

STANDARDS OF CONDUCT

The following are specific standards expected of all students while on campus, inside the classroom and on the playground.

**Lincoln school is a walking campus.
We will show respect for self and others.
We will keep our hands and feet to ourselves.
We will play safely.
We will use appropriate language.**

When a child breaks a school rule the following procedure will be followed. Serious offenses can move directly to the second or third step.

1. Student will write the appropriate school standard that was broken. This must be signed by the parents. Loss of recess.
2. Parents will be contacted by phone or in person. Loss of both recesses.
3. A conference will be held with student, parent, teacher and principal.

SCHOOL POLICY, PRODEDURES AND PROGRAMS

ATTENDANCE

Regular attendance in school is essential to ensure successful and positive academic growth. Learning and state funding are both dependent upon regular attendance. All children should be in attendance each day, unless ill or a family emergency. A written note or a phone call to the office explaining a school absence is **required** when a child is out or returns to school. Without a note or a phone call, a child is considered **truant**. Please call the office at 520-6725 before class begins to report an absence. To request missed schoolwork or homework due to an absence, please call the office by 9:30 a.m. to have it ready by the end of the school day.

It is important that students arrive on time ready to learn. We encourage you to schedule appointments for children after school hours in order to minimize intrusion on instructional time.

Unexcused absences

- Truancy
- Personal reasons, needed at home, overslept, babysitting
- Suspension
- Family vacation
- Students excluded for lack of immunizations
- Notes returned without an explanation for absence

BICYCLE STUDENTS

Students in 4th through 6th grade are permitted to ride bicycles to school. Bicycle helmets must be worn by any student riding his/her bike to school, and students must follow safety rules. Bikes must be walked while crossing major intersections and on school grounds. A bike lock is recommended.

BULLYING

Simi Valley School District will not tolerate behavior that infringes on the safety of any pupil. A pupil shall not intimidate or harass another pupil through words or actions. Such behavior may include direct physical contact, such as hitting or shoving; verbal assaults, such

as teasing or name calling; and intentional social isolation or manipulation.

CAFETERIA

Students may purchase breakfast from 7:45-8:00 a.m. It may include cereal, fruit or juice, a muffin or biscuit and milk. Students may purchase lunch (which includes milk) or bring a sack lunch from home. Milk is also sold separately.

BREAKFAST \$1.25

LUNCH \$2.50

(Regular Menu, Sandwich of the Month or Yogurt/Fruit Veggie Plate with milk)

REDUCED PRICE BREAKFAST .30

REDUCED PRICE LUNCH .40

MILK .50

Second Lunch (with milk) 2.10

10 meal Lunch Ticket (pre-paid) \$25.00

20 meal Lunch Ticket (pre-paid) \$50.00

- Free or Reduced Meal Prices – Applications are provided for the free or reduced meal program at the beginning of each school year. (These forms are to be turned in at the school office.) A form may be obtained from the office at any time a family is in need.
- Lunch Tickets – Your child may purchase lunch tickets, which will eliminate the necessity of giving money to your child each day. These tickets may be purchased through the school office. Checks should be made payable to *Abraham Lincoln School*.
- The cafeteria manager keeps record of meals eaten so money is not lost if a child is absent or chooses not to eat lunch in the cafeteria on any given day.

CAFETERIA RULES

Students are to exhibit appropriate behavior and are expected to follow lunchtime rules.

- Students are to obey the Cafeteria Manager, Campus Supervisors, and staff members.
- Students are to eat at assigned tables when eating indoors.
- Food and paper should be disposed of in garbage cans provided.

- Students are expected to keep the cafetorium and outside eating area clean.
- Quiet talk is permitted.
- Students must pick up their own trash before being excused to the playground.
- Students are to remain seated until excused by an adult.

