

Lincoln Elementary School

PARENT/STUDENT/TEACHER

# HANDBOOK

2016-2017



EST. 1878

6910 N. Gettysburg Place

STOCKTON, CA 95207

953-8652 FAX 951-5329

OFFICE HOURS: 7:30 AM - 4:00 PM



**Lincoln Elementary School  
Parent/Student/Teacher/Handbook  
CONTENTS**



Welcome.....3

Mission and Vision Statements.....4

Student Resources and Support.....6

Parent Resources and Support.....10

School Practices and Policies..... 12

Expectations for Student Behavior.....22

Appendix.....29

## Lincoln Elementary Welcome

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!

I am very excited to begin the 2016-2017 Lincoln Elementary School year. 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. Like a Lynx (our mascot) roaring. 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.

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 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 2016-2017 school year.

Sincerely,  
Logan Williams, Ed.D.  
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:

- Provided 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.

## **STUDENT RESOURCES AND SUPPORT**

### **ASES**

Lincoln elementary is fortunate to be able to offer an after-school program for 1<sup>st</sup> through 6<sup>th</sup> 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 ASES is a privilege; the same expectations for student behavior apply. Any student receiving three safety citations may be removed from the program.

### **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**

Our school counselor, in collaboration with teachers and staff, provides counseling services. 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.

### **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.

### **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.

## **MUSIC**

Lincoln Unified School District is proud of its comprehensive K-12 music program. All students in grades K-6 receive general music instruction from a qualified specialist. Chorus is offered twice a week for 4<sup>th</sup>-6<sup>th</sup> graders. Instrumental music is a pullout program, with string instruction beginning in 4<sup>th</sup> grade and band in 5<sup>th</sup>. There is also an opportunity for Intermediate students to learn hand bells. 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. She administers intellectual development and achievement tests to help determine the need for an Individual Educational Plane (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 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.

## **STUDENT COUNCIL**

Each year representatives from 5<sup>th</sup> and 6<sup>th</sup> grade classrooms are elected by their peers to represent them at monthly student council meetings. 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. Our Title One teacher and staff of paraprofessionals delivers services during school on a pullout basis, and by offering additional help inside the regular classroom.

## Lincoln Elementary School Bell Schedules 2016-2017

<b>Monday &amp; Conference Schedule</b>				<b>Minutes</b>
<b>Kindergarten</b>				
8:10 am	-	11:30 am	<b>Morning Session</b>	200
11:30 am	-	11:50 am	Lunch (20)	
11:30 am	-	2:50 pm	<b>Afternoon Session</b>	200
11:10 am	-	11:30 am	Lunch (20)	
<b>Grades 1</b>				
8:30 am	-	10:01 am	Instruction	91
10:01 am	-	10:15 am	Recess (14)	
10:15 am	-	11:30 pm	Instruction	75
11:30 am	-	12:15 pm	Lunch (45)	
12:15 pm	-	1:50 pm	Instruction	95
<b>Grades 2</b>				
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
<b>Grade 3</b>				
8:30 am	-	10:01 am	Instruction	91
10:01 am	-	10:15 am	Recess (14)	
10:15 am	-	12:30 pm	Instruction	135
12:30 pm	-	1:15 pm	Lunch (45)	
1:15 pm	-	1:50 pm	Instruction	35
<b>Grade 4</b>				
8:30 am	-	10:01 am	Instruction	91
10:01 am	-	10:15 am	Recess (14)	
10:15 am	-	12:30 pm	Instruction	135
12:30 pm	-	1:15 pm	Lunch (45)	
1:15 pm	-	1:50 pm	Instruction	35
<b>Grade 5</b>				
8:30 am	-	10:01 am	Instruction	91
10:01 am	-	10:15 am	Recess (14)	
10:15 am	-	11:30 am	Instruction	75
11:30 am	-	12:15 pm	Lunch (45)	
12:15 pm	-	1:50 pm	Instruction	95
<b>Grade 6</b>				
8:30 am	-	10:01 am	Instruction	91
10:01 am	-	10:15 am	Recess (14)	
10:15 am	-	12:00pm	Instruction	105
12:00 pm	-	12:45 pm	Lunch (45)	
12:45 pm	-	1:50 pm	Instruction	65

