

# Lincoln Elementary School Handbook



*Superior Standards*

*Supportive School Climate*

*Successful Students*

**2014-2015**

## **EXPECTATIONS FOR STUDENT CONDUCT**

At the beginning of each trimester, or every three months, all students will attend a Discipline Assembly. During this time, all of the school rules, procedures, and expectations pertaining to Lincoln Elementary School and the Santa Ana Unified School District will be explained thoroughly. It is the student's responsibility to become familiar with and follow all school rules while walking to and from school, while on campus, and while in class. All students are expected to behave in a respectful, reasonable manner at all times. To help them do this, students are expected to follow the ROAR principles.

## **ITEMS NOT ALLOWED ON CAMPUS**

Students should only bring items to school that are required for their classrooms. **The following items are not allowed at any time:**

- GUM
- Ipods, MP3 Players, DVD players, PSP's. cameras, or any other type of electronic devices or games
- Permanent markers, highlighters, any type of marker, or white-out
- Scissors, knives, any other type of cutting tool, or other personal property
- Toys
- Balloons

If a student brings one of these items without written approval from the assistant principal or principal, the item will be confiscated. A parent meeting with an administrator is required in order to retrieve any confiscated items. Items not retrieved by the end of the year will be donated to a charitable organization. The school is not responsible for the safe keeping of any prohibited items.

## **CELL PHONES**

Cell phones are permitted but ***they must be turned off at all times while the student is on campus.*** Students are NOT permitted to send text messages during school hours, or use their phones to take pictures or record videos. Students may only use their cell phones after school while in the front of the school. Improper use of cell phones will result in the confiscation of the cell phone until such time as the parent meets with the administrator.

**Parents are not to call their child on their cell phone during school hours.** School phones can be used under staff supervision in cases of emergencies.

Please call (714)972-6200 in case of an emergency and request that a message be delivered to your child.

## **OFFICE REFERRALS**

Students may be referred by a Lincoln staff member to the Front Office for the following behavior problems:

- Continuous classroom disruptions after teacher has documented parent contact and previous interventions
- Creating an unsafe learning environment and/or throwing objects
- Open defiance, disrespect, and/or insubordination
- Truancies, excessive tardiness, and/or absences
- Fighting, bullying, threatening behavior and/ or intimidation
- Profanity, vulgarity, or committing an obscene act
- Possession of illegal or dangerous items
- Theft or receiving stolen items
- Repeated dress code violations

If a student chooses not to follow the rules, and/ or is referred to the office, the following consequences may occur:

- Verbal warning
- Parent contact (parent may be required by the teacher to attend class)
- Referral to Student Study Team (which will require a meeting to discuss behavior plan)
- Detention during recess or lunch
- Suspension from class or school
- Involuntary transfer to a different school
- Referral to the Santa Ana Unified School District or School/City Police

## **SUSPENSION AND EXPULSIONS**

The principal and assistant principal have the right to suspend a student for up to five days. If a suspension is recommended, parents will be notified. If phone contact cannot be made on the same day, a notice of suspension will be sent home. The following acts may lead to suspension:

- Physical injury to another person - actual or threatened
- Disruption of school activities or defiance of school authorities
- Commission of obscene acts or engagement in habitual profanity or vulgarity
- Damage to or theft of school or private property
- Possession or sale of weapons
- Possession or sale of drugs, alcoholic beverages, or intoxicants
- Possession or use of tobacco

- Sexual Harassment
- Hate Violence
- Intimidation
- Violation of zero tolerance items: gang activities, graffiti, gestures, writing



## **ATTENDANCE**

**Being in school everyday and being on time** are important for a student's success in school, and can help you to get or keep good grades. Please ask your parents to schedule vacations, family outings, doctor, dental, or other appointments outside of the school day. If you are sick, make sure that your parents or babysitters call the school office right away to report your absence. **IT IS PARENTS' RESPONSIBILITY TO CALL THE SCHOOL IF THEIR CHILD IS ABSENT**, and write a note explaining the absence. The following reasons are the only valid excuses for absences:

- 1.0 The student is very sick
- 2.0 The student must attend a funeral for an immediate family member
- 3.0 The students has a doctor's note or doctor's appointment to be absent
- 4.0 The student has a court appointment

### **EXTENDED ABSENCES:**

Parents or guardian must call the school office to report any extended absences for any reason. An extended absence is defined as more than 2 days.

