



LINCOLN ELEMENTARY SCHOOL

MISSION STATEMENT

Abraham Lincoln Elementary School, a community of students, families, and staff, is committed to providing a safe, positive, and respectful school climate where every student's behavioral, social, and academic success are equally important and supported by positive interactions.

SCHOOL OFFICE HOURS

Monday - Friday
7:30 a.m. — 4:00 p.m.

TELEPHONE: (818) 249-1863

FAX: (818) 249-7876

www.gusd.net/lincoln

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 (Monday-Friday)

Supervision Begins	8:00 a.m.
Transitional Kindergarten	8:15 a.m. – 12:17 p.m.
Kindergarten	8:15 a.m. – 12:27 p.m.
Grades 1 – 3	8:15 a.m. – 2:08 p.m.
Grades 4 – 6	8:15 a.m. – 2:28 p.m.

School Hours – Minimum Day

Transitional Kindergarten	8:15 a.m. – 11:13 a.m.
Kindergarten	8:15 a.m. – 11:23 a.m.
Grades 1 - 3	8:15 a.m. – 11:38 a.m.
Grades 4 - 6	8:15 a.m. – 11:58 a.m.

Recess Periods

TK	9:45 a.m. - 10:00 a.m.
Kindergarten	10:00 a.m. – 10:15 a.m.
Grades 1 – 3	10:15 a.m. – 10:35 a.m.
Grades 4 – 6	10:35 a.m. – 10:55 a.m.

Lunch Periods (Rain or Shine)

Grades 1 & 2	11:40 a.m. – 12:25 p.m.
Grades 4 & 5	12:00 p.m. – 12:45 p.m.
Grades 3 & 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 should be initialed by a parent and returned to school the next day. ***Students in grades 3 through 6 will be provided a Planning Calendar by the school.*** The Student Planner provides 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. Parents may want to purchase a recommended “Lincoln” 3-ring binder at the beginning of the school year to insert the student Planning Calendar and to help organize materials.

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. 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 Barbara Fariss, type bfariss@gusd.net

Parent Handbook

The Parent Handbook is produced and published by the school. It is available 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.gusd.net/lincoln to sign up for our weekly e-bulletin to keep up with the latest Lincoln news.

“Lincoln Lions” Calendar

The Lincoln Lions “real-time” calendar is available on the Lincoln website www.gusd.net/lincoln. Weekly highlights are emailed and sent by phone each Sunday.

Marquee at Curbside

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

SELECTED SPECIAL EVENTS

- **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 “parent only” evening focuses on meeting their child’s teacher and learning about the curriculum for the year. It is not a time for parent conferences since there is limited time and many parents will want to meet the teacher.

- **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: Lincolnpa@golincolinions.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.

- **Egg Drop**

Students engineer contraptions to protect their raw egg from breaking when dropped from the top of a Hook and Ladder fire truck. Eggs may be decorated or designed to fit in one of several categories. The Egg Drop is an after-school event available for students who wish to participate. Organized by the Lincoln PTA.

- **Family Dance**

This is a very special evening for parents and children to dress up and spend an evening together dining and dancing. Organized by the Lincoln Foundation.

- **Lincoln Olympiad**

Lincoln’s parents and children spend an evening competing in various fun events. Organized by the Lincoln Foundation and Dad’s Club.

- **Founders’ Day**

This parents only evening celebrates the birthday of the Lincoln PTA and honors outstanding Lincoln volunteers with Honorary Service Awards.

- **Lincoln 500 & Scholarship Award Ceremony**

This action packed day includes the Lincoln version of the Indy 500, celebration of Lincoln alumni who are graduating from high school, and recognition of certificated and classified employees of the year. Organized by the Lincoln Foundation, Dad’s Club and the PTA.

● **Jog-A-Thon /Read -A-Thon**

The Lincoln Foundation sponsors these events. 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 provide them with a chance to visit other classrooms. Join us also for our extraordinary annual Silent Auction, held in the auditorium during Open House. There is a dinner sponsored by the parents of the current 5th grade class. The Silent Auction supports the Lincoln Foundation. Funds enrich our school’s learning community.

