

LINCOLN SCHOOL

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2008-2009

**STUDENT/PARENT
HANDBOOK**

WELCOME TO LINCOLN ELEMENTARY SCHOOL

A warm and friendly welcome to each student, parent, and teacher for the 2008-2009 school year!

This handbook has been prepared to provide you with information regarding our school rules, policies, activities, and daily procedures so that we may together create an atmosphere in which children are able to be successful in a safe environment.

We invite and encourage your interest and participation by providing opportunities for you to become involved through any or all of the following avenues: classroom volunteers, tutors, parent/teacher conferences, after school activities, SHAPE Program, Parent Teacher Club, and award assemblies.

If you have any questions or concerns regarding your child's instructional program, homework, grades, test scores, behavior, etc., please request a conference with your child's teacher. If your questions are not completely answered, please contact my office for further assistance.

Your continued interest, cooperation, and support are of great help to the Lincoln staff as we continue to serve your children.

Sincerely,

*Mrs. C. Spiegel
Principal*

School Vision and Mission

Lincoln School and Manteca Unified School District is dedicated to all students achieving their academic and personal potentials. We are committed to providing an environment where quality education establishes the foundation for life-long learning. We are committed to building and maintaining a diverse, accessible, caring campus: one in which there is equal access, opportunity, incorporation, and celebration for all students. We take pride in our diversity, and value and respect the differences and commonalities of all school members and the community. Lincoln School is committed to achieving full compliance with the Americans with Disabilities Act. Lincoln School operates its programs so that, when viewed in their entirety, they are readily accessible to, or usable by, individuals with disabilities.

School Profile

Lincoln Elementary School, the oldest K-8 school within the Manteca city-limits, serves 715 students, approximately 75% of whom are bused. Lincoln's attendance area covers a diverse community: new, single family homes occupying the site of the old Spreckel's Sugar Plant and some of Manteca's oldest neighborhoods stretching through the city core along with trailer parks, apartment complexes, and low income motels at the city's southern edge.

Lincoln's student body is ethnically and socio-economically diverse. Enrollment breaks down ethnically as follows: 51% Hispanic, 37.9% white, 2.4% Asian, 3.1% Filipino, 2.9% African American, 2.1% American Indian, and .5% Pacific Islander. Lincoln's free and reduced lunch rate is 53% and the mobility rate is 23%. The parent occupational distribution is: 2% professional, 12% semiprofessional, 42% skilled, and 44% unskilled. The educational level is 27% not a high school graduate, 48% high school graduate 14% some college, 10% college graduate and .01% post college graduate.

Lincoln offers traditional, self-contained regular education classes in grades K-6 with departmentalized classes for students in grades 7-8. Lincoln is served by one 4-6 grade LH special education class and a Resource Specialist Program. Two San Joaquin County special education classes are housed on campus. A technology lab and a media center are available to all students. Administrative and academic support staff includes a full-time principal, full-time vice principal, one 50% reading intervention teacher, and a part-time reading coach for grades K-3.

The School Site Council (SSC) has voted for a School-Based Coordinated Program (SBCP) to facilitate the administration and coordination of categorical funding sources and programs within the overall instructional program. The goal is to produce the maximum positive influence on student learning. SCE-identified students are assisted through School-Based Coordinated Programs. State Compensatory Education money is incorporated into the SBCP by the School Site Council for the coordination of funds and services. All students have access to the core curriculum. The categorical programs coordinated by this plan are School Improvement Program [SIP], Special Education, the English Language Program, Gifted and Talented Education [GATE] and the English Language Acquisition Program, ELAP (grades 4-8), and Title V. The SSC has been elected by the English Learner Advisory Committee to represent them regarding decisions about these categorical programs, respectively. In addition to categorical funds, lottery money is included as part of the allocation for our school plan. Lincoln also participates in the Reading First grant the purpose of which is to support full implementation of a standards-based, research-based reading program – in this case, Houghton Mifflin. The grant provides a part-time reading coach to support staff development, data review, grade-level and grade-span collaboration, and instructional improvement. The Principal and Director of Educational Services make regular visits to monitor classroom instruction.

