

Glendale Unified School District
Lincoln Elementary School
4310 New York Avenue
La Crescenta, California 91214
(818) 249-1863

Dear Lincoln Families,

Greetings to the 2011-2012 school year, where this year's theme is "Roar Loud and Proud!" This is my first year at Lincoln and fifth year as a principal in Glendale. I am excited to work with the parents and children from the same community where I have raised my children and coached baseball and softball. Our school has a great deal of history and is known throughout the Glendale Unified School District as being an exemplary school. I am proud to now be part of the Lincoln family.

The passing of local bond Measure S will help our school down the road, but the economic recovery has been slow and the funding of education remains similar to 2005. This puts a strain on schools in finding creative ways to maintain high quality schools. Lincoln has not lost a step in providing this quality, and we will continue to work hard to keep our school at the top.

The following handbook includes the administrative policies, schedules, and a highlight of many of the activities found at Lincoln Elementary School. There are many activities and events that make our school special and exciting. Our Thursday folders and weekly e-bulletins will be very important resources regarding upcoming events, as well as our very informative website at www.golincolnlions.org, for continual information during the school year. While on this webpage, please sign up for the PTA e-bulletin. This comes out every week giving you the latest information regarding happenings at Lincoln.

Please explore the opportunities to help out the school. Start by talking with your child's teacher. They need extra help in Kindergarten through 3rd grade, as developing literacy is extremely important during these years. Be assured that you would be making a difference in many children's lives. You may not be able to help during the school day, but don't let that stop you from being a support. Please contact our PTA and Foundation presidents. They can find tasks that match your schedule.

I have a policy of being available to my parents, students, and staff members. Please contact my office and we can arrange a time to meet. Let this be a wonderful and successful year for your child and your family.

Sincerely,

Stephen Williams, M.A.
Principal

LINCOLN ELEMENTARY SCHOOL

MISSION STATEMENT

The Abraham Lincoln Elementary School, a unique partnership of parents, teachers, and students ensures that each child builds a strong academic foundation through a broad base of experiences in a nurturing environment in order to make responsible decisions and excel in an ever-changing world.

The staff at Lincoln has chosen Reading Comprehension as our school-wide focus, and will research, analyze, and encourage activities to build the reading strength of our students.

SCHOOL OFFICE HOURS

Monday - Friday
7:30 a.m. — 4:00 p.m.

TELEPHONE: (818) 249-1863

FAX: (818) 249-7876

www.golincolnlions.org

SCHOOL SONG

(Sung to the song “On Wisconsin”)

Onward Lincoln, Lincoln Lions.

Keep your goals in sight.

Raise your voices for the school

With colors red and white.

Fight! Fight! Fight!

Friends forever, ceasing never.

Knowing truth and right.

Lincoln teachings we’ll remember,

Day and night

Home of the Lincoln Lions

School Hours – Regular (M, W, Th, F)

Supervision Begins/Gate Opens	8:00 a.m.
Kindergarten	8:10 a.m. – 12:30 p.m.
Kindergarten, 1,2 Special Day Class (SDC)	8:10 a.m. – 1:10 p.m.
Grades 1 – 3	8:10 a.m. – 2:10 p.m.
Grades 4 – 6	8:10 a.m. – 2:32 p.m.

School Hours – Banking Tuesdays

Supervision Begins/Gate Opens	8:00 a.m.
Kindergarten	8:10 a.m. – 12:30 p.m.
Special Day Class Kindergarten	8:10 a.m. – 1:10 p.m.
Grades 1 – 3 & SDC 1 - 2	8:10 a.m. – 1:14 p.m.
Grades 4 – 6	8:10 a.m. – 1:30 p.m.

School Hours – Minimum Day

All Grades	8:10 a.m. – 12:00 p.m.
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Recess Periods

Grades 1 – 3	10:00 a.m. – 10:15 a.m.
Grades 4 – 6	10:15 a.m. – 10:30 a.m.

Lunch Periods (Rain or Shine)

Grades 1 & 3	11:40 a.m. – 12:25 p.m.
Grades 2 & 4	12:00 p.m. – 12:45 p.m.
Grades 5 & 6	12:20 p.m. – 1:05 p.m.

PARENT – SCHOOL COMMUNICATIONS

Thursday Folders, 3-Ring Binders, Lincoln Planning Calendars

Lincoln School and Glendale District information is sent home with students each week on Thursdays in the “Thursday Folder.” This folder needs to be signed by a parent and returned to school the next day. *Students in grades 3 through 6* have a 3-ring binder, which is used for organization and daily communication between teachers and parents. The 4th through 6th graders also use the Lincoln Planning Calendars to help them with the transition to middle school.

Note: *All communications, including PTA, Foundation, Sixth Grade Committee information, sent home with students or passed out at school must be approved by the principal or the school district office prior to distribution.*

Conferences

Conferences or meetings with your child’s teacher may be arranged by contacting the teacher directly via email or leaving a message on the teacher’s voicemail. The teacher will contact you as soon as possible to set up a convenient time.

E-mail Communications

All Lincoln staff members are conveniently available to parents by email.

Address Staff Email:

- 1) type the *initial of the first name*,
- 2) type *their last name*, then
- 3) type *@gusd.net*.

Example: *To e-mail Stephen Williams, type swilliams@gusd.net*

Parent Handbook

The Parent Handbook is produced and published by the school. It is provided to all families at Lincoln. The handbook contains important information on the administrative policies concerning our campus, schedules, and a highlight of the many activities at Lincoln.

REMINDER: Weekly E-Bulletin

Please go to www.golincolnlions.org to sign up for our weekly e-bulletin to keep up with the latest Lincoln news.

“Lincoln Lions” Calendar

The Lincoln Lions calendar is available on the GUSD website at www.gusd.net, along with those from other GUSD schools and our www.golincolnlions.org. The calendar is also posted on bulletin board outside the office and if you do not have access to a computer, copies are available in the office.