CAMPUS SAFETY PROHIBITED ACTIVITIES

- According to Education Code (ED 48915), students possessing, selling, or otherwise furnishing any knife, gun, explosive device or other dangerous object at school or school activities off school grounds shall be subject to discipline up to and including expulsion, consistent with district policies and regulation, as well as state and federal law. By law, the principal must file expulsion papers with the school district for any of the above listed offenses.
- Any student who possesses a toy or imitation firearms, knives, explosive devices or dangerous objects at school or at school activities off school grounds will be subject to discipline, up to and including suspension or expulsion.
- Radios, tape recorder/players or any type of recording devices are not allowed on campus.
- Gum is not to be brought to school.
- Skateboards and skates are not to be brought to school. They will be turned over to the principal and parents will be asked to retrieve them. Skateboards are not to be ridden on school grounds at any time (including after school).
- Buying, selling or trading personal belongings and any form of gambling is strictly forbidden at school. Sale of any items by students is not allowed on campus except for school authorized fundraisers.

CHANGE OF ADDRESS/PHONE NUMBER

One of the greatest problems schools have during the day is locating parents in the event of an emergency. When changes occur in phone numbers, work places, or adults authorized to pick up your child, please notify the office as

soon as possible. *The importance of maintaining updated information cannot be overemphasized.* Doctors/emergency rooms will NOT treat children without a parent's consent. We must be able to reach parents, family members or emergency friends at all times.

CONFERENCES

Parents are encouraged to attend school conferences. These opportunities for feedback about your child are critical to student success in school.

- Every parent is requested to attend a conference at the end of the first trimester in November and at the end of the second trimester in March.
- Seven minimum days (K dismissal 12:50, grades 1-6 are dismissal at 12:55) are utilized for conferences in the fall and three in the spring.
- Conference slips are sent home and conferences are arranged.
- Teachers or parents may request a conference whenever necessary. Parents may schedule conferences by contacting the school office (520-6725) or by leaving a message for the teacher. A request may be given directly to the teacher.

CURRICULUM

All the S.V.U.S.D. teachers follow a district-adopted curriculum. Standards delineate the content to be taught at each grade level. The standards are correlated with the State Department of Education Frameworks. Textbooks are selected to correlate with the Frameworks.

DRESS CODE

At Lincoln Elementary School, we believe that coming to school properly groomed helps establish a lifetime habit. Research shows there is a definite relationship between good dress habits, good work habits, and appropriate school behavior. Students are to:

- Come to school neat, clean and sensibly dressed.
- Refrain from wearing T-shirts with ads for alcoholic beverages, tobacco or images,

words and phrases inappropriate for a school setting.

- Refrain from wearing halter tops, tank tops, bare midriff shirts and beachwear. They are considered inappropriate for a school setting.
- Wear pants that fit properly at the waist (must stay up without a belt) and be of a proper length. Pants must be hemmed or cuffed.
- Wear shoes which support and protect their feet in active games. No sandals, thongs, open-toed or slip-on shoes. **NO SKATE SHOES.** Shoes and socks must be worn at all times and laces must be tied.
- Refrain from wearing lipstick or any other makeup.
- Students are permitted to wear shorts to school. "Short" shorts or skirts (above the mid-thigh) are not permitted.

Student appearance that disrupts or distracts from the learning atmosphere in the classroom or on the campus is not acceptable. (Hair color or inappropriate body piercing, etc.) Should a student come to school inappropriately dressed, a parent will be called to bring a change of clothes. When a parent is unavailable, sweatpants and/or t-shirts will be "loaned" to the students.

EMERGENCIES

- We must have a signed Authorization for Emergency Medical Treatment Card for your student to be at school.
- Please review and update your Emergency Information Form. We need current home, work, cell and pager numbers so that we may contact you quickly in an emergency. If these numbers change during the year, please update them in the office.
- Review and update your emergency contact persons. Although we will attempt to contact you first, these people are also authorized to pick up your child from school. Emergency contacts must be at least 18 years old.
- If your child is experiencing a life-threatening emergency, we will call 911 for assistance. If your child requires immediate care and we cannot reach you or any of your

emergency contacts, we will also need to call 911. Parents will be responsible for any charges incurred.