Special Education, English Language Learners, Educationally Disadvantaged, GATE, and Title V students are supported through integrated, supplemental materials, programs, and services. Special services are also provided by a part-time reading coach, one 50% READ 180 teacher, a part-time truancy counselor from Valley Community Counseling Services, one music teacher, one psychologist/counselor, a speech therapist, two bilingual aides, and a GATE coordinator. At-risk students are referred to Student Study Teams composed of the student's parent (or caregiver), the regular classroom teacher(s), appropriate support personnel, special service providers, and an administrator to determine a proper Individual Education Plan.

NOTE TO PARENTS

To assist students in maintaining acceptable standards of behavior, we ask parents to cooperate by:

Holding frequent discussions with their children about:

- Student responsibilities
- Report cards and daily work done by your child
- Importance of good education and the work being done in school
- Need to maintain high standards of behavior at home and at school
- Acceptance of responsibility for their actions

Visiting school periodically to:

- Participate in conferences with teachers or counselors on the academic and behavior progress of their children
- Attend school programs and functions held for parents

Providing supportive action:

- For the regular and punctual attendance of their children by making sure that children have enough sleep, an adequate breakfast, and appropriate clothing before coming to school
- By maintaining consistent and adequate control over their children
- By helping to plan time and space for completing homework and other assignments
- By confirming absences through direct contact or written notes

Helping Your child:

- Act in a safe, quiet and orderly manner while traveling to and from school
- Leave PSP's, IPODS, MP3 Players, Gameboys, cameras, playthings, and other toys at home. They can interfere with the main purpose of teaching and learning
- Be courteous, attentive, and cooperative
- Follow all teacher instructions
- Keep clean and dress neatly. No hats or caps allowed
- Treat others as they would like to be treated
- Encourage honesty in others by being an example of honesty themselves
- Strive at all times to help promote a friendly school
- Do their best to give their school a good name in the community.
- Do not bring balloon bouquets to your child, as they are not allowed in the classroom as per school policy.

SCHOOL PROCEDURES

Attendance

Please call the school the day of your child's absence or send a note. We have an automatic dialing system that will call you the evening of the absence if we don't get a note or call from you. If you are writing a note include:

- The name and signature of the adult who wrote the note (and relationship to the student if other than parent/guardian):
- The date of the absence to which the note refers; and
- The reason for the absence

Reminders: Family emergencies are not justifiable absences by state law. If you attend a school function such as the Straight "A" Award Assembly and chose to take your child early it's considered an absence part day and may result in you child losing an award the following month. If you need to see a list of justifiable absences see the District Parent/Student Handbook.

Tardies

Students are recognized at our Straight "A" Award Assembly for perfect attendance and at the end of the year. Tardiness can also affect a child's grades. Please see that your children are on time. Late students must report to the attendance office for an admit slip. Repeated tardiness will lower citizenship grades and may result in the loss of a perfect attendance award, infractions and/or referral to the District Attendance and Review Board. Tardiness is considered any minutes after the bell has rung.

Arriving and Departing School

Students are allowed on campus after 8:15AM. Students are required to leave campus within ten minutes of dismissal. Please arrange for your child to walk home with other students if you are unable to pick up him/her at dismissal time. There is no supervision and students will be asked to leave.

Buses

Bus transportation is a service and privilege. The drivers are to be treated in a courteous and obedient manner by students at all times. The drivers and the laws that apply to school buses are governed by the Dept. of Motor Vehicles and the California Highway Patrol. The drivers are in complete charge at all times. If students do not obey the school rules on the bus, when walking to or from the bus stop they will be issued a "Notice of Unsatisfactory Conduct." This can result in a bus privilege being suspended. See the District Parent/Student Handbook for a list of conduct expectations.

