

# Lincoln Crossing Elementary School Parent and Student Handbook 2018-2019



***It's a Great Day to Be a Colt!***

Lincoln Crossing Elementary School  
635 Groveland Lane ❖ Lincoln, CA ❖ 95648  
(916) 434-5292 ❖ Fax: (916) 434-5261  
Attendance/Messages: (916) 644-0555  
[www.lces.wpusd.org](http://www.lces.wpusd.org)   [lces@wpusd.org](mailto:lces@wpusd.org)

**MISSION  
STATEMENT**

The mission of the Lincoln Crossing Elementary School team is to prepare our students with the skills, knowledge and attitudes to become lifelong learners and responsible, contributing members of society.



Hello Colts!

Welcome back to school! We are excited to open our classroom doors to you this fall. We have so much to look forward to as we grow, learn, and have fun together over the course of the 2018-19 year. Lincoln Crossing is proud of its collaborative approach to student learning, its focus on individual student leadership, a strong commitment to the visual and performing arts, and the community of professionals and families that make it all happen!

This year, we are expanding on our catch phrase "It's a Great Day to Be a Colt!" We hope you'll agree that LCES is a great place to be; we are actively working together as a team to support each child's academic, social and emotional well-being starting on day one. We will be focusing this year on math instruction as well as helping our students and staff develop a growth mindset that helps us remember that persistence, good habits, hard work, and productive failure and frustration lead to success in school and relationships.

Student and staff leadership is an important component of our school culture and we want to empower every member of our community to put their best self forward and to celebrate their individual gifts and talents in the classroom, on the playground, and while out and about on campus.

This handbook is designed to help clarify our expectations and policies for families, students and our staff. These standards have been developed with input from our team and a desire to organize our campus and our time together in a way that best supports student learning and personal growth.

It's a great day to be a Colt!

Jen Hladun  
Principal

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## Daily Schedule

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Please visit our website at [www.lces.wpusd.org](http://www.lces.wpusd.org), click on “About Us” and then on “Daily Schedule” for a copy of our bell schedule.

## Arrival & Departure Procedures

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**Arrival:** Students eating breakfast may arrive at 7:45 and must proceed directly to the cafeteria through the main doors to the right of STAR. We stop serving breakfast at 8:05. All other students may arrive after 7:55. Please note there is no supervision prior to 7:55; we ask that parents not drop off their children prior to 7:55 am. Students are not permitted to play tag or other games in front of the office/school before or after school in order to support student safety.



We ask that students be dropped off in the main parking lot along the curb. Our Leadership Ambassador Greeters are on site most mornings to help facilitate an easy and quick drop off experience. Students in grades 1-5 must proceed directly to the black top area after the 7:55 bell rings. **Students should always wait for a school staff member to give the OK before going out on the playground.** Kindergarten students may go directly to their kindergarten class when one of the doors is open.

Parents are asked to not leave their car when dropping off along the curb. Please move away quickly allowing for others to pull in behind them. In addition, students should not be dropped off at the curb along Groveland, but instead parents should pull into the loop or park and have their child use the crosswalks to access the campus; this facilitates a quicker drop off for everyone as well as a safer experience for our children.

**Departure:** On school grounds, students should be picked up from the main parking lot and will be released from the main quad in front of the office.

When picking up students, please do not leave your car unattended along the curb. Please communicate with your child about who is picking him/her up so they can be watching for your vehicle. If parking in the parking lot, we ask that you walk to the front quad to get your child.

Walkers may enter the campus through the front quad only. Students may ride their bikes to school and must walk their bikes across the streets and at all times while on campus. All bikes must be locked in the bike rack located on the south side of the multipurpose room. **Students may lose the privilege of riding their bikes to school if they are not wearing a bike safety helmet.**

Students are not permitted to play tag or other games in front of the office/school before or after school in order to support student safety.

### **IMPORTANT INFORMATION!**

**It is essential that parents do not leave their car unattended unless it is parked in a parking lot spot. Thank you for your support!**

## Attendance

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Absences are either excused or unexcused. Excused absences are given for health reasons, attendance at a funeral service for a family member, appearance in court or observation of a religious holiday or ceremony. Whenever a student needs to attend an event or activity that will take them away from school, we ask that they attend for as much of the school day as possible. We also ask that every effort be made to schedule medical appointments in the afternoon after the school day ends.

