until 8:10.

From 8:00 - 8:10, all students coming onto campus will be expected to go to the Multi-Use Room or Courtyard. If they are not eating breakfast they will stay in the courtyard. These students may read, study, or use a quiet talking voice. Students eating breakfast will sit in the Multi-Use Room. Once seated, students will not move to another table or get out of seat for any reason.

All students coming onto campus after 8:10 may go to the Multi-Use Room to eat breakfast or may go to their assigned space for the classroom to line up.

Students in the MUR and courtyard will be dismissed by a supervisor to throw away their trash and exit when finished with their breakfast. Students must exit in a single file quiet line. Students will walk to their assigned space for their classroom line-up.

From 8:10 - 8:28, students will remain in their assigned space for their classroom line-up. The students cannot use the playground equipment or play with sport balls, jump ropes or any other equipment. No running is allowed. Students may walk on the blacktop and talk with their friends but should be preparing themselves mentally for learning.

Breakfast service will close at 8:28.

At 8:28, the first bell rings and all students must freeze. FREEZE means to STOP ALL MOVEMENT and TALKING.

Once all students are “frozen,” the yard supervisor will blow the whistle once to signal the students to walk QUIETLY to their classroom line.

All teachers will stand at their lines at 8:28 waiting for his/her students. Students will walk and enter classrooms quietly. Teachers will have students practice line procedures until procedures are followed correctly.

Students arriving to school after 8:30 must get a tardy slip from the office.

RECESS

Students will walk in a quiet, single file line to their playground area.

Students will learn and follow the rules for using playground equipment.

Students will use the restroom for its purpose and not hang-out or play in there.

Students will not hang-out or play in hallways.

Students will not leave the playground area without permission.

When the first bell rings, students will freeze. **FREEZE means to STOP ALL MOVEMENT and TALKING.**

Once all students are “frozen,” the yard supervisor will blow the whistle once to signal the students to walk QUIETLY to their classroom line. Students who are in the field must run to the blacktop and then walk.

Teachers will be standing at lines when the first bell rings. Also, teachers will praise students who have followed the rules and will speak respectfully to the student who needs to make adjustments. Students will walk and enter classrooms quietly. Teachers will have students practice line procedures until procedures are followed correctly.

Using the restroom or getting a drink of water will not be allowed after the first bell rings. Teachers will walk students back to their classrooms and follow their set classroom procedures for restroom and water breaks during instruction.

LUNCH

Teachers will walk students in a quiet, single file line to the Multi-Use Room. Students will line up in the courtyard with their feet placed on the red lines, with one student per line. Teachers will remain

with the students for the first 15 minutes of lunch. Students will walk through the left side door, punch in their number, pick-up their tray, milk, and fruit or vegetable items.

Students will wait patiently, quietly, and calmly in line until they move to the hot food choices. Then students will then get their fork and any condiments. Next, they will move single file down the aisle by the parking lot doors, along the front of the Multi-Use Room and fill in the tables closest to the In/Out doors first.

Students will remain in their seat during the lunch period. If they need something or forgot something in the line, they will need to raise their hand and ask for assistance. All food must be eaten in the Multi-Use Room or in the Courtyard. No food will be taken to the playgrounds.

Students may talk quietly while eating their meal. While eating, the staff will ask students to lower voices if necessary. Students not following the lunch procedures will be moved to a table at the front of the Multi-Use Room. These students will be the last ones dismissed to lunch recess and may be asked to assist the custodian before they leave.

After 20 minutes, the supervisor will dismiss by tables. Students will gather all trash and quietly, walk single file toward the back of the Multi-Use Room, down the aisle by the parking lot doors, along the front near the stage where they will throw away their trash, and then out the door. Students will remain in a quiet, single file line down the hallways to their playground area. Students who would like more time to finish eating will be allowed to remain in the Multi-Use Room. Students and staff will follow the same recess procedures for lunch recess.

AFTER SCHOOL

At 2:50 all grades 1 - 6 teachers will dismiss students to walk in a quiet, single file line to their assigned gates. Kinder, Second, and Third grade will walk through Gate 3 to their assigned spot in the Kiss-N-Go lane. First grade will go through Gate 4 to their assigned spot in the Kiss-N-Go lane. Fourth-Sixth grades will release through Gate 1 and go to their assigned spot next to the fence.