● **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.
- 6th Grade Fun Day: Event celebrating the promotion of students from 6th grade.
- Sixth Grade Promotion Ceremony: This ceremony will be held to celebrate our students’ promotion to the seventh grade, and to honor their year(s) at Lincoln. Two people per student are able to attend this small ceremony. No extra tickets will be given.

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

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

Assemblies

Paws of Praise Assembly

Meet the Masters Art Program

PAWS of Praise Store

Chorus (Grades 3-6)

Orchestra (Grades 4-6)

Primary Music Program

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 informed of 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, Grade 5
- Maturation Program – Boys, Grade 5

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 “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. The school may only store one month’s prescription of medication, brought to the school office by the parent (only) with name of medication, dosage, application, name of pharmacy and phone number of the pharmacy on the container. **Any student who may have serious asthmatic or allergic reactions must have an emergency inhaler or epipen available at school for emergency use.** (GUSD Administrative Regulation 5141.21) Medication must be stored in the school office and not with the student.

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 – 7:50 a.m.

Breakfast is served daily in the Lincoln cafeteria. There is no cost for breakfast this year. Please contact the school office for more information.

● Lunch

Students may bring their lunch to school or receive lunch from the school cafeteria. There is no cost for lunch this year.

Note: Students are responsible for bringing their own sack lunches 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 are not acceptable.

● Snacks

Students NEED Brain Food!

Students should bring a small healthy snack to eat at the morning recess to hold them over until lunch. We encourage you to make healthy food choices for your child. Please send a small portioned snack (due to allergies students should not share food) from the following list;

Healthy Snack Suggestions

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

Note: Students are expected to sit at designated eating areas while enjoying their snack.

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

Child Development and Child Care (CDCC) provides before & after-school day care from 6:30 a.m. until 6:00 p.m. This is a fee based program. For further information call (818) 249-1607.

Note: Parents are expected to enter campus through the office during the school day or may access CDCC through the Maryland Gate by using their assigned code. The Altura gates are for students exiting at dismissal only.

Chorus

Students in Grades 3-6 may participate in choral music. The program is directed and supervised by our choral director, Mrs. 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 computer, which may be used for whole group instruction in the classroom. All classrooms have additional computers/Chrome Books, access to Chrome Book carts, and/or a Smart Board. These are used to reinforce individual learning. Lincoln has LCD projectors and

document cameras, and amplification systems in all classrooms. Wireless internet access is available throughout the school. A computer lab is also available for weekly use by students. The school district funds a part-time computer lab assistant, who maintains the computer lab and provides instruction. 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 such 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 leaving the school campus. District insurance only covers students enrolled in GUSD; therefore, **we cannot allow any 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. Students riding the bus to attend a field trip location are expected to return on the bus. Chaperones are to follow teacher and docent directions and are to remain with students throughout the field trip.

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 borrowed; students may also rent from local music stores. In addition, the Lincoln Foundation has purchased instruments that can be checked-out directly from Lincoln. There is a suggested donation to help us maintain the instruments provided to all our students. 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 1-3 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. Jo Van Amburg, our librarian, invites you to help in 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. Physical education equipment includes: hula hoops, cones, balls, goals, 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.

LCAP

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. The spending of these funds are guided by the Local Control Accountability Plan and the Single Plan for Student Achievement. This includes: educational assistants, 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. The Single Plan for Student Achievement is developed and recommended for Approval to the Board of Education by the Lincoln School Site Council.

Gifted and Talented Education (GATE)

GATE is an enrichment program offered to students who qualify in grades 4 through 6. The Lincoln GATE program includes differentiated instruction in their classrooms and offerings of extended day opportunities throughout the year.

Identification Criteria: Glendale Unified School District has selected a new screening tool, the Naglieri Nonverbal Ability Test 3 (NNAT3), to identify students for Gifted and Talented Education (GATE) services. This computer-based test presents students with 48 problems within a time limit of 30 minutes. NNAT3 will administer this screening tool to all students in 3rd grade every spring in order to qualify students for GATE services and opportunities that begin in 4th grade. The test does not require any prior preparation and the results will not impact your child's grades. The NNAT3 is a nonverbal measure of general ability that yields a norm-based score that is based on the student's age. It is designed to assess ability without requiring the student to read, write, or speak. Students who score at or above the 92nd percentile rank will be eligible for participation in GATE. Please note that the percentile rank is not to be confused with "percentage correct." For more information regarding NNAT3 administration, please contact your school site Teacher Specialist.