After excused/unexcused absences, your parents will receive a warning letter from the district. Absences or tardies that add up to more than four per year, can lead to a district meeting with the District Attorney's office.



**on time, and come to school everyday!**

## **TARDINESS**

We need your assistance in making sure your child arrives to school on time. Tardy students must report to the office for an admit slip before going on to class. When students arrive late, they disrupt class and miss important instruction.



## **ATTENDANCE**

### **ARRIVAL TIME**

Classes begin promptly at 8:00 a.m. ***Students should arrive at school no more than 30 minutes before the start of class.*** The school is not legally responsible for students who arrive earlier.

### **BEAT THE BELL**

Lincoln teachers use the “We Beat the Bell” program to encourage daily attendance and punctuality for every Lincoln student. Each class receives a “We Beat the Bell” banner. When 100% of the class is present and on time (including the teacher ☺), a letter is colored and date is written. When all the letters and the exclamation mark have been filled in (14 total), the class earns a prize.

### **DISMISSAL TIME**

Students are to leave immediately upon dismissal from school. Students waiting for rides are supervised for up to 30 minutes in the front office. School Police may be contacted for students habitually picked up beyond 30 minutes of dismissal time.

## **LEAVING SCHOOL EARLY**

If a parent or guardian must pick up a student before the end of the school day, **the adult must go to the school office to sign the student out of school**. A member of the office staff will then call the student to the office to leave with the parent or authorized guardian. No child will be allowed to leave the school with any person who is not listed as an authorized guardian on the Student Emergency Card.

## **TRANSFERS**

Should your family move from the Santa Ana Unified School District, please inform your child's teacher and the office at least one week before the child's last day. This provides the new school with needed placement information and allows for a smoother transition for your child.



## **STUDENT INFORMATION**

### **Emergency Cards**

Emergency telephone numbers are vitally important. An emergency card **must be completed** and returned to the office on the second day of school. Current cell, work, and home telephone numbers for parents/guardians, or other adults who are authorized to pick up your child, must be listed.

**STUDENTS WILL NOT BE RELEASED TO ANY PERSON WHO IS NOT LISTED ON THE EMERGENCY CARD.**

Changes in cell, work, or home telephone numbers are to be sent immediately to the office so that contact information is always current. A **CURRENT ADDRESS, AS WELL AS, HOME AND WORK TELEPHONE NUMBERS MUST BE ON FILE** at all times.

If a family moves out of a particular school attendance area, a child may be allowed to continue at that school, if the principal approves the parent's/guardian's request. If this situation occurs, parents/guardians must contact the school office to obtain an *"Intradistrict Transfer"* form, complete the form, and return it to the school.

## SAFETY



Traffic around the school can be very confusing. Unfortunately, our school parking lot is not large enough to hold both parents' and teachers' cars. Therefore, we ask that parents park safely on the surrounding streets. Please be patient and allow plenty of time to get to school before the start of the day. Also, be respectful of traffic, pedestrians and the neighbors who live around Willits. Please observe all of the rules of the road. Don't let your parents park in driveways, double park, or park next to the red curb areas. It may be tempting to just stop and "run" into school, but when your parents park illegally, it disrupts traffic for many other people, and puts people walking in harms way.

There is **no supervision for students before 7:30 a.m., or after school hours**. No students are to be dropped off before 7:30 a.m. and all students should be picked up promptly when school is dismissed. Within 15 minutes of dismissal, all students will be moved to the office.

Students are expected to follow all laws and school rules while traveling to and from school. This includes walking in the crosswalk and wearing the school uniform.