ASES students who are in First and Second grade, students will meet on the primary playground on the corner of the grass and near the benches. ASES students who are in third and fourth grade will meet in the courtyard by the main doors of the MUR. ASES students who are in fifth or sixth grade will meet at the fire hydrant on the intermediate playground.

Parents are to stay in their vehicles as they pick up their children. Families and students are not allowed to play on the playground after school.

Families wanting to meet with their child's teacher after school, need to pick up their child at the front of the school, and then walk back to their child's classroom. Children must remain with parents during these meetings.

GENERAL RULES AND PROCEDURES

ASSEMBLIES

Show ROAR during assemblies. Students will enter and exit an assembly in a quiet single file line. Applause is the only acceptable way to show respect for the presentation.

ATTENDANCE POLICY - ABSENCES AND TARDIES

When a child is absent from school, parents have 48 hours to clear their absence. Parents are able to send a note to school with their student, call and leave a message on the attendance line (209-953-8621), email the office staff, message the teacher through Parent Square, or reply to the Parent Square message that was sent the day of the absence.

Students are expected to be at school on-time every day. Students must be through the front gates by 8:30 to not be considered tardy. The first bell rings at 8:28 and the last bell rings at 8:30. By 8:30, the front gates will lock and then students will need to go through the office to get a tardy slip. PM Kindergarten starts at 11:05. Students need to be through the gates by 11:05 to not be considered tardy. The tardy policy will be enforced for all students. Please do your best to be to school on-time every day. The Tardy Policy is as follows:

1 to 2 Tardies	<ul style="list-style-type: none">• Student will receive a verbal warning
3 Tardies	<ul style="list-style-type: none">• Parent Letter• Loss of morning recess
4 to 5 Tardies	<ul style="list-style-type: none">• Student will receive a verbal warning• Parent phone call
6 Tardies	<ul style="list-style-type: none">• Parent Letter• Loss of morning recess• Loss of lunch recess
7 to 8 Tardies	<ul style="list-style-type: none">• Student will receive a verbal warning• Parent phone call
9 Tardies	<ul style="list-style-type: none">• All Day In-School Detention• Start the SARB process with Child Welfare and Attendance

BALLOONS / FLOWERS / GIFTS

Balloons, flowers, and gifts are prohibited on campus.

BICYCLES / SKATEBOARDS / ROLLERBLADES

Students may ride their bicycles and/or scooters to school and park them in the bike rack area. The bike rack area is unsupervised and the school will not accept the responsibility for loss or damage to

the bike. Students are to enter and leave the LE campus with their bikes through the main gate on Gettysburg Place. Bikes and scooters are to be walked on campus at all times. SKATEBOARDS AND ROLLERBLADES MAY NOT BE RIDDEN TO SCHOOL AND MAY NOT BE ON CAMPUS.

BIRTHDAY / HOLIDAY TREATS

All treats for birthdays or holidays need to be store bought. Under no circumstances can food be brought and given to students that is homemade. When providing treats for a birthday/holiday, please make sure you provide napkins and/or anything else that might be helpful to the teacher and students during the celebration. Communicating with the teacher prior to the day is helpful for planning purposes.

BUS TRANSPORTATION

Bus passes are required to ride a school bus. If a pass is lost it will cost the family \$8 to replace the card. Money can be brought to the office for a replacement. Students are to attach their passes to their backpacks. RIDING THE BUS IS A PRIVILEGE. Students not following the bus rules will be given a citation and may be suspended or expelled from the bus. Students are required to listen to the directions given by the driver and do the following:

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

CANDY

No gum or candy may be brought to school. Candy provided by teachers on special occasions must be eaten in the classroom or taken home.

CELL PHONES

Cell phones and smart watches must be turned off and stay in a student's backpack while on campus. Cell phones and smart watches will be turned into the office for parent pick-up if used while on campus.

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 walk, etc.) please tell your child before school AND send a note to the teacher and/or office. Please avoid making arrangements to talk with your child during the school day.

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.

CHILD NUTRITION SERVICES

BREAKFAST: There is a free breakfast for all students that is offered every day. Have your child take advantage of this to ensure they are getting a good start to their day and it ensures they are on-time to class every day as well.

LUNCH: Free lunch is offered to all students. All families need to fill out a lunch application even though it is free for all. You can apply for free/reduced prices at any time during the school year. It is best to apply at the beginning of the year. Students must get one hot food and one item from the salad bar. If a student brought a lunch from home and wants a milk from school, they must go through the line and get a school lunch. We will not deny a student a milk, but they must get a lunch from school as well. No soda is allowed at any time.

