

# Abraham Lincoln Elementary School

CUPERTINO UNION SCHOOL DISTRICT

Phil Quon, Superintendent

21710 McClellan Road  
Cupertino, California 95014  
(408) 252-4798  
FAX (408) 865-0813  
<http://www.lincolnelementary.net/>

Lynn Shimada, Principal

## Parent/Student Handbook 2008-2009



School Emblem – Leopard  
School Colors – Blue and Gold

### Principal's Message...

The Lincoln Handbook is a tool to provide general information regarding Lincoln's programs and procedures. Please review the contents with your children. We also encourage you to read our weekly newsletter, the LINCOLN LOG. The LINCOLN LOG is sent home each Thursday, along with your child's MESH (Message Exchange between School and Home) folder. We understand the importance of ongoing and open communication. Please contact your child's teacher or the school office with questions or concerns.

The entire Lincoln staff is committed to providing a strong academic program for all students. With this goal in mind, we encourage parent participation and involvement. We believe that active parent support and regular communication between home and school will help to ensure a quality educational program.

Together we share a very important responsibility. The growth and development of your child is at the center of our relationship with one another. I encourage you to become involved at Lincoln in order to provide the best possible educational setting for your child.

Sincerely,

Lynn Shimada, Principal

## Cupertino Union School District Mission Statement

The mission of the Cupertino Union School District is to provide a child-centered environment that cultivates character, fosters academic excellence, and embraces diversity. District families, community, and staff join as partners to develop creative, exemplary learners with the skills and enthusiasm to contribute to a constantly changing global society.

## School Mission

Lincoln's mission is to provide a balanced and rigorous academic program, attending to the development of skills, knowledge base, values and beliefs to enable all students to become successful, life-long learners.

## Lincoln's School Philosophy

We recognize that social development and academic learning occur simultaneously. Our goal as educators is to consistently guide and support both facets of children's growth. Schools are for children and the needs of children must drive the decision-making process. We believe that when children feel they belong and are valued members of a community, when they have a sense of autonomy, and when they are taught the social and academic skills they need to feel competent, they will be intrinsically motivated to be the best they can be.

## Lincoln School Discipline

Lincoln School uses Developmental Discipline, emphasizing a problem-solving approach to discipline. Our main goal is to help students develop self-control and take responsibility for their own actions. We believe in building caring relationships and teaching children how to apply values like kindness, fairness, respect and responsibility to their own lives, their classrooms and beyond.

## Lincoln Staff (as of Summer 2008)

<b>Grade</b>	<b>Teacher's Name</b>	<b>Room#</b>
K .....	Ms. Bunya .....	1
K .....	Mrs. Yang .....	2
K .....	Ms. Shoan .....	3
K/1 .....	Mrs. Jung .....	27
1 .....	Mrs. McQuinn .....	4
1 .....	Mrs. J. Lowe .....	5
1 .....	Mrs. Rucker .....	6
1 .....	Ms. Lau .....	26
1 .....	Ms. Fosburgh .....	28
2 .....	Mr. Morgan .....	30
2 .....	Mrs. Fujii/Mrs.Ince .....	31
2 .....	Ms. Seaton .....	20
2 .....	Mrs. Greene .....	7
2 .....	Mrs. Ernst/Mrs. Wong .....	22
2/3 .....	Mrs. Gabrielson .....	29
3 .....	Mrs. DeSagun .....	21
3 .....	Mrs. Bhatnagar .....	23
3 .....	Ms. Roberson .....	13
3 .....	Ms. Hannigan .....	18
3 .....	Mrs. Abdoli .....	19
3/4 .....	Mrs. Wiitala .....	9
4 .....	Mrs. Eller .....	10
4 .....	Mrs. Reuterskiold .....	14
4/5 .....	Mrs. K. Lowe .....	11
5 .....	Mrs. Hernlund .....	12
5 .....	Ms. West .....	15
5 .....	Ms. Ongbongan .....	17
Resource Specialist.....	Ms. Keller .....	17A
Special Day Class .....	Ms. Fujikawa (Primary).....	8
Special Day Class .....	Ms. Buckser (Upper Grades).....	16

### Administrative and Support Staff

Secretary .....	Mrs. Rocha
Secretary .....	Mrs. Fraser
Secretary .....	Mrs. Browning
Custodian .....	Mrs. Ramos
Food Services .....	Ms. Renovato
GATE and SIP Coordinator.....	Mrs. Browning
Nurse .....	Mrs. Hirsch
P.E. Specialist .....	Mr. Kimure
Psychologist .....	Mrs. Sung
Speech Therapist .....	Mrs. McEwen