School Psychologist

A school psychologist is assigned to Lincoln 5 days per week to do testing and evaluation of students referred by the IEP or Student Success Teams.

Response to Intervention (RTI)

RTI refers to actions that we are taking to ensure proficiency in all areas for our students. These actions include teacher collaboration, instructional strategies, a system of support for children, and targeted, individualized interventions so all students will succeed. This year, grades 3-6 have a dedicated teacher and grades TK-2 have in class support.

Student Success Team (SST)

A Student Success Team meets to review student progress when a student is not responding to interventions, is not accessing curriculum with classroom support, or is not socializing effectively with peers and others. A SST includes the parent(s), classroom teacher, administrator, special education representative, and others who know the child and/or experts in the child's areas of concern. The purpose of a SST meeting is to identify and implement strategies to help the student succeed.

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 specially trained personnel, followed by an Individualized Education Program (IEP) team meeting with the parents.

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.

ORGANIZATIONS & PARENT SUPPORT GROUPS

School Site Council

The Lincoln School Site Council is comprised of ten members: the principal, five parents elected by stakeholders, and four school staff members elected by school staff. The School Site Council meets four to six times a year. Its purpose is to annually help develop, recommend and implement the Lincoln 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, the "Meet the Masters" art program, a 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 / Classroom Volunteers

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:

- coordinate classroom parties

- solicit donated items
- recruit parent volunteers.*
- assistance with other activities and events as needed

For more information, please contact lincolnpta@golincolnlions.org.

*** All parents who volunteer on campus must file proof of TB clearance with the health assistant in the office. TB testing is available through the Glendale Health Center and is free for parent volunteers when referred by the school. For more information, please call (818) 500-5762.**

Parents and community members who volunteer at Lincoln must fill out a Volunteer Affidavit and are asked to 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 supplemental 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 new backpack hooks outside of classrooms.
- 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.
- 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.
- funded shades as needed.
- funded safety shades for classrooms.
- funded safety supplies for classrooms.
- provided computers, LCD projectors, and technology in the classrooms

The Foundation has also donated monies that will enable us to support our Primary Music Docent.

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

For more information, please contact (818) 249-1863, lincolnfoundationpres@gmail.com.

Armenian Parents, Dads, and Korean Parent Club Organizations

Armenian and Korean families and dads are strongly encouraged to join and also actively participate in PTA, Foundation, and 6th Grade committee meetings and events. Translators will be provided if necessary. For more information on each of these parent clubs:

- a. Armenian Parent Club President
- b. Dad's Club President:
- c. Korean Parent Club President Kayleen Sung: kayleensung@gmail.com

These groups are outside support groups that work through the Lincoln Foundation. Parents help in the teachers' workroom throughout the year, organize various events, organize teacher lunches, dinners at various events and offer other activities to make second language parents and others feel more comfortable and tied to Lincoln.

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 Fun Day. 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 to four representatives from each upper grade classroom (grades 4 through 6). Student Council provides an opportunity for students to be responsible, demonstrate leadership, promote school spirit, work toward the improvement of the school, participate in the Montrose-Verdugo City Chamber of Commerce, and volunteer at community events.

ADMINISTRATIVE POLICIES

Fundraising/Donations

Students at Lincoln School are not required to pay any fee, deposit, or other charge for participation in an educational activity offered by the school or the District, except as authorized by law. Donations are sought and accepted for various activities and supplies, and are at times critical to the continued success of classes and activities, donations are voluntary.

Attendance/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. ***After three days of a student's absence, the absence is automatically computed as "truancy" if no excuse has been received by the office within three business days.*** 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 ***with written documentation from authorized personnel*** are for illness, medical treatment, bereavement, religious holidays/commitments and some legal commitments. Family vacations, unexcused

illnesses, or personal business are considered unexcused reasons for absence.

