

Lincoln Elementary School

PARENT / STUDENT / TEACHER

HANDBOOK 2021-2022



EST. 1878

6910 N. Gettysburg Place
STOCKTON, CA 95207

OFFICE: 953-8652

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



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

Dear Parents,

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

I am very excited to begin the 2021-2022 Lincoln Elementary School year. For the past year and a half, our world has been flipped upside down. 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 the highest academic level possible to keep them on the track to graduation from high school 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. 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 2021-2022 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 Unified School District 2021-2022 Student Calendar



July 2021						
S	M	T	W	Th	F	S
25	26	27	28	29	30	31

August 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 2021	
5	First Day Of School
September 2021	
6	Labor Day
October 2021	
4-8	Fall Break
November 2021	
11	Veteran's Day
22-26	Thanksgiving Break
December 2021	
20-31	Winter Break
January 2022	
17	Martin Luther King Day
February 2022	
11	Lincoln's Day (Observed)
21	President's Day
March 2022	
11	Non Student Day
April 2022	
11-15	Spring Break
May 2022	
26	Last Day of School
30	Memorial Day

January 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					

February 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					

March 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		

April 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

May 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				

June 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11

STUDENT RESOURCES AND SUPPORT

ASES

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

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 4th-6th graders. Instrumental music is a pullout program, with strings instruction beginning in 4th grade and band in 5th. Intermediate students who wish to become a part of this program will have the opportunity to sign up at an informational performance assembly by district music teachers in the fall.

PSYCHOLOGIST

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

RESOURCE SPECIALIST PROGRAM

The Resource Specialist 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 4th, 5th and 6th 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 deliver services during school on a pullout basis, and by offering additional help inside the regular classroom.

Lincoln Elementary School Bell Schedules 2021-2022

<i>Monday & Conference Schedule</i>					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 am	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					
8:30 am	-	9:30 am	Instruction		60
9:30 am	-	9:45 am	Recess (15)		
9:45 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**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				
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)	
10:20 am	-	12:30pm	Instruction	100
12:30 pm	-	1:15 pm	Lunch (45)	
1:15 pm	-	2:50 pm	Instruction	95

PARENT RESOURCES AND SUPPORT

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.

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.

ENGLISH LEARNER ADVISORY COMMITTEE - (ELAC)

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.

MENTAL HEALTH SERVICES

Students may access mental health services by asking for resources from the school site counselor. Each year a parent will need to authorize our school counselor to work with your child. 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)

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 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 regularly for updated information. It will help you keep up with all that is going on! There will be a limited number of printed copies in the office as well as being posted in the enclosed bulletin boards near the office and on the office window.

PARENT CONFERENCES

Parent conferences are held twice a year 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, we know that students do not make the best gains possible.

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 2021-2022

President – Shelby Moran

Executive Vice President – TBA

Secretary – Eren Bongcaron

Treasurer – Monique Saucedo

Parliamentarian – Sandy Gale

Auditor – Sandy Gale

Membership – Crystal Ruiz

Fundraising – Nicole Sherman

Spirit Wear – Becky Sprinkle

Social Media Coordinator – Tyler Moran

Principal Chat Coordinator – TBA

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. 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.

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.

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.

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.

SCHOOL PRACTICES AND POLICIES

DAILY PROCEDURES

BEFORE SCHOOL

DO NOT drop off your student 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 "A-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 PROCEDURES

ABSENCES AND TARDIES

Please note the district and school goal is for all students to have 96% or higher attendance during the school year. School attendance is fundamental in giving all students the best opportunity to succeed. Being present every day helps students build a solid foundation for their future in school and life. 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.

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 and whooping cough.

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

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.

BALLOONS / FLOWERS / GIFTS

Balloons, flowers, and gifts are prohibited due to distraction of the instructional environment.

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.

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.

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.

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.

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.**

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.

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.

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.

LUNCH

Lunch is offered to all students. You can apply for free/reduced prices at anytime during the school year. It is best to apply at the beginning of the year though. If you are paying for lunch, the cost is \$2.75 for students and \$4.00 for an adult. Milk comes with the lunch but if you would like to purchase a milk only, the cost is \$0.40.

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.

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 the sixth grade promotional, end-of-year activities, and some field trips. This includes any school debt incurred by a student.

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.

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.*

GENERAL RULES

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.

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.

CELL PHONES AND 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 used while on campus.

DRESS CODE

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.

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

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

SNACKS

Children may eat a healthy snack at recess. Students must eat in the snack area and throw away trash.

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.

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

TOYS AND OTHER 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.**

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 1-5 day suspension. Use of a phone to record people without their consent is against the Code of Conduct and may be illegal.

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.

FOCUS CENTER

LUSD Focus Centers are places for students to reflect on their misbehavior, while receiving support for making better choices in the future. They 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. Administration will send students to the Focus Center for an all-day in-school detention at their discretion. There is a paraprofessional with the student, who will mentor them on making better choices and thinking about what they can do differently the next time they are in a situation. Any work the student will miss in class will be completed during the day as well.

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
- 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 sitting along the wall or in the office
- Campus cleanup
- Detention before, during recess or lunch, or afterschool
- Suspension, in the event that a student's misbehavior is habitual, verbal, physically aggressive or violent

GUIDELINES FOR STUDENT DISCIPLINARY ACTIONS

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

STATE AND BOARD POLICIES

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.