Cafeteria

Lincoln School offers a breakfast program, in addition to the school lunch program. It is available to all students. Breakfast is offered in the school cafeteria from 8:30AM to 9:00AM. Students qualified for free or reduced price lunches have the same eligibility for these breakfasts. If your child's bus arrival time would make it difficult for your child to be here on time for breakfast, you may choose to bring them to school yourself.

We strongly encourage parents to participate in the prepaid meal program. It's a convenient way to pay for your child's meals. Payments for prepaid meals are accepted every school day. We accept prepayments in the morning before school in the cafeteria. You may also choose to deposit money in the lock box located in our office at any time during the school day. Deposits will be credited to the student's account the following day. We also offer the convenience of prepaying for meals on line through the District's website, www.mantecausd.net. Simply click on the E-funds icon to process your payment.

Closed Campus

Lincoln is a "**Closed Campus**". Only non-bused students with approved permission may leave campus to go home at lunch. A parent must be at home during lunch in order for the request to be approved. A parent may check out their child from school for lunch or appointments through the office. This may not be done by note or telephone.

Safety Drills

Safety drills (i.e. fire, earthquake, severe weather, lockdown, bomb threats, and hazardous materials) are a necessary and serious matter, and are not to be treated lightly. These drills will be held at unannounced intervals. Each student is responsible for the following:

1. To learn the method of exit from the room
2. At the alarm, to leave the room as directed
3. To stay with their group
4. To return directly to the classroom at the "all clear" signal.

Lincoln Park

Lincoln Park is city property and not a part of the Lincoln campus. The park is off limits during school hours unless students are accompanied by their teacher or supervised by yard duty personnel with special permission from the Principal. Parents should not instruct children to wait in the park for the dismissal of other siblings as there is no adult supervision in the park.

Parking

Parking space is extremely limited. Please park your auto in front of the school, in a space not marked red or reserved, if you need to leave your vehicle. We have another lot off Powers Avenue for your convenience if the front lot is filled. Please do not park in front of the school marked by cones before or after school.

People who park at the end of the inner parking isle where there is no parking space prohibit movement. This is illegal and dangerous. Illegally parked cars may be cited by MPD. Select an area for your child to meet you to reduce worry and to avoid the congested parking areas. Do not teach your child to "jay walk" across the street. Do not abandon your car where it will block others.



Telephone and Voice Messages

The office telephones and classroom telephones are not for student use. Office staff may place calls for students for emergency purposes. Calls may not be made for forgotten books, homework, rides, etc. Please help our office staff by making such arrangements before school begins.

**We are reducing classroom interruptions that interfere with learning.
Our office staff will be unable to relay messages
to children of a non-emergency nature.**

Lunches brought late to school are to be left in the office. Please be sure your child's name and teacher are marked on the lunch.

Parents may call the school and leave a message in their child's teachers' voice mailbox. Calls will be answered within the next 24 hours.



Textbooks

Textbooks are expensive and are issued "on loan" upon registration. We recommend that hardbound books are covered. Books are to be returned in good condition to avoid penalty charges. Students are responsible for lost, stolen, or damaged books. Students will not be issued a new book until the missing book has been paid according to MUSD textbook price lists available in the school office. Students should bring book bags or backpacks in order to carry their textbooks. Secured space will be provided in each homeroom for lunch boxes and books.

Lockers for Junior High

Junior High students, 7th & 8th are issued lockers for their books and personal belongings. If they choose not to use their lockers they will still be responsible for all lost textbooks. They will be asked to sign a Locker Contract before being issued a locker. This contract must be followed or the locker privilege will be taken away.

Visits to the School

The school welcomes and encourages visits to our school. People who want to visit our school should make arrangements in advance with the teacher or administration.

To ensure the safety of students and staff and avoid potential disruption, all visitors shall register at the school site office immediately upon entering any school building or grounds when school is in session. For purposes of security visitors will be asked to sign in, note the location of their visit and wear a "Visitor Badge" while on school premises. Parents who need to talk with a teacher before school must make arrangements with the teacher ahead of time. This is to ensure teacher time to prepare for their class.