Marquees at Curbside

Reminders of upcoming dates and events are posted on a weekly basis on the marquees next to the school gates on New York Avenue and Altura Avenue.

SELECTED SPECIAL EVENTS

- **Prior to the First Day of School**

Kindergarten Orientation is held by the Kindergarten staff. This gives the parents and students a chance to meet their teacher before school begins.

Class lists for all grade levels are posted at the Altura gate after 4:00 p.m. on the Friday before the first day of school.

- **First Day of School**

Students may walk directly to their new classrooms where they will be greeted by their new teachers. All parents are invited to the *Lincoln Welcome Back Coffee* located in the auditorium at 8:15 a.m. for a “meet & greet” activity and to volunteer for committee work for PTA, Foundation, and 6th Grade Committee. Do not be shy!

- **Back-To-School Night**

This **parents only** evening focuses on meeting their child’s teacher and learning about the curriculum for the year.

- **Picture Days**

All students and staff will have individual and class pictures taken. Pictures can be purchased in various packages. We will also be offering panorama pictures for Kindergarten and 6th grade.

- **Red Ribbon Week**

Red Ribbon Week has been an annual event at schools throughout the United States since 1986. Coordinated by the PTA, Red Ribbon activities are intended to present a unified, positive and visible commitment toward a safe and drug-free America. For more information and to find out how you can help with Red Ribbon Week, contact the PTA: Lincolnpta@golincolnlions.org.

- **Book Fair**

During this week-long event, students can purchase a large selection of high quality, hard and softbound books for all ages of readers. The fair is also open one evening during the week, which provides parents an opportunity to visit. Staffed by PTA volunteers, this popular event raises money to purchase books for the Library.

- **Daddy/Daughter Dance**

This is a very special evening for fathers and daughters to dress up and spend an evening together dining and dancing.

- **Mother/Son Olympiad**

Lincoln’s moms and sons spend an evening competing in various fun events.

- **Founders’ Day**

This parents only evening celebrates the birthday of PTA and honors outstanding Lincoln volunteers.

- **Lincoln 500 & Scholarship Award Ceremony**

This action packed day includes the Lincoln version of the Indy 500, celebration of Memorial Day, celebration of Lincoln alumni who are graduating from high school, and recognition of the certificated and classified employees of the year.

- **Jog-A-Thon**

The Lincoln Jog-A-Thon is a Foundation sponsored tradition. All students actively participate in this fundraising event. Money raised goes toward enriching our school's learning community.

- **Open House & Silent Auction**

This is a special evening for students to visit their classrooms with their parents. This family evening gives students an opportunity to share what they have been learning, as well as providing them with a chance to visit other classrooms. Join us also for our extraordinary annual Silent Auction, held in the auditorium during Open House.

- **Sixth Grade Activities**

Sixth grade students have the opportunity to participate in a several memorable activities:

- Outdoor Science Camp: 3 days of planned events and camping.
- Hurricane Harbor: a day at the water park with their sixth grade class.
- Sixth Grade Promotion Ceremony: This ceremony will be held to celebrate our students' promotion to the seventh grade, and in honor of their year(s) at Lincoln. Two people per student are able to attend this small ceremony. No extra tickets will be given.
- Staff vs. 6th grade softball game.

Note: Sixth grade students have several opportunities to earn money throughout the year to defray the costs of these events.

Recurring Events – *See our monthly calendar for updated information.* **Dates and times are subject to change.**

Assemblies

Flag Ceremonies

PTA Sponsored Meet the Masters

Art Program

Foundation Sponsored Primary

Music Program

Chorus

Orchestra

Staff Development Days

Paws of Praise Lunch

HEALTH SERVICES

- Basic First Aid – The school gives first aid for injuries occurring at school only. If care beyond immediate first aid is required, the parent is called.
- Teacher Notification – Teachers are notified regarding students with special health problems that could affect learning.
- Height and Weight – Grades K, 2, 5
- Vision Screening – Grades K, 2, 5
- Hearing Screening – Grades K, 2, 5
- Maturation Program – Girls, Grades 5 & 6
- Maturation Program – Boys, Grade 6
- Parent Notification – Parents are notified regarding communicable disease control, medication at school, problems related to physical defects, and referral to community resources.

Medication and Injuries

Medication

If a child requires medication during school hours including over-the-counter medication (this includes all pills, cough drops, inhalers and ointments), a special District form named “Administration of Medication” **must be completed and signed by a doctor** and by the parents before such medication can be given. This form is available in the office.

Injury

Readmission Following Injury or Illness

Students must have a **written release** from the attending physician before returning to school with crutches, casts, or orthopedic devices. **A physician’s release MUST accompany the child on the first day of attendance using crutches or other devices**, and it should include:

1. Any physical limitations for physical education or playground activities.
2. Verification that the student has been instructed in proper usage of any equipment.
3. Length of time involved.

Long Term Illness or Surgery

Students returning from surgery, an **illness of more than five (5) days**, or reportable communicable diseases **MUST** have a written release from the attending physician. The release/note should also indicate any limitations for physical education or playground activities.

Students need to be 24-hour “fever free” before returning to school.

FOOD SERVICES

- **Breakfast – Served Daily 7:30 – 8:00 a.m.**

Breakfast is served daily in the Lincoln cafeteria. The cost is \$1.25. Reduced price and free breakfasts are available to qualifying students. Please contact the school office for more information.

- **Lunch**

Students may bring their lunch to school or purchase a lunch in the school cafeteria. The cost of a full lunch, including salad bar and milk, is \$2.00. For students who bring a sack lunch, milk or juice may be purchased separately for \$0.50.

National School Lunch/Breakfast Program

Glendale Unified School District participates in the **National School Lunch/Breakfast Program**. Children from households that meet federal income guidelines are eligible for free meals or reduced price meals at \$0.40 (lunch) and \$0.25 (breakfast). The forms will be sent out in the Thursday Folder. Only one form per family is needed. You must fill out this form every year.