Homework assignments may be requested if your child is ill for more than two days. Please contact your child's teacher and arrange for homework to be picked up in the main office. Five or more absences during a trimester is considered "Excessive Absences." and will be noted on the report card. Please notify the Lincoln office if there are special circumstances regarding absences. We want your child to attend school every day. Parents will receive a letter and may be requested to attend an attendance meeting for excessive absences or tardies. Students entering through the Lincoln office after the 8:15 bell will be marked late. Students entering the Lincoln office after 8:44 or leaving 30 minutes before their assigned dismissal time will be marked tardy.

Tardies

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

- ***Students arriving after 8:15 a.m. must be signed in at the school office by a parent/legal guardian prior to entering the classroom.***
- Three (3) tardies or more are recorded on the attendance register, and indicated as "Excessive Tardies" on report cards.
- A student is considered "late" if he or she arrives at school between 8:15 and 8:44a.m.
- A student is considered "tardy" if he or she arrives at school after 8:44 a.m.
- Students in Grades 1 - 3 who accumulate 10 tardies will have a mandatory parent conference.
- 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.

Arrival Time/Dismissal Time

- Please read the daily schedule located on page 3 of this handbook.
- Consistent, on-time attendance is a priority.
- ***Late/Tardy students must be checked in through the office by their parent/legal guardian.***
- ***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.

Achievement Reports

Achievement Reports (AKA Report Cards) are given three times per year for Grades 1-6 and twice per year in TK and kindergarten. Achievement Reports will be based on progress toward the grade level State Standards. A parent-teacher conference may be held any time to discuss a student's progress. Progress reports are sent home at least (5) weeks before the end of the grading period to students requiring improvement in academics or social skills.

Bicycles/Scooters/Skateboards

With parent permission, students in grades 3-6 may ride bicycles, scooters, or skateboards to school at their own risk. State Law mandates that bike/scooter/skateboard riders wear a helmet. Parents should familiarize

students with bicycle/scooter/skateboard safety rules/laws and plan with them the safest route to and from school to avoid potential hazards. Students are to walk their bikes/scooters/skateboards on school grounds and on school sidewalks at all times. **All students riding a scooter, bicycle, or skateboard to school must have a signed “Bicycle/Scooter/Skateboard Contract” on file in the school office form before bringing a bike, scooter or skateboard to school. Students may not wear wheels on shoes of any kind on campus.**

Birthday and Classroom Parties

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

Birthdays are not celebrated in the classroom.

Delivery of celebratory items, such as balloons, flowers, party food, etc., is unacceptable. No invites may be passed out at school unless the entire class is invited and is done at dismissal.

Civility Policy

The Glendale Unified School District expects civil behavior from the entire educational community – staff, students, parent/guardian, and the 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 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. Office personnel will NOT call the classrooms. 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 your child's teacher to schedule a visit**. All visitors are expected to sign in at the office and obtain a visitor's badge before going to any classroom. You are requested to limit your visit to 20 minutes. Please sign out in the office before leaving.

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
- tank tops with oversized armholes
- platform, backless, or elevated heel shoes
- Open toed shoes
- hats or caps worn indoors
- shoes on wheels

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 the 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. (If it is shorter than a child's fingertips when holding their arms straight along the side, then it is considered too short.)
- 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.
- Saturday School and/or suspension may follow for willful defiance or repeat offenders.

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 may 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:

TK and 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. Homework is to support and encourage learning and not overwhelm a learner.

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 five (5) school days. This program is not guaranteed and is at the discretion of the teacher. Students with an IEP are not eligible for this program.

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.

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 trimester.

Positive Behavioral Interventions and Supports (PBIS)

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

In the past, schoolwide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm. At Lincoln, we have PAWS-i-tive expectations. We expect all students to:

Practice Responsibility
Act Respectfully
Work and Play Safely
Strive for Success

Students can earn PAWS in the classroom and on the playground for following our PAWS expectations. PAWS may be redeemed at the monthly "PAWS Store" for a variety of rewards. At Lincoln we have a monthly PAWS of Praise assembly where we honor outstanding citizens from each classroom.