## Lincoln Elementary School Rules

*Be:*

*Respectful*

*Responsible*

*Results Driven*

- 1. Treat everyone and everything with respect.**
- 2. Be responsible for your work and your actions.**
- 3. Always get the best results.**





**LINCOLN ELEMENTARY SCHOOL**  
**UNIFORM POLICY/CODIGO DEL UNIFORME**

Dear Parents,

The use of school uniforms has a positive effect on the general school environment. It helps students focus on their school work and avoid the distraction of trendy inappropriate apparel. They promote school spirit and the feeling of oneness among fellow students.

For this reason, please make sure that your child wears his/her uniform every day to school.

Thank you for your cooperation and support in implementing the Lincoln Elementary School uniform policy.

Please call our office at (714) 972-6200 if you have any questions or stop by to pick up a copy of the dress code policy.



*Estimados padres:*

*El uso del uniforme escolar tiene un efecto positivo en los alumnos y en la comunidad en general. El uniforme ayuda a los alumnos a concentrarse en sus estudios evitando distracciones por causa de vestuario inapropiado, a la vez fomenta el compañerismo y el espíritu escolar. Gracias por su cooperación con la implementación del código de uniforme de la escuela Primaria Lincoln.*

- *Puede llamar a la oficina al (714) 972-6200 si tiene alguna pregunta o pasar a la oficina a recoger una copia de la póliza de uniformes.*

**Uniform Colors/colores de uniformes**

**Pants/shorts/skirts/Jumpers.....Navy Blue**

*pantalón/pantalón corto/faldas/jumpers.....azul marino*

**Polo Shirts (solid Colors) .....White, Red, Navy Blue,**

*camisetas polo (colores solidos).....blanco, rojo, azul marino*

**Sweaters (solid colors) ..... Navy blue, Black, Red, White**

*Suetér (colores sólidos) .....azul marino, negro, rojo, blanco*

**Shoes must always have closed toes. No sandals/flip flops.**

*Los zapatos deben ser completamente cerrados siempre. No sandalias.*

***Lincoln Uniform Polo shirts can be worn every day.***

*Los polos de uniforme de Lincoln pueden usarse todos los días.*



# Santa Ana Unified School District

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Lincoln Elementary School  
(714) 972-6200

10/17/2013

Dear Parents/Guardians:

The mission of the Santa Ana Unified School District is to provide a world-class education that prepares students for college and career. To ensure that all students are learning and thriving in a positive, safe environment, our District has two policies related to dress codes: a Uniform Policy and a Dress and Grooming Policy.

Each school has been asked to review its practice of both policies to ensure the school community is aligned with the District's policy which is based on California Education Code. Our school staff believes that when students wear uniforms, there is an increased sense of community and pride in our school. This Uniform Policy will contribute to the health and safety of our students and to the development of a productive learning environment. Please take a few moments to review our school's revised uniform list that is enclosed. Be assured that the revised list will not require you to purchase additional items; it simply provides more options.

Parents, who have or who wish to request an exemption for their student not to wear the school uniform, must adhere to the enclosed Dress and Grooming Policy, which requires that all students wear proper and appropriate dress while in attendance in school and at school sponsored activities. If you are considering opting your student out of the K-8 Mandatory Uniform Dress Policy, please feel free to contact the school office so that we may facilitate your request.

If you have any questions or would like additional information, please feel free to contact me.

Sincerely,  
Edna Velado  
Principal, Lincoln School

Enclosures: School Uniform Dress Policy  
Dress and Grooming Policy

09-30-2013



# Santa Ana Unified School District

Lincoln Elementary School

(714)972-6200

10/17/2013

Estimados padres o tutores:

La misión del Distrito Escolar Unificado de Santa Ana es brindar una educación de calidad mundial que prepare a los alumnos para el colegio y la carrera. A fin de asegurar que todos los alumnos aprenden y crecen en un ambiente positivo y seguro, nuestro Distrito tiene dos normas relacionadas con códigos de vestimenta: una Norma de Vestimenta Uniforme y una Norma de Vestimenta y Arreglo.