- **Lunch Cards**

Parents may purchase meal cards annually, quarterly, monthly, or weekly. Children who have a pre-paid lunch card are not required to eat a meal everyday. The amount paid is kept on the account and may be used at any time. When students have only five lunches remaining on their lunch cards, a low balance reminder will be sent home in the Thursday folders. Parents are not invited to join their children at lunchtime due to space and time constraints.

Note: Students are responsible for bringing their own sack lunches or lunch money to school with them. Class instruction WILL NOT BE INTERRUPTED for lunch or lunch money delivery. Lunches from fast food, local restaurants or deliveries from home in lieu of cafeteria food or a sack lunch is not acceptable.

- **Snacks**

Students NEED Brain Food!

Many students like to bring a small portioned snack to eat at the morning recess to hold them over until lunch. Some days, snacks are necessary to maintain a healthy stamina until lunch. We wish to support your efforts at home in assisting your children make healthy food choices. Here are some suggested, acceptable nutritious snack choices:

Healthy Snack Suggestions

- | | |
|--|---|
| <input checked="" type="checkbox"/> Nuts | <input checked="" type="checkbox"/> Dried fruit |
| <input checked="" type="checkbox"/> Bagels | <input checked="" type="checkbox"/> Hard boiled egg |
| <input checked="" type="checkbox"/> Pretzels | <input checked="" type="checkbox"/> Graham crackers |
| <input checked="" type="checkbox"/> Applesauce | <input checked="" type="checkbox"/> Sliced or string cheese |
| <input checked="" type="checkbox"/> Fresh fruit | <input checked="" type="checkbox"/> Half of a sandwich |
| <input checked="" type="checkbox"/> Yogurt | <input checked="" type="checkbox"/> Cheese and crackers |
| <input checked="" type="checkbox"/> Granola bar | <input checked="" type="checkbox"/> Trail mix (without candy) |
| <input checked="" type="checkbox"/> Canned fruit | <input checked="" type="checkbox"/> Peanut butter and crackers |
| <input checked="" type="checkbox"/> Beef jerky | <input checked="" type="checkbox"/> Dry cereal (<i>not sugar coated</i>) |
| <input checked="" type="checkbox"/> Lunch meat | <input checked="" type="checkbox"/> Fresh vegetables such as carrot and celery sticks |
| <input checked="" type="checkbox"/> Rice cakes | <input checked="" type="checkbox"/> Fruit juice (<i>not fruit flavored drinks</i>) |

Note: The designated place to eat snacks is on the playground under the awning.

Not Recommended:

- Please **DO NOT** send **cupcakes, cake, cookies, chips, Cheetos, or “like foods”** with your children for **snack time**. These are acceptable for lunch time, preferably in small baggie-sized portions.
- Please do not send large or “king-sized” bags of any item. Experience shows that students often consume these large bags of snacks rather than eating their healthier snack foods and lunches.

SPECIAL PROGRAMS & SERVICES

Child Care Program

Early Education & Extended Learning Program (EELP) provides before & after-school day care from 6:30 a.m. until 6:00 p.m.

There is a monthly fee. For further information call (818) 249-1607.

Note: For safety reasons, the Maryland gate will not be open from 8:00 a.m. until 3:00 p.m. Please use the Altura gate or enter the campus through the office.

Chorus

Students in Grades 4-6 may participate in choral music. The program is directed and supervised by our choral director Nancy Abbott. Practices are held once a week before school with performances twice a year.

Computers/Technology

Every classroom is equipped with at least one MAC or PC, which has Internet access, and may be used for whole group instruction in the classroom. Some classrooms have a small computer center comprised of 2-3 additional computers. These are used to reinforce individual learning. Lincoln has TV/DVD units installed in every classroom. There is cable, closed circuit TV, and Internet access throughout the school.

A computer lab consisting of Macintosh Computers are also available for weekly use by students. Lincoln's Foundation pays the salary of an education assistant to assist teachers and students in the computer lab daily. Instruction is integrated with the history/social science, science, mathematics, and language arts curriculum.

English Language Development Programs (ELD)

English Language Development (ELD) is given to students with limited English proficiency. Teachers will place the students in small groups and use a variety of strategies to ensure that students learn English as quickly as possible. They will learn English while continuing to acquire information in content areas as math, history, social studies and science. Students are integrated with fluent English students throughout the day while being given instructional opportunities to meet their individual needs.

Field Trips

Parent donations and school funds provide a variety of field trips. Each teacher is encouraged to participate in at least one field trip during the school year. Parent permission is required for all field trips. District insurance only covers students enrolled in GUSD; therefore, **we cannot allow younger siblings to attend field trips when a parent serves as a chaperone.** We encourage all students to attend these educational field trips not only for the curriculum but to learn proper conduct out of the classroom setting.

Gifted and Talented Education (GATE)

GATE is an enrichment program offered to students in grades 4 through 6 who have a score of 425 (subject to change) and above on CST English Language Arts or a score of 470 (subject to change) and above on CST Math, on the State Standardized Test (STAR), and scored 92% or above on OLSAT. The Lincoln GATE program includes after school instruction throughout the year.

Special Program: This year Grades 4-6 will have the opportunity to participate in a scientific excursion on the “Tall Ships.” Information will be sent home in our “Thursday Folders.”

Individual Intervention Learning Plan (IILP)

According to State and District regulations, students in grades 2 through 6 who are performing at a “Far Below Basic Level” on standardized measures of achievement or on district assessments could be recommended for retention. Teachers and parents work together to implement specific interventions, which are outlined in an Individual Intervention Learning Plan.

Instrumental Music

An optional instrumental music program is available for students in grades 4 through 6. The teacher, Mrs. Karen Hayhurst, instructs students during the regular instructional day. The District has a limited number of instruments that may be rented; students may also rent from local music stores. In addition, the Lincoln Foundation has purchased instruments that can be rented directly from Lincoln. The students perform in school assemblies in December and May.