**Tuesday - Friday****Minutes**

<b>Kindergarten</b>				
8:10 am	-	11:30 am	<b>Morning Session</b>	200
11:30 am	-	11:50 am	Lunch (20)	
11:30 am	-	2:50 pm	<b>Afternoon Session</b>	200
11:10 am	-	11:30 am	Lunch (20)	
<b>Grades 1</b>				
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
<b>Grades 2</b>				
8:30 am	-	10:00 am	Instruction	90
10:00 am	-	10:20 am	Recess (20)	
10:20 am	-	12:00 pm	Instruction	100
12:00 pm	-	12:45 pm	Lunch (45)	
12:45 pm	-	2:50 pm	Instruction	125
<b>Grade 3</b>				
8:30 am	-	10:00 am	Instruction	90
10:00 am	-	10:20 am	Recess (20)	
10:20 am	-	12:30 pm	Instruction	130
12:30 pm	-	1:15 pm	Lunch (45)	
1:15 pm	-	2:50 pm	Instruction	95
<b>Grade 4</b>				
8:30 am	-	10:02 am	Instruction	92
10:02 am	-	10:20 am	Recess (18)	
10:20 am	-	12:30 pm	Instruction	130
12:30 pm	-	1:15 pm	Lunch (45)	
1:15 pm	-	2:50 pm	Instruction	95
<b>Grade 5</b>				
8:30 am	-	10:02 am	Instruction	92
10:02 am	-	10:20 am	Recess (18)	
10:20 am	-	11:30am	Instruction	70
11:30 am	-	12:15 pm	Lunch (45)	
12:15 pm	-	2:50 pm	Instruction	155
<b>Grade 6</b>				
8:30 am	-	10:02 am	Instruction	92
10:02 am	-	10:20 am	Recess (18)	
10:20 am	-	12:00pm	Instruction	100
12:00pm	-	12:45 pm	Lunch (45)	
12:45 pm	-	2:50 pm	Instruction	125

## **PARENT RESOURCES AND SUPPORT**

### **BACK-TO-SCHOOL NIGHT**

This night in September 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.

### **COFFEE WITH THE PRINCIPAL**

Parents are invited to join the principal for coffee and a conversation about the school one morning each month.

### **ENGLISH LEARNER ADVISORY COMMITTEE**

ELAC consists of parents to represent our English Learners in school decisions. The committee provides input to School Site Council and also to Lincoln Unified School District.

### **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 school year. 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 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.

### **PARENT CONFERENCES**

Parent conferences are held twice a year for you and your child's teacher to meet and discuss academic progress.

### **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
- Family Movie Nights
- 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 were 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 2016-2017**

President – Becky Sprinkle

Executive Vice President – Teresa Bustos

Secretary – Erin Cecchini

Treasurer - Sheila Maupin

Auditor - Joann Baynard

Parliamentarian – Kristine Wanket

Membership - Pamela Palacios

#### **PRIMARY LANGUAGE SUPPORT**

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

#### **REPORT CARDS**

Report cards are sent home twice a year for you to review your child's progress.