If your child(ren) will be absent, please notify the school. Absences can be reported using one of the following procedures:

1. Call the absence hotline (available 24 hours a day): 916-644-0555.
2. Email the school: [ices@wpusd.org](mailto:ices@wpusd.org)
3. Submit an absence via our school app

When reporting an absence please include your child(ren)'s first and last name, date(s) of absence, specific reasons for the absence.

### **Tardiness/Late Arrival:**

- Kinder: students must be in the kinder gate by 8 am/11:20 am or will be marked tardy. We lock our Kinder gate at 8 am/11:20 am, and so students arriving once the gate is locked must enter campus through the main office; our office team can help to ensure your child makes it to the K classroom safely or the parent can sign in a walk his/her child to the K classroom.
- Grades 1-5: our front gates will be closed at 8:10 and students arriving after 8:10 will need to walk through the front office. Students are considered tardy to school if they are not on campus when the 8:15 bell rings.

**Early Pick-Up:** When picking up your child early, please come to the office to sign them out. A staff member will call your child's classroom and have them sent to the office. We ask that early pick-ups be kept to a minimum as calling for students disrupts class instructional time. Excessive early pick-ups may result in a truancy report being made.

**Truancy:** Students who are absent, late or dismissed early on a regular basis are considered truant. The school is required to follow the procedures outlined below in reporting truancy to parents:

Number of Unexcused Absences or Tardies <sup>1</sup>	Action
3	Informational truancy letter <sup>2</sup> sent home
6	Truancy letter 2 sent home/Parent phone conference with school personnel
10	Truancy letter 3 sent home/Attendance review meeting held with the school principal, parent and student
13	Truancy letter 4 sent home/Referral made to SARB <sup>3</sup> and/or a Child Success Team <sup>4</sup> scheduled

<sup>1</sup> This policy is consistent with WPUSD policies on truancy

<sup>2</sup> The school is required to follow a specific letter template when composing the truancy letters

<sup>3</sup> The *School Attendance Review Board* is made up of various district and county officials who meet with parents and students to review why a student is truant and to recommend solutions and strategies for improving the student's attendance. Failure to adhere to the recommendations made by the SARB Review Board may result in a parent being referred to the Placer County District Attorney's office

<sup>4</sup> See section on Child Success Team (see pg. 8) for more information

**IMPORTANT INFORMATION!**

**Please be sure to contact the school office about absences; if you only let the teacher know, you are likely to get an automated phone call inquiring about the absence.**

**Students should be on campus at 8:15 am in order to avoid being tardy.**

## **Back to School Night on Thursday, August 23, 2018**

During Back to School Night teachers provide parents with an overview of the school year and specific classroom policies, rules and procedures. We ask that students remain at home during this evening. Kindergarten Back to School Night will be hosted on Tuesday, 8/14/18 at 6 pm.

## **Behavior Plan**

We use a school-wide behavior program in which staff work proactively with students using clear expectations for behavior and positive strategies where students learn respect for others, themselves and learning. Helping students achieve these goals is everyone's responsibility. At Lincoln Crossing you will find all staff taking responsibility for monitoring the behavior of students even if the students are not in their class or program. We also aim to acknowledge students who are making excellent choices on campus.

**IMPORTANT INFORMATION!**

**At Lincoln Crossing, we expect students to be safe, respectful, responsible and problem solvers.**

**Classroom Consequences:** Each grade level develops an assertive discipline plan that includes steps that will be taken to provide consequences for misbehavior that will help a student reflect on their misbehavior, develop a desire to correct the behavior, and to communicate with the child's parents. Teachers will share this plan during Back to School Night.

**Playground Consequences:** When a student breaks a rule on the playground, the playground supervisor will redirect the child or have him/her sit out for 5-10 minutes. If a student breaks the rule again, their teacher will be notified and the classroom discipline plan implemented.

**Office Referrals:** Referrals are issued to students who have passed through the classroom consequence system. In addition, students can be issued a referral from their classroom teacher, playground supervisor and/or principal for one of the following: causing bodily harm, defiance, disrespecting school property, harassment, or multiple infractions of defiance.

We also believe all students are leaders in their classroom, and to that end, we encourage students to model the "Colt Way" – Colts are Safe, Respectful, Responsible and Problem Solvers.