Insurance

A low-cost optional student insurance policy is available to all students. Parents are encouraged to study the application when it is sent home at the beginning of the school year.

Library

Each class at Lincoln is given an opportunity to visit the school library each week. Students may check out up to two books per visit, provided they have returned the book(s) from the previous week. Each family must sign an Agreement of Responsibility in order for children to check out books. Lost or damaged library books must be replaced at the student’s expense.

The library is automated, and students use the computer to locate books. Students also have supervised access to the internet.

Jo Van Amburg, our librarian, invites you to help in our library. Our school-wide focus “Reading Comprehension” is supported by our library.

This year the library is open Tuesday, Wednesday, and Friday from 8:30 a.m. to 12:30 p.m. and Thursday from 8:30 a.m. to 3:00 p.m. The library is also open at morning recess.

Physical Education Program

A credentialed physical education teacher provides a sequential, balanced program of 120 minutes per week for all students in grades 4 through 6. In kindergarten through third grade, the classroom teacher is responsible for the physical education program, averaging 20 minutes per day, throughout the school year. A specific curriculum has been developed and all teachers have been trained in its implementation. Physical education equipment includes: hula hoops, cones, hockey sticks, pucks, and softball equipment. As with all outdoor activities, physical education classes are curtailed and moved indoors, based upon inclement weather or unhealthy air alerts from air quality control authorities.

School Psychologist

A school psychologist is assigned to Lincoln 1.5 days per week to do testing and evaluation of students referred by the Student Success Team.

School Based Coordinated Programs (SBCP)

The State of California and Federal funding, through the blending of several programs such as GATE, School Improvement and Economic Impact Aid, provides funds for many of our extra services and programs. This includes: educational assistants, a library assistant, computer equipment and software, books and instructional supplies and materials. Parents, teachers, administrators, staff, and students participate in an on-going assessment, evaluation, and improvement of instructional programs that serve all students.

Special Education Programs

Students identified as having special education needs may be served in a variety of ways in the least restrictive environment. Placement is contingent upon the results of extensive testing, evaluation, assessment, and observation by especially trained personnel, followed by an Individualized Education Program (IEP) team meeting with the parents.

Resource Specialist Program (RSP)

The Resource Specialist Program is designed for those students who have a particular learning disability which may be affecting their achievement in one or more academic areas and which may require special interventions for less than half of the school day.

Speech and Language Program

The Speech and Language Program is designed for those students who demonstrate a significant delay or disorder in one or more of the following areas: articulation, language, voice or fluency.

Special Day Class (SDC)

The Special Day Class is designed for those students whose learning disability affects their overall academic achievement and requires special intervention for more than 50% of the school day. These children are regularly mainstreamed into the general education program with the assistance of special education personnel. Lincoln has one SDC class this year for Kindergarten and grade 1-2 students. If the IEP team feels that SDC is the least restrictive environment, the District will work with the parent to place the student at another school site or on our campus.

ORGANIZATIONS & PARENT SUPPORT GROUPS

School Site Council

The Lincoln School Site Council is comprised of ten members: the principal, five parents elected by parents, and four school staff members elected by school staff. The School Site Council meets four times a year. Its purpose is to help develop, recommend and implement the Lincoln 2010 School Plan for Student Achievement. All meetings of the School Site Council are open and interested parents are encouraged to attend.

Parent Teacher Association (PTA)

The mission of the PTA in California is:

- to support and speak on behalf of all the children and youth in the schools, in the community and before government agencies.
- to assist parents in developing the skills they need to nurture children.
- to promote parent and public involvement in schools and communities.

The PTA is active in many ways with members who volunteer in the library, classrooms, as room representatives, and as art docents. PTA funds classroom needs, school assemblies, “Meet the Masters” art program, Science Night, the annual Reflections Evening, Timeless Tiles, Charity Gift and Food Drive, family nights, and assists with the instrumental and choral music programs.

PTA Room Representatives

Room representatives are the most important link between the activities of the school, the PTA, the Foundation, and the parents. Each classroom has one representative who will work cooperatively and help in the following areas:

- coordinates classroom parties.
- solicits donated items.
- recruits parent volunteers.*
- other activities and events as needed.

For more information, please contact Christine Cassin at lincolnpta@golincolnlions.org.

*** All parents who regularly volunteer on campus must file proof of TB clearance with the health clerk in the office. TB testing at a low cost is available through the Glendale Health Center. For more information, please call (818) 500-5762.**

Parents who volunteer at Lincoln are asked to kindly follow the dress code set forth for students on campus. It is very important to set an example for students in terms of appropriate clothing in a “work” environment.

Lincoln School Foundation

The Lincoln School Foundation was established in 1994 with the express purpose of raising money to enhance the instructional program and facility of the school. The purpose of this Foundation is to establish a nonprofit organization which will promote academic, social, physical, and mental development of Lincoln students, in keeping with the mission strategic plan of the school by providing supplies, equipment, staff and/or enhancement of facilities. The continued support and gifts benefit our Lincoln students.

The Lincoln community appreciates the following gifts that were given to the school by the Foundation:

- provided ceiling fans in classrooms and auditorium.
- replaced the large playground equipment.
- replaced Kindergarten and 1st grade playground equipment.
- replaced Computer Lab equipment and computers.
- supplied benches and tables to provide “conversation areas” around the campus.
- provided outside bulletin boards.
- purchased computer programs to support classroom curriculum.
- in partnership with the PTA, it has purchased musical instruments for the instrumental music program, including the new piano.
- paid for the hand painted paw tiles in the remodeled school restrooms.
- paid for instructional supplies and video equipment.
- paid for the extended grass areas on the playground.
- funded grants for teachers’ conferences.
- shades as needed.

The Foundation has also donated monies that will enable us to pay the salaries of our Primary Music Docent and an Education Assistant for the computer lab.