The school administration has the authority to prohibit the entry of any person to a school or to expel any person when there is reason to believe the presence of such person would affect the good order of the school.



Walkers, Bike and Scooter Riders (Remember to follow helmet)

An adult crossing guard employed by MUSD crosses children at the Powers/Yosemite intersection before and after school. Children are not to "jay walk". Students are to walk on sidewalks and not in the path of traffic. Bikes should be locked securely to the racks provided in the fenced area next to the main building. Bikes should be licensed with the Manteca Police Department. Students must observe bicycle safety rules when riding. Bikes or scooters brought to school are the full responsibility of the owner. If a bike is stolen, notify the Manteca Police Department with proper identification immediately.

Parent Teacher Club (PTC) Meetings

A flier will be sent home announcing our first PTC meeting for the new school year. We will have one meeting a month. We encourage parents to get involved and hope to see you there!

Science Camp

Science Camp meetings will be held for 4th and 5th grade parents. Dates and times will be sent home at a later date.

Principal's Communication

The Principal's Newsletter is sent home monthly to keep parents informed of important dates, student programs, and curriculum. Additional information about Lincoln School activities may be found by visiting www.mantecausd.net under "School" and "Elementary School Directory". There is also a "telephone outreach" to keep parents informed of school events.

SCHOOL RULES



All students need to feel safe and comfortable at school. Rules provide a structured system to eliminate confusion and misunderstanding. It is important for students to develop responsibility, self-discipline and communication skills to resolve difficulties and promote a positive learning environment. The following rules have been established at Lincoln School:

1. Walk, don't run, on blacktop and cement surfaces.
2. Play only in assigned areas.
3. Play safely with all equipment.
4. Do not climb on trees, fences, backstops, or railings.
5. All intentional body contact is prohibited. This includes, but is not limited to, public displays of affection, pushing, tripping, fighting, play fighting, wrestling, tackling, hitting, etc.
6. Do not loiter, play or chase students in or out of restrooms. Use restrooms designated for grade level.
7. Obey all adult supervisors.
8. Follow all the rules for games and display good sportsmanship.
9. Students are not allowed in classrooms or buildings without adult supervision.
10. Use appropriate language. Vulgarity and profanity are prohibited.
11. Harassment is prohibited. Harassment is any unwelcome behavior (physical, verbal or non-verbal) that makes another student feel uncomfortable or unsafe. Harassment is forbidden by both state and federal law.
12. Return all equipment to the appropriate area.
13. Do not bring any personal equipment to school, such as PSP's, IPODS, MP3 players, Gameboys, toys, or equipment unless authorized by the teacher or principal. The school will **not** assume responsibility for personal equipment which is damaged, lost or stolen.
14. Law prohibits weapons of any kind which can cause injury to another person. Also prohibited are explosive or destructive devices. This includes stun guns, pepper spray/tear gas, or any other "injurious, nauseous, or offensive substances: (Penal Code 375). Laser devices of all kinds are prohibited.
15. Only school-approved hats may be worn at school or school-related activities. Beanies are allowed during the cold season to keep the ears and head warm.
16. Pagers, camera phones are prohibited.
17. Cell phones are allowed but are to be kept out of sight and in the "off" mode during the instructional day. This includes before and after school while on the campus and during district bus transportation.
18. Skates, Rollerblade-type inline skates, skateboards, scooters and wheeled toys other than bicycles are not allowed unless the student has permission from his/her teacher.
19. Gum or seeds are not allowed in class or on the playground.
20. Students are to dress appropriately for school. Shoes must be safe to wear for play and physical education. Flip-flops, high heels, shoes without straps, are not appropriate for student wear at school. Student dress and grooming shall not:
 - create a safety hazard for the student or others;
 - be disruptive of school operations and the educational process;
 - be offensive or unusually distracting to others;
 - convey profane, offensive language or illustrations
 - be contrary to law.