Se le ha pedido a cada escuela que revise su práctica de ambas normas para asegurarse de que la comunidad escolar esté alineada con la norma del Distrito, que se basa en el Código Educativo de California. Nuestro personal escolar cree que cuando los alumnos usan uniformes, hay un mayor sentimiento de comunidad y orgullo en nuestra escuela. Esta Norma de Vestimenta Uniforme contribuirá a la salud y seguridad de nuestros alumnos, y a crear un ambiente de aprendizaje productivo. Tengan la bondad de tomarse unos momentos para revisar la lista actualizada de vestimenta uniforme adjunta de nuestra escuela. Tengan la certeza de que la lista actualizada no requerirá que compren artículos adicionales; simplemente brinda más opciones.

Los padres que han solicitado o desean solicitar una exención para que sus hijos no usen el uniforme escolar, se deben adherir a la norma de Vestimenta y Arreglo adjunta, que requiere que todos los alumnos usen vestimenta apropiada y adecuada mientras asiste a la escuela y a actividades patrocinadas por la escuela. Si están considerando optar por que sus hijos no acaten la Norma de Vestimenta Uniforme Obligatoria de K-8, tengan la bondad de comunicarse con la dirección escolar, para que podamos facilitar su petición.

Si tienen alguna pregunta o desean mayores informes, tengan la bondad de comunicarse conmigo.

Atentamente,  
Edna Velado  
Director/a, Escuela Lincoln

Anexos: Norma de Vestimenta Uniforme Escolar  
Norma de Vestimenta y Arreglo

09-30-2013

# Lincoln Elementary School

## 2014-2015

### Modified Day Bell Schedule

8:00	AM/Early Bird Kinder Begins	(bell)
8:00	Instruction begins 1 <sup>st</sup> -5 <sup>th</sup> grade	(bell)
8:55	Kinder-Late Bird Begins	
9:30	PM Kinder Lunch	
9:45	First Recess Begins-1 <sup>st</sup> /2 <sup>nd</sup> Grades	
9:55	PM Kinder Begins	
10:00	End of First Recess	(bell)
10:05	Second Recess Begins-3 <sup>rd</sup> Grade	
10:20	End of Second Recess	(bell)
10:25	Third Recess Begins 4 <sup>th</sup> /5 <sup>th</sup> Grades	
10:40	End of Third Recess	(bell)
11:35	AM/Early Bird Kinder Dismissal	(bell)
12:55	Dismissal for grades 1 <sup>st</sup> – 3 <sup>rd</sup>	(silent bell)
1:00	Kinder/ Late Bird Dismissal	
1:15	Dismissal for grades 4 <sup>th</sup> & 5 <sup>th</sup>	(bell)
1:20	PM Kinder Dismissal	

#### Lunch Schedule

AM/Early/Late Bird Kinder	11:35-12:00	
PM Kinder	9:30-9:55	
Grade 1	10:45 - 11:30	(bell)
Grade 2	11:15-12:00	(bell)
Grade 3	11:45-12:30	(bell)
Grades 4/5	12:15-1:00	(bell)

\*The bell will ring at the end of each lunch period.

06/17/2013

# Lincoln Elementary School

## 2013-2014

### Regular Bell Schedule

8:00	AM/Early Bird Kinder Begins	(bell)
8:00	Instruction begins 1 <sup>st</sup> -5 <sup>th</sup> grade	(bell)
9:45	First Recess Begin	
9:55	Late Bird Kinder Begins	
10:00	End of First Recess	(bell)
10:05	Second Recess Begins-3 <sup>rd</sup> Grade	
10:20	End of Second Recess	(bell)
10:25	Third Recess Begins 4 <sup>th</sup> /5 <sup>th</sup> Grades	
10:40	End of Third Recess	(bell)
10:45	PM Kinder Begins	
11:35	AM/Early Bird Kinder Dismissal	
2:00	Late Bird Kinder Dismissal	
2:00	Dismissal for grades 1 <sup>st</sup> -3 <sup>rd</sup>	(bell)
2:20	Dismissal for grades 4 <sup>th</sup> & 5 <sup>th</sup> PM Kinder Dismissal	(bell)