***Note:** Foundation meetings are held once a month and all parents are invited to attend.*

*For more information, please contact Laurie Wilson at **(818) 541-6927.***

Lincoln Instructional Leadership Team (ILT)

The ILT serves to provide schoolwide leadership around our instructional focus (reading comprehension), and its members are representative of our school community. The team meets at least twice a month.

Lincoln Leadership Team (aka Nuts & Bolts)

The Leadership Team is comprised of the principal, assistant to the principal and teacher representatives at each grade level. The Leadership Team serves to work through school issues that involve budget, discipline, and other school programs/activities. Meetings are held monthly.

Sixth Grade Activities – Booster Club Activities

Each year parent volunteers support fundraising efforts for 6th grade activities. These activities include: camp, the promotion ceremony, including decorations, honorariums, reception, food and programs, certificates, and the end-of-year trip to Hurricane Harbor. Each 6th grader receives a special t-shirt and a memory book.

Student Council

Lincoln is proud of its Student Council that consists of two representatives from each upper grade classroom (grades 4 through 6). Student Council provides an opportunity for students to be responsible, promote school spirit, and work toward the improvement of the school.

Korean Parents' and Armenian Parents' Organizations

Korean and Armenian families are strongly encouraged to join and actively participate in PTA, Foundation, and 6th Grade committee meetings and events. Translators will be provided if necessary.

In addition, they may join their respective organizations as a way to help Lincoln. Parents help in the teachers' workroom throughout the year, organize teacher lunches, dinners at various events and offer other activities to make second language parents feel more comfortable and tied to Lincoln.

ADMINISTRATIVE POLICIES

Absence From School

We are required to secure an *absence excuse* from a parent or guardian when a child has been absent from school. We request that you call the school at (818) 249-1863 when your child is absent. The school Health Clerk calls to confirm absences when we do not hear from you. ***After three days of a student's absence, the absence is automatically computed as "truancy" if no excuse has been received by the office.*** When the reason for absence is illness, the specific nature of the illness must be given such as: cold, fever, sore throat, etc. ***If a student has been ill for five consecutive days or more, a signed note from the doctor must be received by the office.*** According to state law, excused absences are for illness, medical treatment, bereavement, and some legal commitments. Family vacations, religious holidays/commitments, or personal business are considered unexcused reasons for absence. ***Five or more absences are recorded on your student's report card as "affecting student progress."***

Perfect attendance is achieved with no absences and a maximum of three (3) tardies.

Homework assignments may be requested if your child is ill for more than two days. You may phone the school office and work may be picked up after school on the day following your phone call on the third day of an absence.

Achievement Reports

Achievement Reports (AKA Report Cards) are given three times per year. Achievement Reports will be based on progress toward the grade level standards. A parent-teacher conference may be held any time to discuss a student's progress. Progress reports are sent home six (6) weeks before the end of the grading period.

Arrival Time/Dismissal Time

- Please read the daily schedule located on page 3 of this handbook.
- Consistent, on-time attendance is a priority.
- Late students must check in through the office.
- Students should not arrive on campus **before 8:00 a.m.** unless they are eating breakfast between 7:30 and 8:00 a.m.
- Children are to leave campus or be picked up promptly at dismissal time.
- Students in grades 1-3 who wait for their older Lincoln siblings after school must be seated on the lawn adjacent to Altura Avenue.

“Banking Day”

Banking of Instructional Minutes

On Tuesdays, students are dismissed early. Instructional minutes, which remain the same, according to California State Mandates, have been “banked” to create a common planning time for staff. During this hour, the staff is involved in planning grade level curriculum, participating in staff development to improve their teaching skills, and monitoring student progress.

Bicycles

With parent permission, students in grades 3-6 may ride bicycles to school at their own risk. State Law mandates that bike riders wear a bicycle helmet. Parents should familiarize students with bicycle safety rules/laws and plan with them the safest route to and from school to avoid potential hazards. Students are to walk their bikes on school grounds at all times.

Birthday and Classroom Parties

The GUSD approves of 3 parties a year. The Lincoln Staff has selected to have classroom parties at: 1) Winter Break, 2) Valentine’s Day, and 3) End of School Year.

Birthdays are not celebrated in the classroom. Delivery of celebratory items, such as balloons, flowers, party food, etc., are unacceptable, No invites may be passed out at school unless the entire class is invited.

Civility Policy

The Glendale Unified School District expects civil behavior from the entire educational community – staff, students, parent/guardian, and community. A District Administration Regulation provides guidelines that all parties may use to address uncivil behavior.

- **Infractions by Staff**

Anyone who feels that they have been treated uncivilly by a Glendale Unified School District staff member is encouraged to address the issue directly with the staff member and, if not resolved, with the principal.

- **Infractions by Students**

Incivility by students will be addressed informally with the students. If that fails to resolve the student’s behavior, the incident should be reported to a teacher or administrator of the student’s school. Serious cases of incivility will be addressed through the student discipline process.

- **Infractions by Parent/Guardian or Community Members**

Any parent/guardian or community member who disrupts or threatens to disrupt school/office operations including co-curricular and extra-curricular activities; threatens the health and safety of pupils, members of the community, parent/guardian, or staff; willfully causes property damage; uses loud and/or offensive language; or who has otherwise established a pattern of unauthorized entry on a school site or District property, will be directed to leave that school site or District property promptly by the Superintendent or designee.

Offending parties will receive a letter outlining their behavior, the consequences of such behavior and the prohibition of their presence from all GUSD facilities and activities for 7 days if they are a parent/guardian or 30 days if they are not a GUSD parent.