Clothing and/or adornments may not advertise alcoholic beverages, tobacco products, or controlled substances. Also prohibited is any apparel, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership of a gang. Junior High students may only wear one item of blue (blue jeans excluded) or red. See-through materials, spaghetti straps, tank tops and short shorts are prohibited. Sagged pants, shirts, headbands, bandanas, rags,

undergarments showing above or through outer wear are not acceptable, buckles with punched out letters, are not acceptable. Abdomens should be covered at all times.

DISCIPLINARY PROCEDURES

The goal of disciplinary procedures is to promote a positive learning environment for all students. This is possible only when disruptions inside and outside the classroom are kept at a minimum, when students conduct themselves in a safe and orderly manner, when students obey the established rules of the school, and when there is respect for the rights and property of others. Conduct citations and infractions are two forms that will be used to ensure communication between school and home concerning disciplinary issues. The procedure below outlines the system of communication in order that discipline problems can be handled in a constructive manner involving students, parents, teachers, and administrators.

STEP 1 INFRACTION

Students whose behavior continues to require teacher or adult supervisor interventions will receive Step 1 Infractions.

Teacher Responsibility

1. Discuss the behavior with the student
2. Write a Conduct Citation
3. Send copies of the citation to the office and home

Student Responsibility

1. Show the citation to parents
2. Return signed citation
3. Improve behavior
4. Fulfill consequences

Parent Responsibility

1. Discuss the infraction with your child
2. Reinforce improvement of behavior

STEP 2 INFRACTION

Students whose behavior continues to require teacher or adult supervisor interventions will receive Step 2 Infractions.

Teacher Responsibility

1. Discuss the behavior with the student
2. Write a Conduct Citation
3. Send copies of the citation to the office and home

Student Responsibility

1. Show the citation to parents
2. Return signed citation
3. Improve behavior
4. Fulfill consequences

Parent Responsibility

1. Discuss the infraction with your child
2. Reinforce improvement of behavior

STEP 3 INFRACTION

Students whose behavior continues to require teacher or adult supervisor interventions will receive Step 3 Infractions. Student Step 3 Infractions will be sent to the administration.

Teacher Responsibility

1. Write the report of the infraction
2. Send the infraction to the office

Student Responsibility

1. Improve behavior
2. Fulfill consequences of behavior

Parent Responsibility

1. Discuss infraction with your child
2. Conference with an administrator

Administrator Responsibility

1. Listen and investigate
2. Discuss the behavior with the student and assign a consequence
3. Conference with the parent and notify the teacher

2008-09 BELL SCHEDULE **REGULAR DAY SCHEDULE**

KINDERGARTEN (200)

AM 8:50 - 12:10 (200)

GRADES 1-2 (299)

9:05 - 10:05	Class	(60)
10:05 - 10:20	Recess	
10:20 - 11:36	Class (1 st)	(76)
(1 st) (50)		
10:20 - 11:46	Class (2 nd)	(86)
(2 nd) (60)		
11:36 - 12:20	(1 st Grade) LUNCH	
11:46 - 12:30	(2 nd Grade) LUNCH	
12:20 - 1:51	Class (1 st)	(91)
(1 st) (39)		
12:30 - 1:51	Class (2 nd)	(81)
(2 nd) (29)		
1:51 - 2:11	Recess	
2:11 - 3:23	Class	(72)

GRADE 3 (299)

9:05 - 10:20	Class	(75)
10:20 - 10:35	Recess	
10:35 - 11:56	Class	(81)
11:56 - 12:40	LUNCH	
12:40 - 1:31	Class	(51)
1:31 - 1:51	Recess	
1:51 - 3:23	Class	(92)

GRADES 4-5 (321)

9:05 - 10:35	Class	(90)
10:35 - 10:47	Recess	
10:47 - 12:18	Class	(91)
(112)		
12:18 - 1:00	LUNCH	
2:25 - 2:37	Recess	

GRADE 6 (321)

10:55 - 11:10	Break	
(2)		
11:10 - 12:52	Class	(102)
Period (36)		
12:52 - 1:43	LUNCH	
(2)		
1:43 - 3:32	Class	(109)
Period (36)		