**Student Personal Items:** Students may not bring the following items to school. Any items confiscated from students will be kept and returned at the end of the day. If an item is brought again, it should be confiscated and returned to their parent.

Aerosol Cans	Electronic Games	Sunflower Seeds
Audio Devices	Glass Containers	Toy Guns or Knives of any Kind
Balloons	Gum	Trading Cards
Bandanas	Laser Light/Pointers	Video Devices
Balls/Athletic Equipment	Personal Toys/Trading Cards	Wheellie Shoes
Cameras		

(This is not a comprehensive list and other items may be prohibited by school staff)

## **Cell Phones & Smart Watches/Devices**

While we discourage student possession of cell phones and/or smart watch/devices on campus, we understand that parents may wish their child(ren) to carry one to be used going to/from school. Students bringing a cell phone or smart watch/device to school must keep the device in the off position during the school day. Phones must be put away in their backpack once the student enters the main campus through the front gate. Any cell phones or smart watch/device found to be out and/or on between 8:15 and 2:40 will be taken from the student and returned at the end of the day. Multiple infractions will result in the cell phone or smart watch/device being taken away and returned only to a parent. A referral may be given for multiple infractions of this rule. The school is not responsible for damaged or stolen cell phones or smart watch/device.

## **Bicycles, Skateboard and Scooters**



Students may ride their bicycles, skateboard or scooter to school providing they wear a helmet and follow safety procedures and laws. Students are to walk these items across all streets when entering the school campus as well as at all times while on campus. The school may revoke a student's right to have these items on campus if a student does not follow these guidelines. If your student does not have a helmet, please let the office know so we can provide your child with one.

Bicycles, skateboards and scooters must be kept at the bike rack located on the south side of the multipurpose room and must be locked at all times. The school is not responsible should these items be stolen or damaged.

### **IMPORTANT INFORMATION!**

**According to CA law, bicycle, scooter and skateboard riders and passengers under 18 years of age must wear a fastened bicycle helmet while riding on a public road (CVC §21212). Head injuries are more complex and difficult to heal than typical injuries – don't take the risk!**



## **Birthday Celebrations (updated 12/2017)**

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Parents wishing to recognize their child's birthday at school are encouraged to utilize one of the following suggestions:

1. Purchase a book for our school library. The child's name will be placed in the book and the child will have an opportunity to share the book with their class prior to it being placed in the library. Please contact the school library to make arrangements.
2. Purchase a pencil or eraser for each student in the classroom.
3. Parents wishing to bring a treat should consider healthy options (fruits, vegetables, etc...). Due to our desire to minimize unhealthy snacks and messes, and to accommodate student dietary restrictions and/or allergies, please talk with your child's teacher at least 2 days before bringing in a birthday treat.

### **IMPORTANT INFORMATION!**

**Contact your child's teacher to make arrangements for birthday treats (especially for edible treats)**

Teachers are not able to distribute student directory information to parents for student birthday parties or at-home events unless they have received authorization from parents.

## **Child Success Team (CST)**

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Students who are experiencing difficulties with academics, attendance or behavior may be referred to the Child Success Team (CST) (also called a "Student Success Team / SST"). This group is initially made up of the student's teacher(s), specialists, and site administrator(s). As a team, the group reviews the strengths and weaknesses of the student and develops an intervention plan to address the areas needing improvement. We involve parents in these meetings when we find that our best practices and site interventions are not as effective as we had anticipated. Parents can always request a parent/teacher conference, and parents are asked to contact their child(ren)'s teacher if they believe a CST/SST is needed.

## **Changing a Student's Teacher**

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Many considerations are taken into account when putting together class assignments which include the balancing of classes by gender, academic levels, behavior considerations, specialized supports required by students, etc. As a result, changing a student's teacher assignment is strongly discouraged, rarely granted, and will not be considered during the first six weeks of school. Prior to requesting a teacher change, parents must meet with their child's current teacher to discuss and implement a plan for helping their child be more successful in the current class. If this plan does not work, a parent may request a meeting with the teacher and school principal in order to review additional options that may include a change of teacher.

## **Confidentiality and Student Privacy**

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Each year, parents are asked to fill out a student information/emergency card listing the names and telephone numbers to be used if it is necessary to contact parents or other designated adults during the school day. This year, our district is moving to an online emergency card. Information was mailed home on in early August about how to turn in your child's emergency card online. All online emergency cards must be completed by 8/31/18 at 5 pm. If you have any questions about the online emergency card, or if you need access to a computer to complete the emergency card, please stop by the office between 7am - 4 pm. Please notify the office if the information on your emergency card changes.