HEALTH OFFICE

Office staff provide medication when authorized by a parent or doctor, minor first aid and responds to illnesses and emergencies. The School Nurse is available though not on site everyday. School Nurse services include first aid, health assessment, screening, referrals, health counseling and education.

HOMEWORK

The purpose and intent of homework is to reinforce the classroom learning and provide practice to expand the application of knowledge and skills. The assignments require that students organize their time and use good study habits. Completing homework nightly helps develop self-discipline and holds students accountable by completing the task.

Homework will be consistent with the classroom teaching and have relevancy to the content taught. It is important for parents to provide a suitable time and place for homework to be completed.

If no specific homework assignment has been given, time should be used for reading silently or aloud. It is important to establish a definite place for your child to assemble books and materials for return to school the following day. Children are to take books and materials needed home with them. Custodians or office staff will not open classrooms unless unusual circumstances warrant. Taking materials home is part of being a responsible student.

ILLNESS

- Please review and update your child's Medical Information Form with current doctors and any health related problems and/or illnesses, symptoms, medications, and/or allergies.
- If students become ill at school, a parent will be called to pick them up. The Health Office is only equipped to provide minor first aid. Please keep an ill student at home. Students with a temperature should not be at school.

If antibiotics are required, your child should receive at least 24 hours of treatment before returning to school.

LANGUAGE APPRAISAL TEAM

The team is comprised of the Principal, an English Language Development (ELD) teacher and a transitional English Language (EL) teacher. The team's purpose is to make decisions concerning English Language Learners through a collaborative process rather than by one individual.

LITERACY COACH

The Literacy Coach is our reading specialist coordinating all reading intervention programs in our school. She is also available to Title I teachers and classroom teachers as they implement the language arts curriculum in the classroom.

MEDICATIONS

- Both a parent/guardian and a physician must authorize all medication administration, even over the counter remedies like Tylenol, Motrin, or asthma inhalers. If your child requires occasional medication, please complete an authorization form available in the Health Office. This will prevent our calling you to come to school to medicate your child or to send your child home for a minor discomfort.
- Medications given daily are usually given at lunchtime, between 11:30 and 1:00 p.m.
- Medications must be kept in the Health Office.
- Medication must be in the original container. The instructions on the authorization form must match the instructions on the container.
- If your child has diabetes, it is essential to keep extra test strips, syringes, insulin and quick glucose snacks in the Health Office.
- If your child has severe or life threatening allergies, it is essential that you provide an Epi-Pen or other prescribed medication to the Health Clerk.

PARENTAL INVOLVEMENT

Parental involvement is highly encouraged at Lincoln Elementary School. There are many opportunities to participate and/or assist our school program. Parents are encouraged to volunteer as classroom assistants. This provides an excellent opportunity to become acquainted with our curriculum and programs.

PARKING LOT SAFETY

The parking lot is often a congested area, especially at arrival and dismissal times. Rainy days can cause even more problems than usual.

- Please impress upon your child the importance of using sidewalks at all times.
- Stopping in the traffic lane of the parking lot or street is NOT permitted.
- Pre-arrangements for a meeting place with your child on rainy days will help to alleviate some of the congestion in the parking lot and keep your child safe.
- **Please do not park in the small parking lot near the office. This is for teacher parking and school bus use only.**

PERSONAL BELONGINGS

The following items are not allowed at school without permission from the classroom teacher or principal. The items will be taken by the teacher, Playground Supervisors, or the principal, and parents will need to pick them up at school.

- Live animals
- Toys
- Frisbees/Balls
- Baseball/Gloves
- Radios/Tape Recorders/CD Player
- Skateboards/Scooters etc.
- Video Games

PHONE CALLS /PERSONAL MESSAGES

- The school is only able to relay emergency messages to your child.
- We request that careful instructions be given to students **before** they leave home each day to avoid unnecessary phone calls.
- The school cannot allow students to call home for forgotten items or for permission to go to a friend's house after school, etc. These arrangements must be made in advance. Students may bring cell phones to

school, but they may not be activated during the student day. The school is not responsible for any articles brought to school.