Classroom Interruptions

In fairness to the students and their educational program, classroom interruptions are kept to a minimum. We ask that *you* plan ahead and assist students with the responsibility of bringing their own lunch, lunch money and other classroom materials to school. Lunches or lunch money brought in late by parents may be left in the office for students to pick up at their lunchtime. **Please advise your children that it is *their responsibility* to check in the office in the event they forget their lunch or lunch money. Please also avoid bringing in homework, library books, or projects, etc.**

Classroom Visitations

You are welcome to visit your child's classroom during the year. We ask that you **contact the school office 24 hours prior to the visit to make an appointment.** You will be asked to obtain a visitor's badge from the office before entering the classroom. You are requested to limit your visit to 20 minutes. Please do not go directly to a classroom prior to checking in at the office.

Detention After School

School-wide detention is held every Thursday after school. Students are given detention slips that their parents must sign. Students in grades 4-6 who accumulate three (3) detentions will be assigned one day of Saturday School. Occasionally a teacher will ask a student to stay after school the day of an infraction. In which case, the students must call home first and will not be kept for longer than 15 minutes.

Schedule: Grades 1 & 2: 2:15 to 2:35 p.m.

Grade 3: 2:15 to 2:45 p.m.

Grades 4, 5 & 6: 2:40 to 3:10 p.m.

Discipline

See School Rules & Discipline Policy.

Dress Code

The following dress code has been established in order to provide a positive and safe learning environment for Lincoln students. Great effort was made to align Lincoln's dress code with the dress codes for Rosemont and Crescenta Valley High School. This dress code applies to all apparel worn by students both during school and at school-sponsored events.

Students are expected to dress in a neat and clean manner at all times. The following are NOT allowed:

- clothing or jewelry that contains anything crude, vulgar, profane, sexually suggestive, or which promotes any form of prejudice or violence.
- clothing or jewelry that depicts or promotes drug, alcohol, or tobacco use.
- clothing or jewelry that suggests gang affiliation such as baggy pants/shorts/unhooked overalls, and pocket watch chains.
- tops that are low cut, see through, backless, strapless, and tops with spaghetti straps. (The straps have to be two-inches wide.)
- tank tops with oversized armholes.
- platform, backless, or elevated heel shoes.
- hats or caps.
- colored, streaked or dyed hair.

In addition, the following guidelines have been set forth for the safety of our students:

- Pants and shorts must fit at the waist and be worn at the waist. The belly button may not be visible. Pants and shorts may not have splits in the legs, holes/rips and must be hemmed.
- Belts must be correct size and the end of the belt may not hang down.
- Students who wear overalls must wear the proper size and have both straps up on the shoulders.
- Shirts and blouses must not reveal bare midriff when arms are raised over the head.
- Shorts, skirts, skorts, and dresses must be hemmed and no shorter than midway between the knee and the top of the leg.
- Undergarments (bras, underpants, boxer shorts, etc.) may not be visible.
- Socks and tennis shoes are recommended. Open-toe shoes, sandals, and flip flops are not allowed.

Dress code violations will result in the following actions:

- Parent will be contacted and asked to bring appropriate clothing to the office where the student will remain until a change of clothing arrives.

- If unable to contact the parent, the student will wear clothing on loan from the office for the remainder of the day.
- Administrative detention, Saturday School and/or suspension may follow for willful defiance or repeat offenders of the dress code.

Note: In addition to the special guidelines outlined above, the administration may deem that certain apparel is detrimental to the educational process or unsafe and therefore will not be allowed.

Homework Policy

Homework may be assigned for a variety of reasons:

- to strengthen basic skills.
- to reinforce study habits.
- to extend classroom learning.
- to develop initiative.
- to develop responsibility and self-direction.
- to stimulate independent thinking.
- to increase the range and scope of student interests.
- to foster worthwhile use of leisure time.

Assignments will be given daily, Monday through Thursday. Long-term assignments may be given with purpose, format and deadline communicated to the student. Suggested length of time for homework by grade levels are:

Kindergarten: 10 to 30 minutes

Grades 1 through 3: 10 to 30 minutes

Grades 4 through 6: 30 to 60 minutes

If your child is spending significantly longer than the recommended time on a regular basis, please talk to the teacher.

In addition to the daily homework assignment, all students should read or be read to for a minimum of 20 minutes on a daily basis.

Important: If homework is forgotten in the classroom, students **MAY NOT** request the office to see the teacher or night custodian to unlock the classroom.

If any school materials are forgotten, including books or homework, the student may get them the next day.

Independent Study

When a child must be taken out of school for unavoidable personal reasons, parents may ask for schoolwork for their child. A voluntary Independent Study program is in place to enable students to keep up with class work when they will be absent for more than ten (10) school days.

In order to participate in an Independent Study program the parent/guardian must give the school a minimum of two weeks advance notice. Approval of a parent request for an Independent Study program is based on evidence that the student can work independently and an indication that the student will complete assigned work.

The school is required to maintain records for each student participating in this program including copies of all completed and evaluated student work. The student, parent, teacher and principal must sign an agreement. Resource Specialist Program (RSP) students may not participate in the Independent Study Program unless their Individualized Education Program (IEP) specifically provides for participation.

Lost & Found

Each year a distressing amount of clothing is found but unclaimed. **Please place names in your child's clothing** so that lost articles can promptly be returned. A lost and found area is located near the auditorium. Unclaimed clothing is sent to a local charity once a month.

Personal Belongings

Toys, playground equipment, money (other than lunch money), baseball cards, Yu-Gi-Oh cards, iPods, and other personal items are not to be brought to school. Cell phones may be carried for emergency purposes, but **must be off while on campus**. The school cannot assume responsibility for damage or loss of such personal possessions. These items may be confiscated, and parents will need to retrieve the items.

Possession and Use of Electronic Signaling Devices and Cell Phones

Electronic signaling devices and cell phones are permitted in the possession of students on campus during the school day. Electronic signaling devices and cell phones may be used in the event of a school-related or health emergency as determined by the principal. Although such devices may be brought on campus, they are to be turned off and students are prohibited from using them during the instructional day, recess, or lunch. The use of such devices that disrupt school activities will lead to their confiscation and will be returned to the student's parent or guardian.