Students can only be dismissed to their parents/guardians or individuals listed on their cards. It is suggested that parents list any friend or family member on the card who could be available to pick up their child(ren).

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. School employees can only share information or educational records about students to their parents or legal guardians unless their parent provides written consent that approves the release of information. If there has been a parent separation, we cannot withhold student information from a parent unless legal documentation is on file that specifically prevents the parent from having access to this information.

Teachers are not able to distribute student directory information to parents for student birthday parties or at-home events unless receiving authorization from parents. Student's earning honors, awards, and recognition may be published in the school newsletter and online. Parents who would not like their child's name listed are asked to contact the school office.

Parents also have the right to inspect and review their child(ren)'s education records and to request copies of all or parts of the record for a copy fee. The request to review and/or receive a copy of student records must be made in writing with the review taking place in the presence of a school official.

## **Classroom Interruptions**

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In an effort to protect the continuity of classroom instruction we make every effort to minimize classroom interruptions. Parents are asked to help by:

1. Informing your child before school of any plans for after school pick-up. Contact the office if pick-up plans change and we will run a note to your child before the bell rings.
2. Check each morning to make sure your child has their lunch or lunch money (or credits on their account) and any class materials or homework they will need.
3. Scheduling any classroom visit 24 hours in advance with the teacher. If on campus, minimize conversation with the classroom teacher, especially once the 8:10 bell has rung and during class time, allowing the teacher to focus on the students and the instructional program.

## **Class Parties**

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The number of class parties/celebrations are limited to 3 per year with no more than 1 per quarter.

## **Closed Campus**

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We have a closed campus. Once students arrive on the grounds they must remain until the end of the school day unless a parent/guardian signs them out of the office for an early dismissal.

## **Dress Code**

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The dress of students has an impact on the overall school environment. As a result, we ask that students wear clothing that is comfortable, clean, in good repair<sup>1</sup>, and weather appropriate.

Students whose clothing does not meet the criteria or the requirements below or whose appearance is disruptive to the educational environment will be asked to call home and will be permitted to return to the classroom when the appropriate corrections are made.

- Students may wear hats outside only. Brims must be forward.
- Students must wear shoes at all times. Shoes must be safe and appropriate for P.E. and outside activities. Heels must be low and all shoes must have backs or back straps on them.
- Clothing that exposes the midsection or underclothing is not allowed.
- Spaghetti straps (less than 2 finger widths), low cut tops, or halter-tops (straps that connect to a single point on the front and/or back of the shirt) are not allowed.
- Tights and/or shorts are recommended to be worn under dresses.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or that advocates racial, ethnic or religious prejudice or use of drugs and/or alcohol. (Western Placer Unified Board Policy AR5132).
- Pants are to be worn above the hip point and need to stay up without a belt. The pant length must be above the ground.
- Skirts and shorts shall be no shorter than mid thigh.
- Students may not wear accessories that could pose a threat to the physical well-being and safety of themselves or others. Accessories not allowed include body piercing (except for ears), ink markings, make-up, chains, or chokers or bracelets with studs.
- In the case where a bathing suit is to be worn, we encourage suits that provide appropriate coverage and will allow your child to be comfortable during water play.

<sup>1</sup>Good repair is defined as not having tears or holes above the knees (patches are OK). Pant and shirt bottoms should be hemmed or have all frayed strings removed.

## **Emergency Procedures**

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The school's emergency plan identifies the specific actions for an emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year. During an evacuation, students are first moved to the blacktop areas.

If evacuation of the school property is necessary, students will be transported to either Creekside Oaks Elementary School (Joiner Parkway & First Street), the primary location, or to First Street Elementary School (First Street & "O" Street), the secondary location. Information regarding the location will be sent to parent / guardian's



smartphone via our school app, telephone call and/or email to parents so that parents can pick up their children.

- **Emergency Drills:** Fire drills, lock-down, and earthquake drills are conducted on a regular basis. Specific procedures are in place for each of these drills and can be viewed in the **School's Emergency Plan** located on the school's webpage.