PLAYGROUND/SCHOOL RULES

- Running is allowed in appropriate game areas only.
- Equipment going over the fence is to be retrieved by the Playground Supervisor or with the supervision of one of our Campus Supervisors.
- Snacks at recess are to be eaten on concrete areas by the back walls only, and waste disposed of before leaving that area.
- Play is on the grass or concrete areas away from the buildings. Playing on the side of/or between the buildings interferes with the learning of students not at play.
- Balls are to be kicked against the ball walls only (not against the buildings).
- Questions involving game play, game rules or disputes are to be brought to the attention of the Playground Supervisors.
- The decisions and/or directions of the Playground Supervisors will be strictly supported by the classroom teacher and the principal. Disputes that result in a fight or attack on another person will invoke serious consequences and may result in suspension from school.
- Students are expected to be respectful to all adults on campus at all times.

PROGRESS REPORTS

Lincoln Elementary School policy is to notify all parents of their child's academic progress by the middle of each grading period, specifically if there is a teacher concern or if the student is at risk.

PSYCHOLOGIST

Our school psychologist is on campus one day each week. The psychologist works primarily with the Student Study Team (SST) to assist and assess students with achievement problems. Appointments with the school psychologist may be arranged.

PTA

The Abraham Lincoln PTA actively supports the school programs and students. It also gives

parents the opportunity to know more about a child's learning experience and a chance to work more closely with the Lincoln staff. Parents and teachers sponsor a number of activities that enrich our curriculum. Our PTA has yearly fundraisers that subsidize field trips and provide much needed supplies and programs. All parents are encouraged to join PTA, as well as to attend Association meetings. The Lincoln PTA president this year is Teresa Moore. She can be reached by phone at 805-583-8645 or 805-813-2588.

RETURNING TO SCHOOL AFTER AN INJURY

- You and your physician must authorize your child to be at school when a cast, crutches, a wheelchair or any other medical or dental appliances are needed. Please pick up a form in the Health Office prior to your child returning with these needed items.
- Students may be excused from P.E. for up to two days with a parent note. Longer than two days will require a physician's request.

REPORT CARDS

Report cards will be issued to all students at the end of each trimester. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card.

1 st Trimester Ends	November 20, 2009
2 nd Trimester Ends	March 11 2010
3 rd Trimester Ends	June 11, 2010

SAFETY AND SECURITY RULES

Students are to observe all safety rules.

- Students must observe a "Hands Off" policy for their safety and others. No hitting, kicking, tackling, pushing, chasing, fighting, throwing objects or other harmful practices are permitted.
- Supervision is provided at 7:45 a.m. daily. Students are not allowed on the school grounds until that time. Once they arrive they must remain on the grounds and in the school yard, until dismissal time or an authorized adult checks them out through the office. Students waiting to be picked up

after school must remain on the grass area, under the trees outside of the office, where supervision is provided **until 2:45 p.m. only**. Students in Gr. 1-6 should not be picked up at any other location.

- In the event of an emergency - **students can be released from school by office staff to a parent or person who is listed on the emergency card on file in the office.** *Please be sure to keep this information up-to-date.*

SCHOOL IMPROVEMENT PROGRAM AND SCHOOL SITE COUNCIL (SSC)

Lincoln Elementary School participates in the School Improvement Program (state funded). This program mandates an advisory council. The School Site Council (SSC), consisting of parents and school personnel, plans for school improvement using School Improvement categorical funds. The Council contributes to the school plan and plans a budget that is used to guide improvement efforts. Parents are encouraged to participate by serving as Council members and/or giving input to Council members.

SCHOOL LIBRARY

At Lincoln Elementary School, we are proud of our library and the service given to our teachers and students. One Community Resource Aides and parent volunteers staff the library. Students are responsible for any books checked out and for returning books in good condition and on time.