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.

What is Sexual Harassment?

For the purpose of student discipline, sexual harassment is defined as unwelcome and/or offensive sexual behavior. It includes visual, verbal, or physical behaviors that make a student feel uncomfortable.

Types of Illegal Conduct

Visual

- Unwelcome sexual flirtations or propositions
- Passing suggestive or obscene letters, notes, or invitations
- Displaying sexual drawings or pictures
- Mooning or flashing
- Making obscene gestures
- Giving sexually suggestive looks or leers
- Any of the above transmitted electronically, including but not limited to phone, voicemail, email, text messages and social networking

Verbal

- Making requests for sexual favors
- Making or threatening reprisals after a negative response to sexual favors
- Sexist or sexual jokes
- Telling graphic commentaries about an individual's body
- Saying sexually degrading terms used to describe an individual, i.e. fag, gay, queer, homo, ho, pimp
- Making comments about a person's sex life
- Holding overly personal conversation
- Making noises such as "wolf whistles"
- Refusing to take "no" for an answer

Physical

- Touching
- Grabbing
- Rubbing
- Physically blocking a person's movement
- Assault
- Rape

What To Do When / If It Happens

- Respond to the conduct immediately in a way that clearly communicates the behavior is NOT wanted.
- Trying to ignore it, or laughing at it can be misinterpreted as wanting the behavior to continue.
- Immediately report the incident to a staff member; tell what, when and where it happened

Consequences

Penalties for engaging in prohibited conduct will range from counseling to expulsion, depending on the student's previous discipline record and the severity of the offense. A student found to have committed or attempted to commit a criminal sexual assault or battery will be referred for expulsion and to the appropriate law enforcement agency.

Documentation for all sexual harassment incidents is sent to the Child Welfare and Attendance Office.

Board Policies: §4119.11(a), §4219.11, §4219.11.

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.

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.

APPENDIX

LINCOLN ELEMENTARY SCHOOL STAFF 2021-2022

Teachers	Assignment	Room
Michelle Barreto	Kindergarten – AM	5
Danielle Bertoccini	Kindergarten – PM	6
Sheree Mata-Suntag	Kindergarten – AM	7
Kellie Yazembiak	1 st grade	26
Melanie Grupe	1 st grade	27
Kerry Wong	1 st grade	28
Suzanne Wright	2 nd grade	1
Peni Soltero	2 nd grade	3
Sarah Arriola	2 nd grade	4
Bianca Diniz	3 rd grade	8
Pearl Light	3 rd grade	9
Susanne Hart	3 rd grade	10
Laura Wilcox	3 rd grade	17
Nicole Sherman	4 th grade	18
Jennifer Webster	4 th grade	19
Megan Clements	4 th grade	22
Lexi Matthews	5 th grade	23
Tabitha Ferry	5 th grade	24
Jessica Kurland	5 th grade	21
Chelsea Recker	6 th grade	14
Mella Yarbrough	6 th grade	15
Walter Graham	6 th grade	16
Debbie Bailey	2-3 Special Day Class	11
Jennifer Payne	2-3 Special Day Class	25
Lindsay Van Staaveren	Title 1 Teacher	12
Alyssa Lee	Intervention Teacher	52
Colleen Mulrooney	Intervention Teacher	52
Kathernie Romear	Counselor	2C
Dee Vang	Pre-School	50
Reina Kavanagh	Pre-School	50
Angelica Lizarraga	Speech Therapist	Speech
Alyssa Ramirez	Psychologist	2A
TBA	Resource Specialist	20
Cherie Swift	Resource Specialist	20
Rachael Waiters	General Music K– 6 th / Choir	29

Darcy Ford James	Strings Teacher	13
TBA	Band Teacher	13 / 29
Andrew Mangindin	4-6 th PE Specialist	2B

ADMINISTRATION

Becky Sprinkle	Principal	Office
Kimberly Potter	Assistant Principal	Office

OFFICE STAFF

Tara Huisman	Office Supervisor	Office
Samantha Soto	Office Clerk	Office
Chris Mark	Safety Officer	Office

GENERAL STAFF

Becky Victorino	Lead Custodian	
Dado Dolores	Custodian	
Sylvia Aguinda	Custodian	
Wendy Filippone	Library Aide	Library
Rosie Saenz	Library Aide	Library
Ben Frush	Focus Center Paraprofessional	
Belinda Garcia	After School Program	
Estrella Equihua Gonzalez	After School Program	
Guadalupe Mejia	After School Program	
Hiam Amine	After School Program	
Regina Acosta	SDC Paraprofessional	11
TBA	RSP Paraprofessional	20
Imelda Vargas	RSP Paraprofessional	20
Raquel Olvera	Pre-School Paraprofessional	50
TBA	Campus Supervisor	
Michell Sahyoun	Campus Supervisor	
Mavia Arroyo	Campus Supervisor	
Alison Mendoza Escobar	Campus Supervisor	
Lizeth Mendoza	Bilingual Interpreter	12
Joni Howard	Title 1 Paraprofessional	12
Yvette Martinez	Primary Language Assistant	12
Nancy Prado	Primary Language Assistant	12
Herminia Rodriguez	CNS	
Jenny Humphries	CNS	
TBA	CNS	

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!!!**