## Field Trips

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Field trips are scheduled at the classroom teacher's discretion to supplement the classroom curriculum. Field trips are considered an extracurricular activity with student attendance conditional on behavior. In order to attend field trip, students must return a field trip permission slip signed by their parent/guardian. Students are required to ride the bus to the field trip location but may be signed out by their parent to ride home from the location with their parent. Parents may only provide transportation home for their children and not other children (neighbors, friends, relatives).



Parent chaperones are encouraged and, at times, required on field trips. To attend as a chaperone, parents must have a current TB clearance. If being assigned to a group of students the parent must also be fingerprinted (at parent's expense). Siblings of students attending a field trip are not allowed to ride the bus and may not be allowed to attend the field trip.

Students will be given an opportunity to sign-up for a lunch two weeks prior to the field trip. Teachers must submit a count of requested lunches two weeks prior. The cafeteria is unable to provide a lunch to students whom have not requested one within this time frame.

The principal may exclude specific students from attending a field trip whose presence on the trip would pose a safety or disciplinary risk to themselves or other students (WPUSD Administrative Regulation 6153.b)

## Head Lice

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Any student found to have live lice or nits (the eggs lice lay in the hair) will be sent home immediately. In addition, treatment must be given before the student can return to school. Before reentering class, the student will be checked by an office staff member. These precautions are necessary due to live lice being easily transmitted from one person to the next.

## Homework and Missed Classwork

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Homework is an extension or practice of what students are learning in school. Students are expected to complete and return homework as prescribed by their teacher. Homework is often designed so that parents can serve as a resource to their children and to encourage parent involvement. Students who miss school because of an excused absence will be given the opportunity to complete comparable homework or classwork assignments. Full credit will be given if the work is completed as prescribed by the teacher and within a reasonable amount of time. Students who miss homework or schoolwork because of an unexcused absence may, at the teacher's discretion, be given the opportunity to complete comparable assignments for either partial or full credit.

- **Purpose:** The purpose of assigning homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness and partnership.
- **Definition:** Homework may be an independent activity or may require parental help. Homework is to be accomplished outside the school day and without benefit of teacher assistance to reinforce previously taught material. Unfinished classwork due to absences, although completed outside the school day is not included in the school's definition of homework.

Requesting Homework: Each teacher will publish the process for requesting homework when a child is absent. Twenty-four hour notice is requested. It also helps if parents request the homework when reporting the child's absence.

## **Independent/Travel Study**

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Students who will be out of school for five (5) or more days and for reasons other than illness may be eligible for Independent/Travel Study. A parent must request Independent/Travel Study from the school office at least ten (10) days prior to the planned absence so that teachers can prepare the materials. A contract signed by the parent, student, teacher and administrator is required. This contract specifies the amount of work to be completed, when the work will be returned to the teacher (on the day the child returns to school), and how the work will be graded. Students who complete and return the required work on the date specified in the contract will receive credit for the work and their absence will be counted as excused. Independent Studies cannot be granted the first two weeks of school or the last three weeks of school. We are able to approve one Travel Study per child; additional requests may be approved at the discretion of the site after consultation with the child's teacher.

## **Insurance Information**

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The district does not provide accident medical insurance for school related injuries either on campus or while attending school-related activities/fieldtrips. Affordable insurance plans to help in the event of an accident are available through a private company not connected to the district. Information regarding this insurance is sent home during the first week of school or is available throughout the year in the school office. Purchase of this insurance is optional.

## **Library**

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The school's library is visited by students on a weekly basis. Students are permitted to check out library books each week and are financially responsible for the loss or damage of library books checked out to them. Students with outstanding library fines will lose their check-out privileges until the fines have been paid.



## **Lost and Found**

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**All student personal items should be clearly labeled with the student's name using a permanent marker.** Articles found are placed on the lost and found rack/cart located in the multipurpose room. The lost and found cart is cleaned regularly and items are donated to charitable organizations. We will communicate with families through our Colt Connection and other social media outlets when we plan to donate lost and found items.

## **IMPORTANT INFORMATION!**

**Please label your child's clothes so we can get misplaced items back to him/her! Keep an eye on our lost & found in the MPR for misplaced items. We will put our lost & found out on the front patio on occasion and we donate all remaining items about once a trimester.**

### **Medication**

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School office personnel may dispense prescription medication to students as prescribed if a medication consent form filled out by the parent and child's physician is on file. Medications must be provided by the parent and have an official prescription label with the student's name on it. All medications must be kept in the office where they are locked. Students may not keep medications with them unless specifically approved by the school principal and specifically approved by their physician.