CHIPS

Students may have a bag of chips for a snack at recess or in their lunch pail for lunch. The bag of chips needs to be a single serving according to the nutritional facts listed on the bag. Students are not allowed to share chips or other snacks with other students. Large bags of chips that are brought to school will be taken away by a staff member and given to the office for an adult to pick up.

CHROMEBOOKS

Chromebooks will be checked out through the library at the beginning of the year. Your child will be fined if it becomes lost, stolen, or damaged in any way. It is the responsibility of your child to bring their chromebook to and from school daily. Chromebooks can be checked out from the library for a day use if the student has forgotten theirs at home. On their third time of the student forgetting to bring their chromebook, they will get a loaner from the library, will call home, and lose their recess for the day.

CONTACTING A TEACHER

Parents are encouraged to contact their child's teacher through email or through Parent Square. Please allow up to 24 hours to get a response. They are working with students during the school day and may not be able to respond during the same work day.

EMERGENCY

In the case of any emergency, staff will remain with their students and wait for instructions from the principal. We have an extensive Safety Plan that outlines procedures for response in emergency situations.

EMERGENCY CARDS

Emergency cards are given at the beginning of the school year for parents to look over and verify all the information. Parents need to sign it and send it back to school with their child's teacher. At any time parent contact information changes, please inform the office so we have the most up to date information.

FIELD TRIPS / EXTRACURRICULAR ACTIVITIES

Students must have a signed permission slip from their parent or guardian before being allowed to participate on field trips. Parents will always be notified prior to the trip. For the safety of all children, all parents chaperoning a field trip must have their fingerprints on file in our school district's Human Resources Office prior to going on any trip. New during COVID, parents are mandated to show proof of vaccination or proof of a negative test prior to going on the field trip. While on field trips students represent Lincoln Elementary and must show ROAR.

HOMEWORK

Children in all grades will be assigned homework. We ask parents to check students' homework daily. The most important homework you can do with your child is read to him/her. Please check your child's planner (3rd-6th graders) or their red folders (K-2nd) for information on homework or assignments daily.

INDEPENDENT STUDY

Lincoln Unified School District allows for students to go on independent study when a student will be absent from school for a non-illness related reason for as little as 3 days consecutively. Parents need to inform the office of the reason and dates that the student will be absent at least one week prior to the absence. No student will be placed on Independent Study without the approval of administration. The teacher is informed, student work is collected, and a contract must be signed by the parent and student. When the student returns to school at the end of the contract, all work must be returned completed for the days out of school to be counted as present. If work is not completed in full, the days out of school will be counted as unexcused.

INJURIES / ILLNESS / MEDICATION AT SCHOOL

First aid 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 your 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.

INTERNET FORMS

Students are not to be on the internet on school campus until the internet form is signed and returned by a parent. These forms are given to students in the beginning of the year packets.

LOST AND FOUND

The lost and found box is located in the multi-use room. Parents are strongly encouraged to write their child's name on backpacks and clothing, especially sweaters, sweatshirts and jackets. Lost glasses will be placed in the office for pick up. Students are able to look for any missing items before school, during their breaks, and after school. Items will be donated at the end of each semester when they are not claimed.

OBSERVING CLASSROOMS

When coming to Lincoln Elementary to observe, please make arrangements at least 24 hours in advance with the teacher or the principal. You must check in at the office and wear a visitor's badge. Classroom observers may not disrupt instruction or the learning environment.

PARENT SQUARE

Parent Square is the platform that is used by all staff to communicate home. You will get the messages through the app if you download it to your phone, or you will get a text message or email with the message. Messages go out to families regularly. Please download the app on your phones for easy access to school related information.

PLANNERS and RED FOLDERS

Having parents know what is going on in their child's classroom is important to us! We have provided red Lincoln Elementary folders for students in grades K-2nd to use for communication. For students in grades 3rd-6th grade they are given planners that will give information on assignments or parent information that is needed. Please refer to these daily so that you are informed on what your child is learning and expected to do.

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.

SCHOOL DEBTS

All debts must be cleared before a student will be allowed to participate in end-of-year activities and some field trips.

SCHOOL TRANSFERS

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.