#### Lunch Schedule

AM/Early/Late Bird Kinder	11:35-12:00	
PM Kinder	10:15-10:45	
Grade 1	10:45-11:30	(bell)
Grade 2	11:15-12:00	(bell)
Grade 3	11:45-12:30	(bell)
Grades 4/5	12:15-1:00	(bell)

\*The bell will ring at the end of each lunch period.

06/17/2013

# We Beat the Bell!

Purpose: To encourage daily attendance and punctuality for every Lincoln student.

How it works: Class receives a "We Beat the Bell" banner. When 100% of the class is present and on time (including the teacher), a letter is colored and date is written.

When all the letters and the exclamation mark have been filled in (14 total), please return the banner to Mr. Baker. Banners will be spot checked against roll books and most prizes and certificates will be issued on Fridays. Popsicles can be picked up during the last 15 minutes of school on Wednesdays.

- Please return banners to Mr. Baker's mail box.
- New banners will be available in the workroom.
- Popsicles will be available upon request.
- *Free Dress Friday* will take place on the last Friday of the month.
- Do not take *popsicles* or *Free Dress Friday* before you have received a certificate
- If you have done interventions, and a student continues to be late or absent, please talk to Mr. Baker, so that the rest of the class is not penalized.
- Monthly attendance updates will be available for your review.

## Prizes

Banner = Free Dress Friday

Banner = Pencil

Banner = Popsicle Party

Banner = Eraser

Banner = Popcorn Party

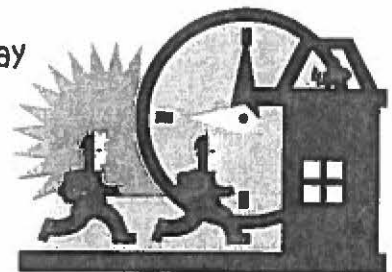
6<sup>th</sup> Banner = Food Certificate

7<sup>th</sup> Banner = Mystery Prize

8<sup>th</sup> Banner = Free Dress Friday

9<sup>th</sup> Banner = Pop

10<sup>th</sup> Banner = Pizza Party!

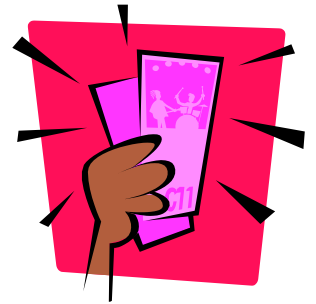
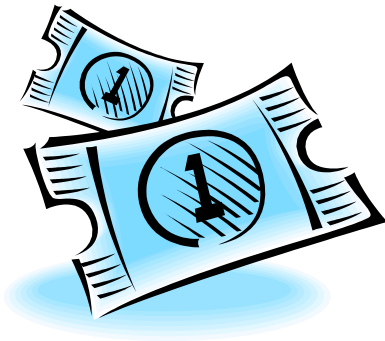


# Roar for the blue!

## Blue ticket store for individual students

### Prizes

2 tickets	Ring
5 tickets	Pencils
10 tickets	Ruler
20-50 tickets	Toy
100 tickets	Lunch with Principal