Lincoln's PAWS-i-tive Expectations Song

(Sung to the tune of
"Take me out to the ball game")

Paws-itive expectations

P A W S

P - practice responsibility,

A - we act respectfully

W - we work and play safely

S - we strive for success.

We have P – A – W – S

That's what we expect!

	P Practice Responsibility	A Act Respectfully	W Work & Play Safely	S Strive For Success
Lunch/Snack Area	<ul style="list-style-type: none"> · Throw away trash · Clean up your area · Eat healthy food 	<ul style="list-style-type: none"> · Use a quiet voice · Listen and follow adult directions · Use your manners 	<ul style="list-style-type: none"> · Sit with feet on floor, bottom on bench and facing table · Eat your own food 	<ul style="list-style-type: none"> · Eat, then talk · Stay seated until dismissed · Line up and walk calmly
Hallway	<ul style="list-style-type: none"> · Go straight to your destination · Stay with your group 	<ul style="list-style-type: none"> · Voice off in the "Quiet Zone" · Respect classroom learning 	<ul style="list-style-type: none"> · Walk single file facing forward · Keep hands, feet and objects to yourself · Stay to the right 	<ul style="list-style-type: none"> · Walk with a purpose · Show self-control
Bathroom	<ul style="list-style-type: none"> · Use the bathrooms during recess and lunch · Flush toilet after use · Wash hands with soap 	<ul style="list-style-type: none"> · Use a quiet voice · Give people privacy · Wait your turn 	<ul style="list-style-type: none"> · Keep water in sink and off floor · Report problems to an adult immediately 	<ul style="list-style-type: none"> · Keep the bathrooms clean · Return to class promptly
Auditorium	<ul style="list-style-type: none"> · Enter/Exit calmly and quietly · Listen carefully · Eliminate side conversations 	<ul style="list-style-type: none"> · Use respectful voices · Sit flat on the floor · Applaud appropriately 	<ul style="list-style-type: none"> · Keep hands, feet, and objects to yourself · Walk at all times 	<ul style="list-style-type: none"> · Follow presenter' instructions · Look to adults for directions
Playground	<ul style="list-style-type: none"> · Use restroom · Eat snack in assigned area · Clean up after yourself · Use equipment appropriately 	<ul style="list-style-type: none"> · Play by the rules · Include others · Take turns 	<ul style="list-style-type: none"> · Keep hands and feet to yourself · Walk in the red mat area · Freeze when the bell rings · Walk to line after whistle 	<ul style="list-style-type: none"> · Be ready to learn when you return to class · Practice good sportsmanship · Play and have fun
Classroom	<ul style="list-style-type: none"> · Come prepared with necessary materials · Care for school property · Organize your materials 	<ul style="list-style-type: none"> · Use an appropriate voice · Be a respectful listener and look at the speaker · Use kind words 	<ul style="list-style-type: none"> · Keep hands, feet, and objects to yourself · Sit properly in your chair · Cover your coughs / sneezes and use tissue 	<ul style="list-style-type: none"> · Complete/Turn-in assignments on time · Ask questions when you don't understand. · Try your best!

Drive Thru Arrival & Dismissal	<ul style="list-style-type: none"> · Walk to your designated area · Stand patiently · Look for your ride - be aware 	<ul style="list-style-type: none"> · Use a quiet voice · Listen and follow directions of the adult in charge 	<ul style="list-style-type: none"> · Stand behind the yellow line · Use the crosswalk · Enter/Exit car in loading zone 	<ul style="list-style-type: none"> · Arrive/Depart on time · Get in and out of car promptly
Computer Lab	<ul style="list-style-type: none"> · Light touch on keyboard · Leave settings · Push in chairs · Store headphones carefully 	<ul style="list-style-type: none"> · Use a quiet voice · Respect others' personal space · Keep hands and eyes on your own computer 	<ul style="list-style-type: none"> · Visit only teacher approved websites · Log out of all accounts · Keep food & drink outside the lab 	<ul style="list-style-type: none"> · Complete assigned task(s) · Raise a quiet hand for help · Report any problems
Library	<ul style="list-style-type: none"> · Enter and sit down quietly · Wait in check-out line patiently · Treat books with care and return on time 	<ul style="list-style-type: none"> · Use a quiet voice · Listen and follow librarian's directions 	<ul style="list-style-type: none"> · Walk at all times · Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> · Choose a book quickly · Sit and read once you have your book