SHORTENED DAYS

The school day is dismissed 60 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 on the School Calendar. Any other early release day will be announced in the school Parent Square messages. *Kindergarten does not have early release on Mondays or during Parent Conferences.*

SMART WATCHES

Cell phones and smart watches must be turned off and stay in a student's backpack while on campus. Cell phones and smart watches will be turned into the office for parent pick-up if not stored in a backpack while on campus.

SNACKS

Children may eat a healthy snack at recess. Students must eat in the snack area and throw away trash. No food may be shared between students. Snacks must be a single serving snack, according the nutritional facts on the packaging. No soda is allowed at any time.

SOCIAL NETWORKING SITES / ELECTRONIC COMMUNICATION

Any posts on a social networking site or electronic communication that come to the attention of school staff and are deemed as bullying, threatening, harassing or hazing, and cause the campus to be an intimidating, hostile or offensive environment for another student will be disciplined according to the procedures spelled out in this handbook.

STUDENT DROP OFF

Students are to be dropped off in the front of the school between 8:00-8:30am. There is no supervision of students before 8:00am. Students are to exit the vehicle on the passenger side to avoid traffic. The Kiss-N-Go lane is to be used when students are exiting a vehicle. Bus students will use the bus gate on Lincoln Road. The bus gate is not to be used for any other students.

STUDENT PICKUP

Kindergarteners, 1st graders, and 2nd graders are a one-to-one hand-off after school. Teachers will stay with the students for up to 10 minutes after the final bell. Parents are to make eye contact with the teacher before a student is released. 3rd-6th graders are allowed to leave campus out of the gate which they assigned. Bus students line up at the bus gate. After school program students line up at their assigned spots throughout campus and meet with the ASES staff. The following is the gates students are released:

Gate 1 (on Gettysburg at the field) – 4th, 5th, 6th graders

Gate 2 (south of the flag pole) – Preschool

Gate 3 (main school gate) – Kindergarten, 2nd, 3rd graders

Gate 4 (in front of rooms 25-28) – 1st grade

SUPERVISION

School supervision begins at 8:00am at the Bus Gate as well as Gate 3 (main entrance of the school). No child should be on campus before this 8:00am. Once children are on campus, they will have adult supervision in all areas where they are allowed to be in at particular times.

TOYS AND OTHER ITEMS FROM HOME

Bringing items from home that are non-related to school become problematic and not necessary. Because of that, NO TOYS (or anything that may become a toy) may be brought to school. This includes all toys, electronic games and audio equipment, sports equipment, tools such as screwdrivers, implements such as nail clippers, permanent markers, and especially dangerous and illegal items such as pocketknives. **Carrying a dangerous object is an automatic suspension and recommendation for expulsion.**

VIDEO TAPING / PHOTOGRAPHY / RECORDING

Any use of a video/audio recording device, including cameras and camera phones, on campus before/during/after school during school activities, without the explicit permission from a teacher or administrator, is strictly prohibited and may result in a one-day to a five-day suspension. Use of a phone to record people without their consent is against the Code of Conduct and may be illegal.

VISITORS / RAPTOR

If you are coming on to campus for any reason during the hours of 7:30am-4:00pm (other than coming into the office) you will need a government issued photo ID. Your ID will be scanned into our RAPTOR system. A badge will be printed and you will be allowed on to campus. If you are fingerprinted and cleared by Lincoln Unified School District, you will be allowed to walk on to campus and not need to be escorted. If you have not been fingerprinted by Lincoln Unified School District, you will still need to have a badge and be escorted to and from your destination. Under no circumstances will you be allowed to be unattended, even with your own child. Visitors are limited to helping in the classroom during instruction time or going on field trips. Visitors are not allowed to eat lunch on campus or be on the playground with their child during school hours.

WATER FOUNTAINS AND WATER BOTTLES

Water fountains are open for student use. We also have a few refillable water bottle stations on campus. Students are responsible for bringing their own water bottles and refilling as needed during their break times only.



EXPECTATIONS FOR STUDENT BEHAVIOR



ACADEMIC INTEGRITY POLICY

Academic integrity is highly valued and any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual/group assignment or a final grade is not permitted. The following is a list of forms of cheating, plagiarism, and other forms of dishonesty. If you have any doubt whether a particular act constitutes academic dishonesty, please ask the teacher.