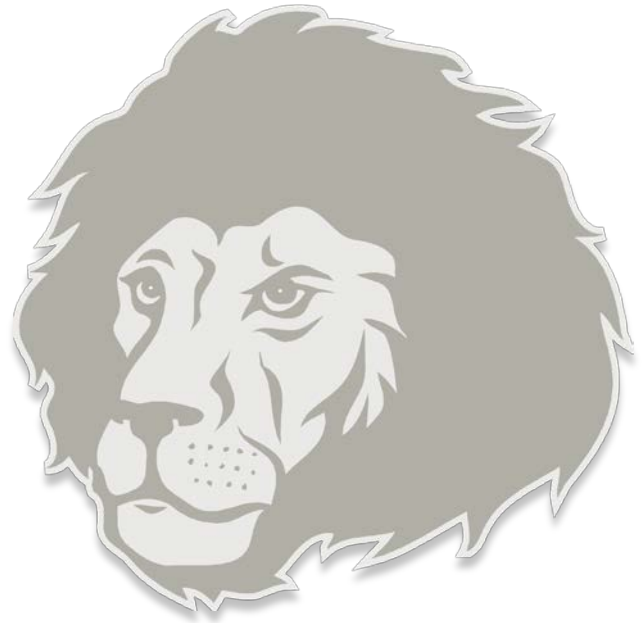




# Are you engaged in learning?

If you are engaged in learning you should be...

- Ready to learn
- Sitting up straight
- Paying attention
- Listening
- Thinking
- Participating
- Doing your best work



Lincoln Elementary School  
**HOMEWORK PLAN 2013-2014**

The Santa Ana Unified School District's Board Policy 6170 and Administrative regulations 6170 regarding homework state that "the homework program will be effective when everyone involved demonstrates a commitment to and responsibility for its success. Responsible individuals include the principal, teacher, student and parent. The following daily amount of time devoted to homework represents a minimum amount of time which homework assigned should reasonable require:

Kindergarten/First	20-30 minutes per day
Second	20-30 minutes per day
Third	30-45 minutes per day
Fourth	45-60 minutes per day
Fifth	60 minutes per day



At Lincoln Elementary School and in my classroom, your child will have homework daily, Monday through Thursday, and occasionally over the weekend. Every child is expected to read at least 20 minutes a day. Below you will find my classroom homework schedule, my expectations and your child's responsibilities in fulfilling his/her homework.

Teacher **signature**

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I have read the above homework policy and expectations for your class. As a parent I will assist and encourage my child to complete his/her daily homework assignments. Should I have any questions or concerns regarding homework, I will contact you immediately.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

Teacher: \_\_\_\_\_

## HOMework PLAN

Guidelines:

**Keep** a chart posted in your room which has each pupils name listed with spaces for each homework assignment returned.

**Assign** homework according to the District Guidelines BP#6170

Kindergarten/First	20-30 minutes per day
Second	20-30 minutes per day
Third	30-45 minutes per day
Fourth	45-60 minutes per day
Fifth	60 minutes per day

**An** Incentive Chart may be used to keep track of "Perfect Attendance"

**Call** home to very students absences on a daily basis

**Consult** with the SST Chair for SST and SARB Procedures

Attendance Incentive Plan for My Class

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Negative Consequences

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Positive Reinforcement

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Comments:

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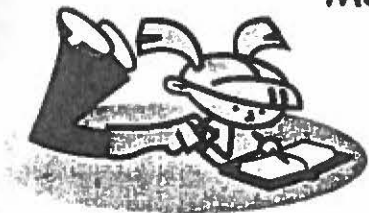
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# Twenty-Five Simple Supports for Accommodating ALL Learners

**Choral Response**  
**Tell - Help - Check**  
**Think - Write - Pair - Share**  
**Give One, Get One**  
**Talking Chips**



**Written Response**  
**Metacognitive Markers**  
**Ten Word Summary**  
**Individual Response**  
**I do it, We do it, You do it**  
**Judicious Review**  
**Clear, Specific Directions**  
**Structure of the Lesson**  
**Maintain Appropriate Pace**



**Visual Diagrams**  
**Teach the BIG ideas**  
**Model "Thinking"**  
**Proximity**  
**Mediated Scaffolding**  
**Examples and Non examples**



**Highlighter**  
**Assistive technology**

By Belinda Dunnick Karge, Ph.D.  
California State University, Fullerton