SEXUAL HARRASSMENT

Sexual harassment will not be tolerated. The district has a sexual harassment policy that protects students and adults. Any individual who believes there has been an act of harassment on the basis of sex against any person or group in any course, program or activity provided through the district may file a complaint. Students may be suspended or expelled for sexual harassment, and parents may be held financially liable for the conduct of their child. Complaints may be filed through district staff, the State Department of Education and/or the Office for Civil Rights (Title V, 212.6, Board Policy).

STUDENT TESTING

Testing is an integral part of any effective program. It is on-going and correlated with the students' daily curriculum. Students will be assessed in a variety of ways; standardized tests, performance-based assessments, textbook and teacher-made tests. This provides information about the students' progress.

SPECIAL NEEDS

The Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight hours advance notice is required to meet special needs for public meetings. If a special need is required for attendance at a meeting, please call the school office at 520-6725.

SPEECH

The school receives the services of a speech specialist. Students eligible for this program are identified by teacher referral, parent referral and/or tests given by the speech specialist.

STUDENT STUDY TEAM (SST)

Lincoln has an active Student Study Team that meets regularly to develop and monitor assistance plans for students who are experiencing learning or behavioral problems. Team members include the principal, psychologist, speech therapist, general education and special education teachers.

TITLE I

The goal of Title I is to provide extra help and instruction for our students. Our Title I program offers small group instruction, additional teachers and assistants, extra instruction in reading, language arts and study skills using a variety of teaching methods and materials. Title I teachers also staff the Read 180 Computer Lab that serves the 4th-6th grade students.

YMCA

Lincoln Elementary is fortunate to have an on-site YMCA School Age Child Care Program (see school map). This is a non-profit program with a carefully selected staff of 1 adult for

every 10 children. This state-licensed facility provides a safe well-controlled environment for children. The program has a planned daily curriculum. It is not a babysitting service.

The hours of operation are as follows:

Before School from 6:00 a.m. (at Berylwood)

After School until 6:30 p.m. (at Lincoln)

Since the YMCA is not a part of Simi Valley Unified School District, you will need to contact them directly for enrollment or any other information. Their phone number is 583-5338. Their office is located at 3200 Cochran Street.

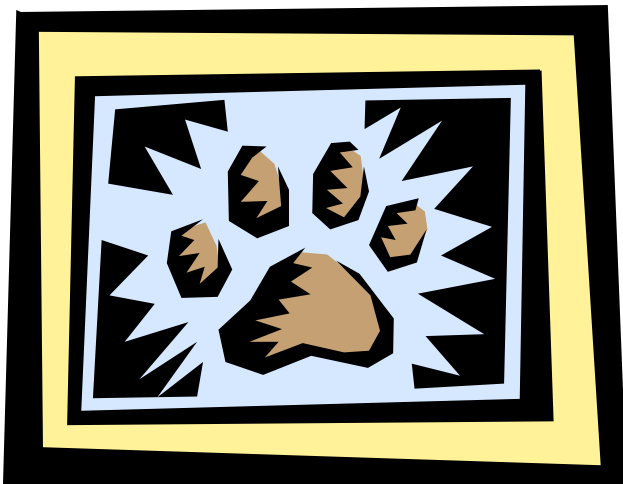
VISITOR PASSES

All visitors or volunteers must report to the office to sign in before entering the school grounds or going to a classroom. Visitors will be issued a "Lincoln Visitor" badge that is to be returned to the office when leaving campus. A volunteer must sign out when leaving campus.

WELLNESS POLICY

Thank you ahead of time for your cooperation with the 2009 Board Adopted Wellness Policy AR 5030. We know the Lincoln community will support these health guidelines and adhere to the following:

- Food will not be used as a reward or withheld as a punishment for individual students
- Food will not be used to celebrate birthdays
- Foods of Minimal Nutritional Value are prohibited (soda, gum, candies, etc.)



*Here at Lincoln we
value safety,
learning, and
personal growth.
We are proud to be
a California
Distinguished
School and look
forward to a
tremendous 2009-
2010 school year.
Please consider
joining our PTA
and getting
involved with our
school community.
We look
forwarding to
seeing you here at
school.*