Academic dishonesty includes, but is not limited to:

- Giving or getting improper assistance on an assignment meant to be individual work
- Plagiarizing or copying part or all of another person's work and submitting it as your own
- Copying answers found online
- Having/using a cheat sheet
- Altering a graded assignment and re-submitting it for a higher grade
- Working together on a take home exam unless approved by the teacher
- Failing to properly cite paraphrased materials with in-text citations and work cited page
- Citing non-existent sources
- Making up data for an experiment
- Having/using notes, formulas or other information on an electronic device when not given permission
- Having/using a communication device to send/receive information when not given permission
- Gaining or providing access to unauthorized materials
- Using the services of another student or a company to complete assignments or projects

Attempted cheating even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device, even if it is not used, is an act of academic dishonesty and will be dealt with as such. Students who violate the Academic Integrity Policy will receive discipline which may result in a failing grade on an assignment and suspension from school.

BULLYING

Bullying is "typically an attempt to get power over another individual and tends to be repeated over and over. It occurs in four main ways: physical bullying, verbal bullying, relational bullying and cyber bullying." (*No Bully*, 2010).

Lincoln Unified School District has adopted several board policies to address any incidents of bullying as indicated in Board Policy 5137, Board Policy 5131.2, and Board Policy 5145.3. In addition, every teacher has been provided training in the No Bully (nobully.com) approach. We use Restorative Practices in resolving conflicts and help students identify alternative ways to express their emotions and restore a positive school climate.

Procedures for Reporting: If a child indicates they are being bullied, they need to tell their teacher or any administrator on campus. If a parent has a concern regarding their child being bullied, they may contact a site administrator or their child's teacher. The principal and/or designee will complete an investigation according to Board Policy and District Administrative Regulations.

DRESS CODE

People working in the work force must dress appropriately for work. Children must dress appropriately for school. Good grooming habits should be promoted by all parents/guardians for the benefit of the children's health and welfare.

The following should NOT be worn at school:

- Articles of clothing, jewelry, or accessories, which, in the opinion of school staff and 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
- "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, sex, or gangs.
- 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
- Flip-flops or sandals without a heel strap, short or high heels

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
- Baseball caps may only be worn, facing forward at all times, outside for the purpose of weather protection
- Belts, if worn, must be the correct size with no belt length hanging. Belt buckles may not display initials.
- Clothes must be neat, clean, and appropriate for school according to the guidelines in this handbook.
- Footwear must allow students to participate in recess and physical education.
- No hats, caps, or beanies are to be worn inside.

Consequences for defying these policies will be as reasonable as possible:

-Refusal to cooperate will result in citations, lunch detentions and/or lead to a suspension.

- Students may be asked to turn an inappropriate clothing article inside out for the remainder of the school day.
- Students may be asked to change into substitute clothing found in the school office.
- Students wearing inappropriate sizes may have the staff find nondestructive means to correct the situation, such as cable ties, or tape to resize the clothing.

E-CIGARETTES / VAPOR PENS

Any smoking device is prohibited on campus. When any of these items are used with an illegal substance, the consequence for illegal substances will be imposed.

1st offense – confiscation, parent contact, mandatory 6-week substance abuse counseling, assignment to the Focus Center or send-home based on administrator's discretion.

2nd offense – confiscation, 1-day suspension

3rd offense – confiscation, 2-day suspension

NONDISCRIMINATION AND EDUCATIONAL EQUITY

Lincoln Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits unlawful discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code §422.5, Education Code §220, and actual perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, or for inquiries or complaints related to employee-to-employee, student- to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator, or Michele Tatum, Associate Superintendent Human Resources Lincoln Unified School District; 2010 W. Swain Road, Stockton CA 95207; (209) 953-8817; mtatum@lusd.net.

ELECTRONIC COMMUNICATION/SOCIAL NETWORKING

Any posts on social networking sites or electronic communication that come to the attention of school staff and are deemed as bullying, threatening, harassing, or hazing, and cause the campus to be an intimidating, hostile or offensive environment for another student, will be disciplined.