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

#### **VOLUNTEER**

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



## Lincoln Elementary TOP 10 THINGS TO KNOW



- Students, families, and staff are asked to show **R.O.A.R.** while on campus (*Respect, Our Best, Attitude, and Responsibility*).
- Learning begins at 8:30am (1<sup>st</sup>-6<sup>th</sup>), 8:10am (AM Kindergarten), 11:30am (PM Kindergarten). Please arrive to school before that time.
- Students are expected to be at school every day unless they have an illness.
- Students are required to read or be read to daily at home.
- Learning time cannot be interrupted for messages or delivery of items.
- Teachers need the time before school to prepare the best education for our students. Please schedule meetings with teachers ahead of time.
- Families are expected to follow before and after school procedures. Please read that section on page 7 for details.
  - ❖ Only bus students will be allowed to enter or exit through bus gates on Lincoln Road.
  - ❖ Do not park in bus zone on Lincoln Road.
  - ❖ Do not leave your car when waiting for student in the Kiss-and-Go Lane.
  - ❖ After school, grades 1 - 6 children will meet parents at the front of the school.
- Families wishing to come onto campus during school hours need to sign in the office and get a pass.
- No Bullying - We have a no tolerance policy for verbally or physically intimidating one another.
- We expect everyone to commit to respecting our school and making it the best for learning.

## DAILY PROCEDURES

### **BEFORE SCHOOL**

Do not drop off your student before 7:45 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 in a single line outside the front gate and wait quietly. Students arriving by bus will form a single file quiet line outside the bus gate on Lincoln Road and wait for the yard supervisor to open the gate and walk them along "B-Wing" to the Multi-Use Room.

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. Parents may walk with their students but all students must remain in the Multi-Use Room until 8:15.

From 8:00 - 8:15, all students coming onto campus will be expected to go to the Multi-Use Room. As students enter, if they are not eating breakfast they will move to the far end of the cafeteria before sitting down. These students may read, study, or use a quiet talking voice. Students eating breakfast will sit in the breakfast eating section. Once seated, students will not move to another table or get out of seat for any reason.

All students coming onto campus after 8:15 may go to the Multi-Use Room to eat breakfast or may go to the playground area. All food must be eaten in the Multi-Use Room.

At 8:15, students in the MUR will be dismissed by a supervisor to throw away their trash and exit. Students must exit in a single file quiet line. Students will walk single file and quietly along "B wing" and then turn right or left to their playground area.

From 8:15 - 8:28, students will remain on the blacktop. 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 8:20.

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. Teachers will do a quick visual check to ensure all students have followed dress code. 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.

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.

Classes will line up behind one of the four poles in front of the doors and remain in a quiet line. The class may be split into two lines along each side of the pole.

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 and not get-up for any reason. Students will not be given forgotten items (i.e. condiments, etc.). All food must be eaten in the Multi-Use Room.

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 required to do jobs before they leave.

After 15 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 "B-Wing" and then exiting left or right 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 ASES or the bus lines. The ASES staff will be in each hallway monitoring students as they move.

"C Wing" will move ASES and bus students out their back doors to the sidewalk to walk toward the MUR. Bus students will move left and then proceed down the sidewalk along the back of "B Wing" toward the bus lines. ASES students will form lines outside the MUR. "B Wing" will move ASES and bus students out of their front doors to join the students from "C Wing".

"A Wing" teachers will dismiss their ASES students to walk single file toward the MUR and their bus students to the bus line.

An ASES staff member will be present on the primary playground. Teachers from the primary portables will send their ASES students and bus students to this staff member to walk to bus line and MUR.

The grades 1 - 6 teachers will walk all other students in a quiet, single file line to the front of the school. The "C Wing" will exit through the preschool gates. The "A and B Wing" will exit through the main gate. The portables will exit through the side gate by Room 27.

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 PROCEDURES

### **Attention to Attendance - School Attendance is Mandatory**

In Lincoln Unified School District our objective is to create a culture of achievement. School attendance is fundamental in giving all students the best opportunity to succeed.

We have an attendance management system that carefully tracks days missed and notifies parents in a timely manner. These letters are sent to be a reminder that daily attendance is important. Being present every day helps students build a solid foundation for their future in school and life.

Our Truancy Letter process is as follows:

First Notification of Truancy – 3 unexcused absences

Second Notification of Truancy – 6 unexcused absences

Third Notification of Truancy - 9 unexcused absences

Our Excessive Excused Absence Letter process is as follows:

First Notification – 5 excused absences

Second Notification – 10 excused absences

By connecting with parents and guardians quickly, we strive to work together to identify and remove any barriers families face in getting their children to school. We understand unavoidable illnesses may sometimes keep your child at home. We also know absences can accumulate and interrupt your child's education.