Rainy Day Procedure

On rainy day mornings, students line up by their classrooms. Bungalow students meet in the auditorium. During lunch, noon aides continuously supervise students. Throughout the rest of the day, students are given classroom based recess breaks as usual and opportunities to use the restrooms. Students are dismissed as usual on Altura Avenue. Please do not come to school to take your child out early. Make sure your child has an umbrella and waterproof jacket.

Removing Student During the Day

Students who need to leave school during class time must be signed out and picked up in the office. Please come to the office and we will send for your child. Students will not be released to anyone who is not on their emergency card. Please notify your child's teacher in advance to ensure that your child will receive the assignments for the day.

School Spirit

Lincoln School colors are red and white. Our mascot is a lion named "Dan D. Lion." Each Friday is spirit day. All students and staff are encouraged to wear a Lincoln t-shirt (available for purchase from the 6th Grade Committee) or a red shirt of some kind.

Sexual Harassment Policy

The Board of Education prohibits sexual harassment of any student by any employee, student, or other person in or from the District.

Teachers shall discuss this policy with their students in appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. (See Board Policy 4030)

Students and staff are required immediately to report incidents or complaints of sexual harassment to the principal or appropriate designee or to a District Administrator.

Students, who feel that they are being harassed, should immediately contact the principal or designee. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed with the Deputy Superintendent of Educational Services, who shall render a decision as soon as practical after receipt of the complaint. In the event a student is not satisfied with the decision of the Deputy Superintendent, it may be appealed to the Superintendent who shall, as soon as practical, render a final decision.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties in other forums, but in such forums certain complaints and remedies may prove to be unavailable to those who failed to bring them to the District's attention.

Tardies

Consistent, on-time attendance is a priority at Lincoln. Frequent tardies rob your child and others of instructional time.

- Students who arrive late (**8:15 a.m. or later**) must sign in at the school office prior to entering the classroom.
- Five (5) tardies or more are recorded on the attendance register, and indicated on report cards.
- Students in Grades 1 - 3 who accumulate 10 tardies will have a mandatory parent conference, and detention may be assigned.
- Parents will receive notification of student tardies and assignment to Saturday School.
- A parent conference with the principal will be scheduled for students with persistent tardies.

If tardies become a more serious disruption, the school administration will contact parents and/or the District Office of Student Support Services. A home visit to discuss the matter may be required.

Telephones

Students are not allowed to use the telephone during the school day except in the case of emergencies and with the teacher's permission. **Forgotten homework, musical instruments, PE supplies, lunches or lunch money do not constitute emergencies.** This policy is necessary to reinforce student responsibility and to ensure that school lines may be kept open for incoming and emergency calls.

Testing

Reading/Language Arts and Mathematics Assessments

The reading/language arts and mathematics assessments are conducted in the classroom on an on-going basis in order to determine how well students are learning the concepts taught.

District Reading/Language Arts and Mathematics Benchmark Tests

The assessments take place to track progress towards meeting district grade level standards for Reading/Language Arts and Math.

STAR Testing: The annual state testing is a norm-referenced test required by the State of California for all students in Grades 2-6. Students in Grades 2-6 are tested in reading, spelling, language, and mathematics. Additionally, students in grade 4 are tested in writing, and students in grade 5 are tested in science.

CELDT: The annual state testing is a criterion-referenced, standards-based test required by the State of California for all English language learners in Grades K-12. Students are tested in listening, speaking, reading, and writing. Testing takes place in September and October.

OLSAT — GATE: The OLSAT is used to determine eligibility for the Gifted and Talented Education (GATE) program. In order to be eligible for GATE, the score must be 90% or above on the OLSAT. To qualify to take the OLSAT, students must meet the new criteria: a score of 425 or above on CST English Language Arts or a score of 470 or above on CST Math on the State Standardized Test (STAR).

You will receive notification from the District GATE office if your child is eligible to take the test.

Textbooks

Textbooks are provided for all students. It is the responsibility of the student to see that all books are covered and treated with care. Carefully examine books issued to your child at the beginning of the school year. Textbooks that are lost, written in or damaged must be replaced at the student's expense.

Traffic Lane

Parking is extremely limited around our campus. **The traffic lane on Altura Avenue is designed to keep your children safe when dropping them off or picking them up. The front of the school on New York Avenue is not a drop off or pick up zone.** Parent cooperation is needed to keep all of our students safe. Frustration can be relieved by leaving yourself enough time to arrive at school and drop off your children, or you may park down the street and walk your children.

The green traffic cones mark the drop off lane along Altura Avenue. This is a NO PARKING ZONE between the hours of 7:30 a.m. through 9:00 a.m. and 12:30 p.m. through 3:30 p.m.

Please be aware that the Glendale Police Department does not hesitate to monitor traffic and they actively give tickets.

BEFORE SCHOOL:

- In the morning, parents dropping off students will drive through the designated lane, pulling forward as much as possible, and let children off quickly. Your children may exit cars in the Yellow Zone *only*. Drivers need to avoid gaps by pulling forward when possible, which allows more cars into the drop-off area.
- Please **do not** allow your children to exit the car on the open street side or remove items from the trunk. Students should be prepared in advance with their backpacks, notes, lunch and/or good-bye hugs and kisses (don't forget these).
- Parents then exit by entering the traffic flow. Cars may exit the traffic lane to the left at any time, except at the head of the line, which is a right turn **ONLY**.

AFTER SCHOOL:

- After school, parents enter the designated lane to pick-up their child. Students will be waiting behind the yellow line until the car comes to a full stop. If your child is not waiting, parents MUST drive through, proceed around the block and try again.
- Late Pick-up: students are escorted to the office to wait until someone arrives. It is necessary to come in and sign them out.
- Primary students who have older siblings will wait inside the gate on the grass area on Altura Avenue until picked up.
- On rainy days, allow extra time. Make sure you send your children with an umbrella and raincoat to protect them while waiting in the traffic lane.
- The daycare buses and Special Education only should use New York Avenue. The same guidelines apply as the Traffic Lane on Altura Avenue.