PLAYGROUND RULES

Bark Box and Play Structure:

- Follow green/red tape for going up/down/across structures
- Down slide only; no jumping off; no stopping; feet first; one at a time
- Bars: primary face the office; intermediate face preschool

- Monkey Bars: No sitting or standing on any bars. Go across the bars and not staying in one place.
- Chin-Up Bars: No sitting on top of chin-up bar. Use only for chin-ups or swinging.
- No running; no tag

Basketball:

- Primary
 - 2 small courts
 - 6 players at a time - 3 on 3; other players rotate in
 - Good sportsmanship
 - No profanity or unkind behaviors or you will be dismissed from the game
- Intermediate
 - 4 on 4 for half court games; other players rotate in
 - 2 half court games can be going on the full court
 - No full court games at any time
 - Half court for non-game/shooting around; can have more than 1 ball
 - Half court in front of room 14 is to be used for non-game/shooting around only
 - Only one ball in each half court when playing a game
 - Good sportsmanship only
 - No profanity or unkind behaviors or you will be dismissed from the game

Grass:

- Intermediate - no playing past yellow pole
- Running laps/races
- Tag
- Soccer with or without goals
- Good sportsmanship always

Swings:

- Face kindergarten rooms when swinging; only going forward and back, no side to side
- Swing only on bottoms - no stomachs or feet
- Students waiting stand by pole and count to 100
- No jumping off swings

Soccer:

- Two fields
- 5 on 5 for each game
- Only rotate in if there is an open position on a team
- No goalie
- No hands
- Feet only on ball

- Good sportsmanship always
- No profanity or unkind behaviors or student will be dismissed from the game

Tetherball:

- 2 people in circle at a time
- Waiting line starts in the yellow circle away from playing court
- Students play one game and then both are done; next 2 in line come in to play
- No stopping the ball; no “ropies”
- A student is out if the ball stops or they do a ropie.
- Good sportsmanship always
- No profanity or unkind behaviors or student will be dismissed from the game

End of recess when bell rings:

- Students freeze
- Students get off equipment and swings to stand on the ground
- Students hold all balls and equipment
- When the whistle blows, students walk to their class line
- Students with equipment walk to put that away first, then go to line

Others:

- No running on blacktop or in bark box
- Students may not bring recess equipment from home
- Eat snacks by the garbage cans (intermediate) or on benches (primary)
- Before school, students are standing or walking in the vicinity of their classrooms; no play before school
- Good sportsmanship always
- No profanity or unkind behaviors or student will be dismissed from the recesses

RESTORATIVE APPROACH TO DISCIPLINE

In the following pages you will find information about our school rules and the guidelines for consequences we have put in place to help our students learn from their mistakes. When a student falls short of our school’s expectations, a school administrator will determine the action that will most help the student acknowledge his/her wrong doing, accept responsibility for it and make amends to those who have been negatively impacted. Consequences will be targeted to restore the harm caused to relationships and/or property as a result of the violation.

The application of disciplinary action is at the discretion of the school administrator or the administrator’s designee, depending on the individual circumstances and the student’s disciplinary history. The administrator may deviate from these guidelines when the principal determines it is

appropriate to do so. Part of our district's mission is to prepare students to be successful in today's global society.

Part of being successful is to be able to acknowledge how our behavior impacts those around us. We must be willing to take responsibility for our behavior when we physically or emotionally hurt another person, or cause damage to another person's property. Having to face those we hurt, repair damage we have caused and hear how we caused others to feel helps to be better able to take responsibility for our behavior. It helps us make different choices the next time we are upset about something. LUSD believes that by addressing discipline in this way - a way that restores and repairs relationships – our students will be better prepared for success when they graduate from our schools.

ROAR

At Lincoln Elementary we follow ROAR in and out of the classroom.

Respect – To care for one another and take care of our school.

Our Best – To give the highest effort in our academics and our behavior.

Attitude – To think and act in a positive way.

Responsibility – To take care of our job at school to learn.

Students who do not show ROAR will receive consequences for their choices. In addition to a consequence, every effort will be made to restore the damaged relationship through conflict solution. Examples of consequences can include:

- Administrator conference with student
- Phone call to parents
- Conference with student, teacher, parent
- Conference with student, teacher, parent and administrator
- Classroom suspension by teacher
- Removal from play by being in the office
- Campus cleanup
- Detention before, during recess or lunch, or afterschool
- Focus Center
- Suspension, in the event that a student's misbehavior is habitual, verbal, physically aggressive or violent

SUSPENSION / EXPULSION

Student conduct can lead to suspension or expulsion from school. When a pupil is subject to discipline based on the education code sections below, a school administrator will use his or her discretion to address and correct a pupil's specific misbehavior.