Personal Belongings

Toys, playground equipment, money (other than lunch money), baseball cards/other collectible cards, iPods, and other personal items are not to be brought to school, unless approved by the teacher/principal for a special occasion. Cell phones may be carried for emergency purposes, but **must be stored out of sight and 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 from the office.

Possession and Use of Electronic Signaling Devices and Cell Phones

Electronic signaling devices and cell phones are not 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/teacher. Although such devices may be brought on campus, they are to be turned off, stored out of sight, and students are prohibited from using them during the instructional day.. 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. During lunch, yard duty assistants 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 Students 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. .

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. The Student Council will organize several specific “Spirit Days” during the school year.

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.

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

District Reading/Language Arts and Mathematics Benchmark Tests

The i-Ready and other benchmark assessments take place to track progress towards meeting grade level State Standards for Reading/Language Arts and Math.

English Language Proficiency Assessments for California - ELPAC: 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 the spring.

Textbooks

Textbooks are provided for all students. It is the responsibility of the student to see that all books are 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.

CAASPP (California Assessment of Student Performance and Progress): The CAASPP is a state-led consortium developing assessments aligned to the State Standards in English language arts/literacy and mathematics that are designed to help prepare all students to graduate high school, college- and career-ready. The system—which includes both summative assessments in the spring for accountability purposes and optional interim assessments throughout the year for instructional use beginning in third grade, use computer adaptive testing technologies to the greatest extent possible to provide meaningful feedback and actionable data that teachers and other educators can use to help students succeed. There is a California Alternative Assessment that may be identified as more appropriate to administer for some individuals on Individual Education Plans.

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 child(ren).

The 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 past the coned area. Cars may exit the traffic lane to the left before or after the cones. The right lane 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 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.

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.**

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. and must present a valid drivers license.
- 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 badge/sticker must be worn at all times and clearly visible while on campus.
- All volunteers working with students must be under the direct supervision and proximity of a credentialed person.

- Volunteers at Lincoln must fill out a **Volunteer Affidavit** and are asked to **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 Expectations

All school rules are based on our PBIS matrix. Classroom rules and consequences for misbehavior are posted by 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 - classroom teacher will teach and reinforce rules.
- Teacher imposed consequences - special assignment, time-out in the classroom and/or 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
- Rolling backpacks are **HIGHLY DISCOURAGED** (creates a safety hazard in classrooms)

CALIFORNIA EDUCATION CODE: Suspension and Expulsion^[SEP] EC §48900 - Grounds for suspension or expulsion; jurisdiction; legislative intent (*Amended by Assembly Bill 86 effective January 1, 2009*)

The following information is to inform you as parents, of actions for which a student can

be suspended on any school campus. We are not expecting any of these incidents to take place at Lincoln.

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. ^[1]_[SEP]
 - (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness 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.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, 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:

(1) While on school grounds.^{[[SEP]]}

(2) While going to or coming from school.^{[[SEP]]}

(3) During the lunch period whether on or off the campus.^{[[SEP]]}

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.1. - Pupil suspended by teacher for 48900(i) or (k) violation; attendance of parent for portion of schoolday; local policy and procedures

(a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

(b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:

(1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.

(2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.

(c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.

(d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as 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 1 to 3, inclusive.

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of Grades 4 to 12,

inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.6.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

A pupil shall not be suspended from school or 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 unlawful 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 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.

EARTHQUAKE/DISASTER PREPAREDNESS PLAN

Protecting Lincoln Students and Employees

The goal of the 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 information 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.

Disaster/Earthquake Plan

- Lincoln has disaster and earthquake plans.
- Students and staff participate in periodic drills to ensure we are prepared for any emergencies.

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. Staff is alert during any drills for suspicious behavior and have knowledge of “Run, Hide, and Fight” strategies.

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