Our goal is to provide the best education for your child and increase their chances for success in life. The habit of attending school every day is valuable for all children. We appreciate the opportunity to partner with parents and guardians to increase daily attendance throughout the Lincoln Unified School District.

### **ABSENCES**

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

If your child is absent, call the attendance hot line at 953-8621 or send a note. **All absences MUST be cleared within 48 hours of your student's return to school.** A message may be left after hours. If they are not cleared, they will be unexcused.

Parents should make an appointment outside of school hours with the child's teacher to pick up assignments and necessary books to keep the child current with work.

Please schedule appointments outside of the school day. If impossible to do so, please bring your child to school for at least part of the day.

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.

## **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.

## **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.**

## **ASSEMBLY**

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.

## **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 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.

## **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.

## **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 outlining procedures for response to emergency situations. A copy of this plan is available upon request from office personnel.

## **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. While on field trips students represent Lincoln Elementary and must show ROAR. Students must have good behavior and earn the right to participate in all field trips and extracurricular activities.

## **LIBRARY**

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 prior to the end of the school year or the student will not be allowed to participate in end-of-year activities.

## **OBSERVING CLASSROOMS**

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

## **BALLOONS/FLOWERS/GIFTS**

Delivery of balloons, flowers, and gifts is prohibited due to distraction of the instruction environment.

## **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.

## **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.

## **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 in the School Calendar, any other early release day will be announced in the school newsletters sent home with the students on Thursdays. *Kindergarten does not have early release on Mondays or during Parent Conferences.*

## **SCHOOL TRANSFERS**

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.

## GENERAL RULES

### DRESS CODE

**The following should NOT be worn at school (refer to the back front cover for pictures):**

- 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 or 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
- 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.
- Footwear must allow students to participate in recess and physical education.
- No hats, caps, or beanies are to be worn inside.

### TOYS/ITEMS FROM HOME

No toys 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 possible expulsion.**

### BICYCLES, SKATEBOARDS, ROLLERBLADES

Students may ride their bicycles 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 are to be walked on campus at all times.

**SKATEBOARDS, ROLLERBLADES AND SCOOTERS MAY NOT BE RIDDEN TO SCHOOL AND MAY NOT BE ON CAMPUS.**

### 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.

## **SNACKS**

Children may eat a healthy snack at recess. **No chips. No soda.** Students must eat in the snack area and throw away trash.

## **CELL PHONES**

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

## **RIDING A SCHOOL BUS**

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

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **A 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.

## CODE OF CONDUCT



**Everyday students should show R.O.A.R.**



**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:

- Issuance of a safety citation
- Principal conference with student
- Phone call to parents
- Conference with student, teacher, parent
- Conference with student, teacher, parent and principal
- Classroom suspension by teacher
- Removal from play by sitting along the wall
- Campus cleanup
- Detention before, during recess or lunch, or afterschool
- Suspension, in the event that a student's misbehavior is habitual, physically aggressive or violent

## GUIDELINES FOR STUDENT DISCIPLINARY ACTIONS

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 severe or pervasive to have the actual and reasonably 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 explosive

## **STATE AND BOARD POLICIES**

### **NONDISCRIMINATION AND EDUCATIONAL EQUITY**

It is the policy of the Lincoln Unified School district not to unlawfully discriminate on the bases 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.

### **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 Resources Services; 2010 West Swain Road; Stockton, CA 95207 (209) 953-8733).  
Lincoln Unified School District Board Policy #5145.7.

## **SUSPENSION/EXPLULSION**

As stated in California Education Codes 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 any 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, 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 seal 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 sections. "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 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

#### **§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 define 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.