Per the California Education Code, Sections 48900; 48900.2; 48900.3; 48900.4; and 48900.7, students may be suspended or recommended for expulsion if the student has committed one of the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance
- Unlawfully offered, arranged or negotiated to sell any controlled substance
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco or any tobacco product
- Committed an obscene act or habitual profanity
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
- Disrupted school activities or otherwise willfully defied valid authority
- Knowingly received stolen school or private property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault or committed sexual battery
- Harassed, threatened, or intimidated a pupil witness in order to prevent testimony or to retaliate for giving testimony
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in, hazing
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a student, or school personnel
- Sexual harassment
- Hate violence, if the student is in grades 4 through 12
- Intentionally engaged in harassment, threats, or intimidation that is sufficiently expected effect of materially disrupting, creating substantial disorder, or invading rights
- Made terrorist threats against school officials or school property

Per the California Education Code, Sections 48915(c), there is to be an immediate suspension and a mandatory recommendation for expulsion if the student has committed one of the following offenses, either on school grounds or at an off-campus school-sponsored event:

- Possessing, selling or furnishing a firearm – note: this does not apply to “imitation” firearms
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing sexual battery
- Possessing an explosives

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew ,or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502)Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2)An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student’s possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district’s policy and regulation for addressing the administration of medications on campus.

TOBACCO USE / POSSESSION:

Lincoln Unified School District is a non-smoking/no tobacco use district.

1st offense: confiscation, parent contact, mandatory 6-week substance abuse counseling, assignment to the Focus Center or send-home based on administrator’s discretion.

2nd offense: confiscation, 1-day suspension

3rd offense: confiscation, 2-day suspension

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.



APPENDIX



Lincoln Unified School District 2022-2023 Student Calendar



July 2022						
S	M	T	W	Th	F	S
24	25	26	27	28	29	30
31						

August 2022						
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			

September 2022						
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 2022						
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					

November 2022						
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 2022						
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

*Early Release Days

Adopted by Board: 1/25/2021

Ratified by Board: 2/10/2021

August 2022	
9	First Day of School
September 2022	
5	Labor Day
October 2022	
3-7	Fall Break
November 2022	
11	Veteran's Day
21-25	Thanksgiving Break
December 2022	
23-30	Winter Break
January 2023	
2-6	Winter Break
16	Martin Luther King Day
February 2023	
13	Lincoln's Day (Observed)
20	President's Day
March 2023	
17	Non Student Day
April 2023	
3-7	Spring Break
May 2023	
29	Memorial Day
June 2023	
1	Last Day of School

January 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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			

June 2023						
S	M	T	W	Th	F	S
				*1	2	3
4	5	6	7	8	9	10

Lincoln Elementary Staff List			
TEACHERS	ASSIGNMENT	ROOM #	EMAIL
Danielle Munro	AM Kinder	6	dmunro@lUSD.net
Sheree Mata-Suntag	PM Kinder	7	smata@lUSD.net
Gabby Rosales	AM Kinder	5	grosales@lUSD.net
Kellie Yazembiak	1 st grade	26	kyazembiak@lUSD.net
Melanie Grupe	1 st grade	27	mlgrupe@lUSD.net
Kerry Wong	1 st grade	28	kwong@lUSD.net
Suzanne Wright	2 nd grade	1	swright@lUSD.net
Peni Solero	2 nd grade	3	psoltero@lUSD.net
Sarah Arriola	2 nd grade	4	sarriola@lUSD.net
TBA	3 rd grade	9	
Laura Wilcox	3 rd grade	17	lwilcox@lUSD.net
Susanne Hart	3 rd grade	10	suhart@lUSD.net
Nicole Sherman	4 th grade	18	nsherman@lUSD.net
Jennifer Webster	4 th grade	19	nwebster@lUSD.net
Megan Clements	4 th grade	22	mclements@lUSD.net
Lexi Matthews	5 th grade	23	lmatthews@lUSD.net
Tabitha Ferry	5 th grade	24	tferry@lUSD.net
Jessica Kurland	5 th grade	21	jkurland@lUSD.net
Chelsea Recker	6 th grade	14	crecker@lUSD.net
Mella Yarbrough	6 th grade	15	myarbrough@lUSD.net
Walt Graham	6 th grade	16	wgraham@lUSD.net
Debbie Bailey	3-4 th grade SDC	11	debailey@lUSD.net
Jennifer Payne	3-4 th grade SDC	8	jpayne@lUSD.net
Bianca Diniz	Title 1 Teacher	12	bdiniz@lUSD.net
TBA	ELA Intervention	13	
Colleen Mulrooney	ELA Intervention	13	cmulrooney@lUSD.net
Delaney Oldham	Counselor	2C	doldham@lUSD.net
Dee Vang	Pre-School	50	dvang@lUSD.net
Reina Kavanagh	Pre-School	50	rkavanagh@lUSD.net
TBA	Speech Therapist	Speech	
Deanna Hernandez	Psychologist	12	dhernandez@lUSD.net
Natalie Owen	Resource Specialist	20	nowen@lUSD.net
Christina Journagan	Resource Specialist	20	cjournagan@lUSD.net
Rachel Waiters	General Music / Choir	29	rwaiters@lUSD.net
Darcy Ford James	Strings Teacher	52	dfordjames@lUSD.net
Jazereth Valencia	Band Teacher	52	jvalencia@lUSD.net
Andrew Mangindin	4-6 th PE Teacher	N/A	amangindin@lUSD.net