### **Messages to Students**

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We realize there may be an occasion when a message or materials will need to be delivered to a student. Any classroom work/materials delivered during the day will be placed in the teacher's box and delivered lunches will be placed in a special lunchroom box for students to claim. We do make an effort to deliver messages to teachers at the end of each day, however, it is difficult to ensure message delivery.

### **Nondiscrimination/Harassment**

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District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disabilities. Intimidation or harassment of any student by any employee, student or other person in the district is prohibited. Staff shall be alert to and immediately respond to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and /or discipline up to and including expulsion (grades 4-5). An employee who permits or engages in harassment may be subject to disciplinary action up to and including dismissal.

Any student who feels that he/she is being harassed must immediately contact the principal or designee.

**Bullying** – The staff of Lincoln Crossing Elementary School and The Board of Trustees (BP 1531.2 Students) “recognize the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.”

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Forms of bullying can include, but are not limited to: physical, verbal, and cyber bullying. Bullying is differentiated from other aggressive acts in the following ways:

- The student who bullies intends to harm.
- There is more than one incident.
- The imbalance of power makes it difficult for the child who is being bullied to defend him/herself.
  - o The imbalance of power can be physical. The student who bullies can be older, bigger, stronger, or several children can gang up on a single child.
  - o The imbalance of power can be psychological, which is harder to see but just as potent. The student who bullies can have more social status or a sharper tongue, for instance.

“Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.”

At Lincoln Crossing, we “shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.”

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

After an investigation has been conducted by school staff, corrective actions for a student who commits an act of bullying will be taken. These actions may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

## **Parent Involvement Opportunities**

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Every parent and family member of Lincoln Crossing students are a member of the Parent Teacher Club. All parents are encouraged to get involved in PTC, our art or garden docent programs, helping with musical productions, and more! Dads and other male adult guardians are encouraged to get involved in our WatchDOGS program. Find more information via our Lincoln Crossing page or our school app. You can reach our PTC via email at [LincolnCrossingPTC@gmail.com](mailto:LincolnCrossingPTC@gmail.com) and our WatchDOGS at [watchdogslce@gmail.com](mailto:watchdogslce@gmail.com).

## **Physical Education Instruction and Excusals (updated 12/2017)**

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PE is a mandated subject taught in all CA schools. We have a legal obligation to provide 200 minutes every 10 days (100 min/week) of physical exercise or physical education (sun safety, nutrition, activity skills/strategy/rules, etc...) for all students in grades 1-5. Should your child need to miss PE for a health or other reason, we can accept a note from the parent for up to 5 days of PE. After the 5th day of a parent's note requesting excusal from PE, a doctor's note will be required. If a child is consistently missing PE, a conference may be held in order to establish a plan to help the child participate in PE.

## **Recognition Program**

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Students are recognized at various levels for proper behavior, citizenship skills, attendance and academics using a positive reinforcement. At the end of each month students will be recognized for proper behavior and citizenship. At the end of the first and second semesters, students will be recognized for attendance and academics.

**Positive Action Tickets**: Students can earn Positive Action Tickets for demonstrating behavior that is safe, respectful, responsible, and/or works to help solve problems. We will pull tickets regularly and students can earn prizes as a reward for their good choices.

**Colt Character and/or Leadership Award**: We encourage to participate in their classroom as leaders and to be their best self always. We acknowledge students who are models of character and leadership at our semester assembly.

**Colt Academic Achievement Recognition**:

Students who are exceeding expectations related to academic achievement, reading, etc... will be recognized at our semester assembly.

**Colt Attendance Award**: At the end of each semester, students will receive a special attendance certificate if they have had no more than two (2) excused or unexcused absence/tardies.

## **Resolving Concerns**

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There may come a time when a parent has a concern regarding a decision, action, or comment of a staff member. We encourage parents to act quickly in addressing the concern as follows:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, a conference may be scheduled with the parent, teacher and school principal.

## **School App**

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Lincoln Crossing has partnered with our PTC to provide a school app for your smart phone. The app is free and gives you access to report absences, update lunch balances, connect with academic resources, view the school calendar of events and to get updates from our PTC and school. There are new updates and resources added weekly! Get the app for your [Android](#) or [Apple](#) device.