If you are interested in volunteering to assist with supervision of the drop-off lanes, please contact the school office.

Visitors and Volunteers

For security purposes, no one is allowed on campus unless for specific purposes.

Procedure:

- Visitors and volunteers are required to check in at the school office when arriving on campus between the hours of 7:30 am. – 4:00 p.m.
- If volunteering your name must be on the teacher's volunteer list, and you must provide proof of a negative TB test. Please pre-arrange with the teacher prior to checking in with the office.
- Sign IN *and* OUT *each time* you volunteer on campus.
- For safety purposes, a visitor's or volunteer's badge/sticker must be worn at all times and clearly visible while on campus.

Walking Students

- **High Five:** Students using crosswalks at New York & Altura will use the High Five to cross during peak traffic. High Five means students will wait for 5 friends (at least) to cross. Groups are more visible for safety purposes, and allows traffic to flow more consistently.
- Walk across intersections, do not run.
- **Do not drop off or pick up students in “No Parking,” red zones, intersections or crosswalks. The Glendale Police will immediately cite you for these infractions.**

SCHOOL RULES & DISCIPLINE

BASIC SCHOOL RULES

All school rules are based on: **Kindness, Respect and Safety**. Classroom rules and consequences for misbehavior are posted by our teachers in their classrooms. Review and discussion of the classroom rules are an ongoing process throughout the year.

Student Responsibilities

Students will be held responsible for their behavior choices with regard to kindness, respect and safety.

- All students will accept and respect direction from all adults at school.
- All students will respect the rights and property of others.
- All students will respect and care for the school property.
- All students will conduct themselves in an orderly manner while at school, as well as when going to and from school.

Rewards and Consequences

Rewards for appropriate behavior are: “Paws of Praise,” Lincoln’s “Good Citizen” award, and a positive school experience every day.

Consequences of Misbehavior:

- Warning - classrooms teacher will teach and reinforce rules.
- Teacher imposed consequences - may include detention, special assignment, “benching” during recess, timeout in the classroom and another infraction documentation.
- Parent notification - may include principal involvement.
- Parent conference - may include parent, student, teacher, and/or principal participation.
- Alternative to suspension or suspension.

Things NOT to Bring to School

- Supplies not requested by teacher
- Toys of any kind
- Candy
- Chewing Gum
- Extra money
- Extra food other than snack or lunch
- Valuable or precious personal belongings, including personal music devices
- Anything dangerous or hazardous

Discipline Policy

The discipline policy at Lincoln is a combination of strategies to help students understand the reason for rules and ways for them to handle the problems that they encounter. Students are informed by their teachers and the administration about classroom/school rules and about rewards and consequences for their behavior.

At Lincoln, we strive to focus on the positive. We have a Flag Ceremony each month during which we honor the outstanding citizens from each classroom. During the ceremony we conduct grade level “Paws of Praise” drawings which rewards students portraying appropriate behavior. The Character Education Program is used as a model.

Grounds for Suspension (From Section 48900 of the Educational Code)

A pupil shall not be suspended from school or be recommended for expulsion unless the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred with by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arrange or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packs, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products.

9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawfully possessed, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11044.5 of the Health and Safety Code.
11. 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.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288a, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witnesses 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.
16. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - While on school grounds.
 - While going to or coming from school.
 - During the lunch period whether on or off the campus.
 - During, or while going to or coming from, a school sponsored activity.
17. Section 48900:2 Committed sexual harassment as defined in Section 212.5 of the Education Code. The conduct must be considered by a reasonable person of the same gender of 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 one to three, inclusive.

18. Caused, attempted to cause, threatened to cause, or participate in an act of hate violence.
19. Has intentionally engaged in harassment, threats, bullying, or intimidation directed against a student or group of students, 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 student or group of students by creating an intimidating or hostile educational environment.
20. Committed or attempted to commit a sexual assault or committed a sexual battery.
21. Has made terroristic threats against school officials or school property.

We want to inform you, as parents, of actions for which a student can be suspended on any school campus. We do not expect any of these incidents to take place at Lincoln.

EARTHQUAKE/DISASTER PREPAREDNESS PLAN

Protecting Lincoln Students and Employees

The goal of Lincoln Elementary School Emergency Disaster Plan is the protection of students and employees should a major disaster occur. The plan identifies members of the school's disaster teams and outlines responsibilities. The plan is updated and revised annually by the school's Safety Committee. In accordance with Glendale Unified School District policy for the release of students during an emergency, parents can expect the following procedures to occur at Lincoln School. **Any parents on campus during any emergency drill are required to participate.**

Please make sure that your child's emergency card is kept current at all times. Notify the school office **IMMEDIATELY** if there is a change in address or phone number.

State Law (California Education Code #49408) mandates that parents must provide the school with up-to-date information necessary for emergency situations.

Procedures for release of children to authorized adults:

- Go to the "Parent Check-in Point" on Altura to sign for your child.
- Go to the "Parent Release Point" on Altura to pick up your child.
- All other school entrances will be locked to assure student safety.

Basic Action Following a Disaster/Earthquake

- When it is safe, teachers and students will evacuate the building and go directly to their designated classroom line-up area on the playground.
- Teachers will take roll and report the names of the missing or injured to the school emergency center. All students will put on their identification/emergency release tags.
- School teams such as Search and Rescue, First Aid, Triage, etc., will report to their stations.
- District employees will remain with and supervise students until they are picked up.
- Parents can check students out at designated areas at the Altura gates.

Lockdown

In a school-wide lockdown situation, all the doors and gates will be locked. All students and any parents on campus will take shelter in the nearest classroom. No student will be released to go home until an "all clear" is given.

We will be practicing the various safety drills, earthquake, fire and lockdown throughout the year to ensure student preparation and safety.