### **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.

# APPENDIX

## LINCOLN ELEMENTARY SCHOOL STAFF 2016-2017

<b>Teachers</b>	<b>Assignment</b>	<b>Room</b>
Sheree Mata-Suntag	Kindergarten – AM	7
Danielle Munro	Kindergarten – AM	6
Suzanne Wright	Kindergarten – PM	6
Sophie Espejo	1 <sup>st</sup> grade	25
Melanie Grupe	1 <sup>st</sup> grade	27
Kerry Wong	1 <sup>st</sup> grade	28
Kellie Yazembiak	1 <sup>st</sup> grade	26
Sarah Arriola	2 <sup>nd</sup> grade	4
Pearl Light	2 <sup>nd</sup> grade	5
Peni Soltero	2 <sup>nd</sup> grade	3
Suanne Hart	3 <sup>rd</sup> grade	10
Chelsea Recker	3 <sup>rd</sup> grade	9
Jennifer Webster	3 <sup>rd</sup> grade	8
Janet Richards	4 <sup>th</sup> grade	18
Nicole Sherman	4 <sup>th</sup> grade	19
Casey Stevens	4 <sup>th</sup> grade	17
Tabitha Ferry	5 <sup>th</sup> grade	24
Kathy Horner	5 <sup>th</sup> grade	22
Melissa Read	5 <sup>th</sup> grade	23
Bianca Delucchi	6 <sup>th</sup> grade	14
Sherill Shields	6 <sup>th</sup> grade	15
Lindsay Van Staaveren	6 <sup>th</sup> grade	16
Debbie Bailey	2-3 Special Day Class	11
Tina Lacey	4-5 Special Day Class	21
Becky Sprinkle	Title 1 Teacher	12
Carly Moreno	Intervention Teacher	2C
Colleen Mulrooney	Intervention Teacher	1
Gloria Carrasco	Counselor	Office
Sonia Ayala	Pre-School	50
Reina Kavangh	Pre-School	50
Kaley Burke	Pre-School	52
Katora Mitmmitt	Pre-School	52
Angelica Lizarraga	Speech Therapist	Speech
	Psychologist	2C
Cathy Clark	Resource Specialist	20
Becky Secor	General Music –Kindergarten – 2 <sup>nd</sup>	
Cara Dahl	General Music 3 <sup>rd</sup> – 6 <sup>th</sup>	
Darcy Ford James	Strings Teacher	

PE Specialist	Band Teacher	
PE Specialist	Walter Graham	
<b>ADMINISTRATION</b>	Andrew Mangindin	
Logan Williams	Principal	Office
Aritz Cardenas	Assistant Principal	Office
<b>OFFICE STAFF</b>		
Debi Biggs	Office Supervisor	Office
Tara Huisman	Office Clerk	Office
Kuwaite Vann	Safety Officer	Office
<b>GENERAL STAFF</b>		
Becky Victorino	Lead Custodian	
Dado Dolores	Custodian	
Sylvia Aguinda	Custodian	
Wendy Filippone	Library Aide	Library
Ben Frush	Focus Center Paraprofessional	
Belinda Garcia	After School Program	
Tamiko Pruitt	After School Program	
Barbara Salaj	After School Program	
Lindsay Steck	After School Program	
Regina Acosta	SDC Paraprofessional	11
Albert Alonza	SDC Paraprofessional	20
Iman Sarieh	SDC Paraprofessional	20
Elizabeth Walitsch	SDC Paraprofessional	20
Beth Wilson	RSP Paraprofessional	2
Jennifer Hill	Campus Supervisor	
Pamela Moya	Campus Supervisor	
Tara Olivaras	Campus Supervisor	
Barbara Salaj	Campus Supervisor	
Veronica Campos-Ramirez	Title 1 Paraprofessional/Interpreter	12
Jessica Kurland	Title 1 Paraprofessional	12
Yvette Martinez	Title 1 Paraprofessional/ Title 1 Paraprofessional	12

## 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!!!**