GRADES 7-8 (321)

Period (36)		
(2)		
9:05 - 9:58	1 st Period	(53)
9:58 - 10:00	Passing (2)	
Period (43)		
10:00 - 10:53	2 nd Period	(53)
10:55 - 11:10	Break	
11:10 - 11:12	Passing (2)	
11:12 - 12:05	3 rd Period	(53)
12:05 - 12:06	Passing (1)	
1:00 - 1:40	LUNCH	
1:40 - 1:42	Passing (2)	
1:42 - 2:38	5 th Period	(56)
2:38 - 2:40	Passing (2)	
2:40 - 3:32	6 th Period	(52)

MINIMUM DAY SCHEDULE

KINDERGARTEN (200)

AM 8:50 - 12:10 (200)

GRADES 1-2 (184)

9:05 - 10:40	Class	(95)
10:40 - 10:50	Recess	
10:50 - 11:40	Class	
10:50 - 11:50	Class	
11:40 - 12:11	(1 st Grade) LUNCH	
11:50 - 12:21	(2 nd Grade) LUNCH	
12:11 - 12:50	Class	
12:21 - 12:50	Class	

GRADE 3 (184)

9:05 - 10:25	Class	(80)
10:25 - 10:35	Recess	
10:35 - 12:00	Class	(85)
12:00 - 12:31	LUNCH	
12:31 - 12:50	Class	(19)

GRADES 4-5 (187)

9:05 - 10:20	Class	(75)
10:20 - 10:30	Recess	
10:30 - 12:22	Class	
12:22 - 12:50	LUNCH	

GRADES 6-8 (187)

9:41 - 9:43	Passing	
9:43 - 10:19	2 nd	
10:19 - 10:21	Passing	
10:21 - 10:57	3 rd	
10:57 - 11:09	Break	
11:09 - 11:45	4 th	
11:45 - 11:47	Passing	
11:47 - 12:30	5 th	
12:30 - 12:51	LUNCH	

LINCOLN SCHOOL 2008-09 CALENDAR OF IMPORTANT DATES

August 11	Monday	First Day of School
August 27	Wednesday	Minimum Day *Kindg.8:50-12:10PM Grades1-8: 9:05-12:50PM
September 1	Monday	No School – Labor Day Holiday
September 10	Wednesday	Minimum Day *
September 24	Wednesday	Minimum Day *
October 8	Wednesday	Minimum Day *
October 22	Wednesday	Minimum Day *
October 27	Monday	No School - Staff Development Day
November 5	Wednesday	Minimum Day *
November 10 - 11	Mon. & Tues.	No School - Veteran's Day Holiday
November 17 - 21	Mon. - Fri.	Minimum Days * - Parent /Teacher Conference
November 24 - 28	Mon. - Fri.	No School - Modified Calendar Break - Thanksgiving
December 19	Friday	Minimum Day *
Dec. 22 - Jan. 5	Mon. - Mon.	No School - Winter Recess
January 5	Monday	No School – Teacher Prep Day
January 14	Wednesday	Minimum Day *
January 19	Monday	No School - Martin Luther King, Jr.'s Birthday
January 28	Wednesday	Minimum Day *
January 30	Friday	No School - Staff Development Day
February 11	Wednesday	Minimum Day *
February 16 - 20	Mon. - Fri.	No School - Modified Calendar Break
March 4	Wednesday	Minimum Day *
March 16 - 20	Mon. - Fri.	Minimum Days * - Parent /Teacher Conference
April 6 - 13	Mon. – Mon.	No School - Spring Recess
April 22	Wednesday	Minimum Day *
April 27 - May 8	Mon. - Fri	STAR Testing
May 22 - 25	Fri. - Mon.	No School - Memorial Day Holiday
May 27	Wednesday	Minimum Day *
June 2	Tuesday	8th Grade Graduation
June 5	Friday	Minimum Day * - Last Day of School

