

2016/2017 Parent/Student Handbook



INSPIRING LEADERS FOR TODAY AND TOMORROW

Lincoln Crossing Elementary School
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VISION
STATEMENT

At Lincoln Crossing Elementary School everyone works together to create a positive atmosphere where students are becoming independent learners.

Dear Colt Families:

Welcome to the 2016/17 school year.

I have had the wonderful privilege of serving as the principal here for the last 2 1/2 years. My experiences as a teacher, assistant principal and principal at both elementary and middle schools over the past 24 years have taught me that when our students, staff, parents, and the community work together towards a common goal and purpose, we can accomplish great things. We are excited to work with you and your student in the 2016-2017 school year.

Lincoln Crossing is a Leader In Me School and we believe in providing students with real opportunities to lead, both in the classroom and in the bigger campus community. We are excited to offer new opportunities for student leadership this year. We know our students have unique strengths and we look forward to engaging our Colts in leadership experiences that encourage personal growth and synergy in our community.

At Lincoln Crossing, our kind, caring, and competent staff team strives to provide an academically rigorous classroom environment, while helping children thrive in a positive and physically and emotionally safe space. We understand the importance of preparing our students for the 21st century and we have high expectations for them. We consider the needs of the whole child and continually work towards a balanced approach. In addition to instruction in reading, writing, math, physical education, science, visual and performing arts, and history, our priorities include helping students develop important life skills (problem-solving, collaboration, leadership, social skills) using the Seven Habits of Highly Effective People as our model. As students grow with us, we aim to prepare them to be strong members of our global community who are well prepared to tackle the college and career experiences ahead of them.

Welcome back to school! It promises to be a wonderful year!

Mark Rodriguez
Principal

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Daily Schedule 2016-2017



Kindergarten	Regular Day	Early Release Day
AM Program	8:00 – 11:20	8:00 – 11:20
PM Program	11:20 – 2:40	10:20 – 1:40

Regular Day Schedule

	1 st	2 nd Ochoa Shelton	2 nd Shye Beatty	3 rd	4 th Williams	5 th
SCHOOL BEGINS	8:15	8:15	8:15	8:15	8:15	8:15
AM RECESS	9:20-9:35	9:20-9:35	9:40 – 9:55	9:40 – 9:55	10:00-10:20	10:00-10:20
LUNCH/RECESS	11:15-11:55	11:35-12:15	11:35-12:15	11:55-12:35	12:15 -1:00	12:35-1:20
PM RECESS	1:25-1:40	1:25-1:40	1:45-2:00	1:45-2:00		
SCHOOL DISMISSED	2:40pm	2:40pm	2:40pm	2:40pm	2:40pm	2:40pm

Early Release Days

	1 st	2 nd Ochoa Shelton	2 nd Shye Beatty	3 rd	4 th Williams	5 th
SCHOOL BEGINS	8:15	8:15	8:15	8:15	8:15	8:15
AM RECESS	9:20-9:35	9:20-9:35	9:40 – 9:55	9:40 – 9:55	10:00-10:20	10:00-10:20
LUNCH/RECESS	11:15-11:55	11:35-12:15	11:35-12:15	11:55-12:35	12:15-1:00	12:35-1:20
SCHOOL DISMISSED	1:40pm	1:40pm	1:40pm	1:40pm	1:40pm	1:40pm

Revised 7/28/16

Arrival & Departure Procedures

Arrival: Students eating breakfast may arrive at 7:45 and must proceed directly to the cafeteria. We stop serving breakfast at 8:05. All other students may arrive after 7:55. Students arriving prior to this time are asked to wait patiently in the main quad located in front of the school office. Please note there is no supervision prior to 7:55 and students are not permitted to play tag or other games in front of the office/school before or after school.



We ask that students be dropped off in the main parking lot along the curb where 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 and move away quickly allowing for others to pull in behind them.

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

When picking up students, please do not leave your car unattended along the curb from the street to the parking lot crosswalk in front of the flag pole. If parked along the curb past the parking lot crosswalk, you may stand outside your car so you can wave to your child. If parking in the parking lot, we ask that you walk to the front quad to get your child. Students are not permitted to walk across the drop-off/pick-up lane or parking lot crosswalk to the parking lot unless with a parent.

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 left in the bike rack located on the south side of the multipurpose room (Bikes should also be locked as those left unlocked are sometimes stolen). **Students may lose the privilege of riding their bikes to school if they are not wearing a bike safety helmet.**

Attendance

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 or send a note to school when the child returns. 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: lces@wpusd.k12.ca.us
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, and parent signature (on notes).

Tardiness/Late Arrival: Our first bell rings at 8:07. Students are expected to be on the playground before 8:10, when the second bell rings. This year, 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 in their classroom 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 early dismissals 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 ¹	Action
3	Informational truancy letter ² 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 ³ and/or a Child Success Team ⁴ scheduled

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

³ 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

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

Back to School Night on Thursday, August 25, 2016

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.

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.

This year, our staff will be further developing our behavior program to clarify expectations. We will be working with students and parents to collect feedback and input as we build this document. Once it is complete, we will publish it on campus and it will be added to our school handbook.