ADMINISTRATION			
Becky Sprinkle	Principal	Office	rsprinkle@lUSD.net
Daryl Farrah	Assistant Principal	Office	
OFFICE STAFF			
Tara Huisman	Office Supervisor	Office	thuisman@lUSD.net
Samantha Avina	Office Clerk	Office	savina@lUSD.net
Chris Mark	Safety Officer	Office	cmark@lUSD.net
GENERAL STAFF			
Becky Victorino	Lead custodian	All campus	rvictorino@lUSD.net
Dado Dolores	Custodian	All campus	ddolores@lUSD.net
TBA	Custodian	All campus	
Wendy Filippone	Library Aide	Library	wfilippone@lUSD.net
Rosie Saenz	Library Aide	Library	rsaenz@lUSD.net
Mavia Arroyo	Focus Center Para	Office	marroyo@lUSD.net
Belinda Garcia	ASES Program Lead	MUR	bgarcia@lUSD.net
TBA	ASES paraprofessional	MUR	egonzalez@lUSD.net
TBA	ASES paraprofessional	MUR	mfranco@lUSD.net
Grant Huisman	ASES paraprofessional	MUR	ghuisman@lUSD.net
Regina Acosta	SDC paraprofessional	10	racosta@lUSD.net
Izaiah Celestine	SDC paraprofessional	8	icelestine@lUSD.net
TBA	SDC paraprofessional	8	
Guadalupe Mejia	RSP paraprofessional	20	gmejia@lUSD.net
Imelda Vargas	RSP paraprofessional	20	ivargas@lUSD.net
Guadalupe Hernandez	Primary Language Assist.	12	ghernandez@lUSD.net
Debra Bonilla	Child Nutrition Services	Kitchen	dbonilla@lUSD.net
Belinda Garcia	Child Nutrition Services	Kitchen	bgarcia@lUSD.net
TBA	Child Nutrition Services	Kitchen	
Roman Guzman	Campus Supervisor	All campus	rguzman@lUSD.net
Mavia Arroyo	Campus Supervisor	All campus	marroyo@lUSD.net
Chhunly Lom	Campus Supervisor	All campus	clom@lUSD.net
TBA	Campus Supervisor	All campus	
Ronn Touch	Pre-School Paraprofessional	50	rtouch@lUSD.net
Lizeth Martinez	Bilingual Interpreter	12	lmartinez@lUSD.net
Kanisha Brown	Title 1 Paraprofessional	12	kbrown@lUSD.net
Yvette Martinez	Paraprofessional	12	ymartinez@lUSD.net
Nancy Prado	Paraprofessional	12	nprado@lUSD.net

Lincoln Elementary School 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.

ROAR CHANT



Here at Lincoln it's no bore. (echo)
Lincoln Lynx know how to ROAR. (echo)
Respect is what we show each day. (echo)
To everyone who comes our way. (echo)
Our Best is what we always give. (echo)
'Cause we know that's the way to live. (echo)
Attitude is a choice we make. (echo)
Each and every single day. (echo)
Responsibility is key. (echo)
To make life good for you and me. (echo)
Let's ROAR! **RESPECT!** Let's ROAR! **OUR BEST!**
A-TTI-TUDE and **RESPONSIBILITY!!!**