## **School Meals**

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WPUSD Food Service Department supports learning by offering healthy meals at breakfast and lunch daily. Food & beverages sold or served at school meet the nutrition recommendations of the USDA Dietary Guidelines. Food offered on campus during the school day must meet Smart Snack Guidelines.

Each student has a meal account and parents are encouraged to maintain a balance on their child's lunch account by sending in a cash or check in an envelope. For a nominal fee parents can monitor their students account and make payments online via [myschoolbucks.com](http://myschoolbucks.com). Parents



will be notified by the district via phone or email when their student has a negative account balance.

Breakfast and lunch is served daily. Breakfast is served from 7:45 am to 8:05 am.

Free and reduced lunch applications are now available online. Visit [www.heartlandapps.com](http://www.heartlandapps.com) for qualification details and to apply. Our school office is also happy to take paper applications for free and reduced lunch.

**IMPORTANT INFORMATION!**

Visit our district's [food service website](#) to view the District's Wellness Policy, add funds to your child's lunch account, to see lunch offerings, and to apply for free or reduced lunch programs.



## **School Site Council (SSC)**

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The SSC is created in order to assist the school in developing a School Improvement Program and review and update the School Safety Plan. Advisory in nature, the SSC's functions are to review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, and to oversee the development and expenditures of the program improvement budget.

SSC membership consists of teachers, parents, classified staff and community members. Members are elected to serve a 2-year term on the team. Our SSC will be forming in late August and information will be available in our Colt Connection newsletter.

## **Snacks**

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Students may bring a nutritious snack to eat during the morning recess break (no candy please). Suggested snacks are: fresh fruit, vegetables, string cheese, popcorn, cheese and crackers, pretzels, granola bars, fruit leather/strips, and animal crackers.

## **Students Fees**

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The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. You may be required to attend a fundraising event; however, if you are unable to raise funds for the event, you will not be prevented from participating in an educational activity.

## **Student Health and Injuries**

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In order to ensure the safety and wellness of all students we ask that students not come to school when ill or running a temperature. While at school, parents of students who are sent to the office for illness or injury in some manner will be notified if:

- there is any obvious deformity or swelling of a limb
- there is any minor or major head injury
- there is any pain that is persistent and unresolved at the school
- there is any nausea or vomiting
- the child has a temperature greater than 100 (per American Academy of Pediatrics)
- their child is bleeding profusely from any part of the body
- their child must have 911 services
- it is deemed necessary for the child to go home

## **Textbooks and Assigned Classroom Materials**

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Students are assigned textbooks at the beginning of each school year. Each student is responsible for maintaining the condition of their textbooks or assigned classroom materials in good repair and returning the materials at the end of the school year. Students will be charged replacement costs for lost and/or damaged textbooks or classroom materials. Report cards may be held until all books and materials are returned or paid for.

## **Tobacco-Free School Site**

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All schools and district facilities are tobacco, alcohol and drug free sites. The use of tobacco, alcohol or drug products is prohibited within any district property, facility or vehicle. This prohibition also applies to all individuals attending events on school campuses, or who are representing the district at school-sponsored activities (such as field trips) that are held at locations other than district property.

## **Volunteers and Visitors**

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We encourage and welcome the involvement of parents and the community through volunteering at the school and school activities. All visitors and volunteers are required by penal code law to sign the visitor log in the office prior to entering the campus. All volunteers must wear a visitor identification badge while on campus to ensure accountability and safety of everyone on campus.

So as to ensure teachers are able to focus on their instructional program, we ask that parents/volunteers schedule their visits 24 hours in advance. If a parent is volunteering in multiple classes or programs, we ask that parents/volunteers communicate this with our office upon arrival or that you check back into the office between visits.

District policy indicates that all volunteers are required to have a current TB test on file in the school office. A Live-Scan fingerprint check is also required for all volunteers who may be working with students unsupervised by a staff member and for field trip chaperones.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matter that is confidential. We ask volunteers to be aware that individual student's information is not to be discussed with anyone other than the appropriate school officials.

### **IMPORTANT INFORMATION!**

**Please speak to our office team if you would like details about getting set up as a volunteer at LCE, or to check on the expiration date of your TB or Live Scan.**