At Lincoln Crossing, we expect students to be safe, respectful and responsible. As a Leader in Me School, we also use language from the 7 Habits to support student behavior:

- **I am a proactive person** by making sure my words and actions help make Lincoln Crossing a safe and positive place for everyone. I treat others the way I want to be treated. I keep my hands, feet, and objects to myself.
- **I begin with the end in mind** by looking for ways to be a student who makes good choices that help us all be successful.
- **I put first things first** by using time wisely so that my work is done and I say no to things that prevent me from being a positive and successful person.
- **I think Win-Win** by working positively with others so that we all learn and grow as individuals. I avoid teasing and only speak positively to others.
- **I seek first to understand and then to be understood** by being a good listener and by being respectful and courageous in sharing my ideas.
- **I synergize** by getting along with others and working cooperatively with others.

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	Wheelie Shoes
Cameras		

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

Cell Phones

While we discourage student possession of cell phones on campus we understand that parents may wish their child(ren) to carry a cell phone to be used going to/from school. Students bringing a cell phone to school must keep the phone in the off position and put away in their backpack once the student enters the main campus through the front gate. Any cell phone 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 being taken away and returned only to a parent. A citation may be given for multiple infractions of this rule. The school is not responsible for damaged or stolen cell phones.

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 time out a student for 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 citation 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.

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. 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. Items left unlocked are sometimes stolen. The school is not responsible should these items be stolen or damaged.

Birthday Celebrations

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 office 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.

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

Child Success Team (CST)



Students who are experiencing difficulties with academics, attendance or behavior may be referred to the Child Success Team (CST). This group is made up of the student's teacher(s), specialists, principal, and parents. As a team, the group reviews the strengths and weaknesses of the student and develops an intervention plan to address the areas needing improvement. Parents are asked to contact their child(ren)'s teacher if they believe a CST is needed.

Changing a Student's Teacher

Many considerations are taken into account when putting together class assignments which include the balancing of classes by gender, ethnicity, and academic levels of students. 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

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. Please update the card by notifying the office if the information 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 will be published in the monthly 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

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. Send a note for the classroom teacher if the pick-up plans are different or your child will need to be picked up early.
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 during class time, allowing the teacher to focus on the students and the instructional program.

Class Parties

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

Closed Campus

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

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 repair¹, 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.

¹Good 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

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 area.

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 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

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

Any student found to have live lice 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

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

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 (typically 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.

Insurance Information

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.

The Leader in Me

We have partnered with Panda Express and Franklin Covey to implement "The Leader in Me" process here at our school. This process integrates Stephen Covey's "7 Habits of Highly Effective People" into the curriculum and helps each student build leadership skills. We have integrated the process into nearly every aspect of the school. From our main webpage you will find a section devoted to "The Leader in Me" and listing various resources you can use at home including a link to The Leader in Me website.

Library

The school's library is visited by students on a weekly basis. Students are permitted to check out 2 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

All student personal items should be clearly labeled with the student's name using a permanent marker. Articles found are placed in the lost and found cart located in the multipurpose room. The lost and found cart is cleaned out at the end of each quarter with items donated to charitable organizations.



Medication

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

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. Messages to students will be placed in teacher's boxes up until their lunch period. It is difficult to ensure message delivery when received by the school office after the student's lunch period.

Nondiscrimination/Harassment

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 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.

- 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

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.

Recognition Program

Students are recognized at various levels for proper behavior, citizenship skills, attendance and academics using the Positive Action program. At the end of each month students will be recognized for proper behavior and citizenship. At the end of the first three quarters, students will be recognized for attendance and academics.

Good Habit Tickets: Students can earn Good Habit Tickets for demonstrating one of the 7 Habits. Each classroom has a container where students can place their tickets. On Fridays, teachers draw out a ticket from their container and send the student down to the office where they can pull a prize from the school treasure chest.

Leaders of the Month: Each teacher will select one or two students each month that have shown academic growth or exceptional effort. This student will be recognized at the monthly assembly, will receive a certificate, and will have their picture placed in the office and newsletter.

Colt Character Award: Each month we look at several character traits. Teachers will select one to two students who are models of this character. These students will receive a certificate at the monthly assembly.

Colt Pride Recognition (Grades 3 – 5 Only):

For the first three quarters, students in grades 3, 4 and 5 will be recognized if they have all 3's and 4's in each of the standards on their report card and no "N" in the citizenship area. In addition to a certificate, students will receive a special trading card.

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

Resolving Concerns

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

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

Breakfast and lunch is served daily. Breakfast is served from 7:45 am to 8:05 am. Each student has a meal account on which parents are encouraged to prepay by sending in cash in an envelope or a check. For a nominal fee parents may also create an account on the <http://myschoolbucks.com> website and make payments to their child's lunch account. When a student's account has a low balance, their hand will be stamped to remind their parents that additional money is needed. A student who runs out of money may be allowed to have one lunch charged and will be unable to purchase another lunch until the charge has been paid and additional monies placed on their account. No charging is allowed during the last month of school.

Free and reduced lunch applications are now available online. Visit www.heartlandapps.com for qualification details and to apply.



School Site Council (SSC)

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. Nominations are distributed in the school's newsletter during the month of August.

Snacks

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 roll ups, animal crackers.

Students Fees

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

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

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

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

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. We ask volunteers to 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 another class or program, we ask that they not visit their child's classroom without first checking with the office.

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.