### General Learning Center (GLC)

Art Specialist .....	Mrs. Rajagopalan
Librarian.....	Mrs. Pickler
Music Specialist .....	Mrs. Dellobuono/Mrs. Harrison
Technology Coordinator .....	Ms. Susan

### Instructional Assistants

Mrs. Bala
Mrs. Kala
Mrs. Jolliff
Ms. Ju
Mrs. Lane
Mrs. Scott-Ponce
Mrs. Krishnamurthy

## Daily Schedule

### Monday, Wednesday, Thursday, Friday

Kindergarten	Early	8:55 a.m. – 12:20 p.m.
	Late	10:45 a.m. – 2:55 p.m.
Grades 1, 2, 3		8:55 a.m. – 2:55 p.m.
Grades 4 & 5		8:55 a.m. – 3:25 p.m.

### Tuesday (Inservice/planning day)

Kindergarten	Early	8:55 a.m. – 12:05 p.m.
	Late	10:30 a.m.– 2:20 p.m.
Grades 1, 2, 3, 4, 5		8:55a.m. – 2:25 p.m.

### Recess

All days/all grades 11:00 a.m. – 11:20 a.m.

### Lunch

K - 5 12:35 p.m.– 1:15 p.m.  
 Tuesday (K - 5) 12:35 p.m.–1:20 p.m.

## General Information

### Absences, Tardies, and Attendance Hotline

**(408) 252-4798 ext 6 (24 hours)**

Regular and prompt attendance is necessary in order for a student to progress satisfactorily and also is required by state law. Longer absences may be prevented if parents keep their children home at the first sign of illness.

When a child is absent or late for any reason, parents are asked to call the school office on the first and each successive day of the absence. If a student is out ill for 5 consecutive days or more, a doctor's note is required before student returns to school. State law requires that all absences be verified. Parents do not need to send a note once the school has been notified. If we have not heard from parents when attendance folders are turned in, it is then necessary to call every parent we have not heard from.

We are required by law to monitor student absences and tardies. When a student has 4 or more unexcused absences or tardies, the school will remind parents, by letter, of the legal attendance requirements. Continued absences or tardies may result in being asked to appear before the School Attendance Review Board (SARB).

**Arrival Times** – Playground supervision begins at 8:40 a.m. with the ringing of the first bell. Therefore, children are asked to arrive no earlier than 8:40 a.m.

**Bicycles, Skateboards, Scooters, and Rollerblades** – Children in third grade or above may choose to ride their bikes to school, with parent permission. A current permission slip must be on file in the office if your child will ride a bicycle, skateboard, scooter, or rollerblades to school. Permission slips can be obtained in the office.

If parents feel their child is able to safely get to and from school using a bike, they should review the safety rules of the road and the routes to and from school with their child.\* Once they arrive at the edge of the campus, children should get off the bike and WALK it to the bike rack and lock it. \**The law requires a student to wear a bike helmet.*

The school discourages children from riding rollerblades, scooters, and skateboards to school; however, this is a parent decision. If parents allow children to do this, children must remove skates and dismount skateboards and scooters at the edge of the sidewalk and carry them into the classroom. With their teachers' permission, they may be stored in the classroom.

Children who ride bikes, skateboards, scooters, or rollerblades on campus will be given a violation notice and will be expected not to

ride to school for the amount of time designated on the violation notice. We work hard to keep our campus "safe and fun for everyone" and appreciate student and parent support.

**Change of Address/Telephone** – For emergency purposes it is necessary for the office to be notified of any change in your address, home, work telephone, or cell number.

**Class Parties/Staff Gifts** – Our PTA sponsors class parties three times a year. Any other class parties, birthday treats or refreshments should be arranged with the classroom teacher. Food must meet the nutrition guidelines per the CUSD Wellness Policy. Non-food items are strongly encouraged.

**Dismissal Procedures** – After dismissal, children are expected to go directly home and are to remain off the school grounds until after 4:00 p.m. No supervision is provided by school personnel after school; consequently, any primary students remaining on campus between 2:55 and 3:25 p.m. must wait in front of the school or under the far lunch awnings so that the upper grade classrooms are not disturbed. The entire playground is reserved for upper grade children during that half hour. Any primary children playing on the playground between 3:00–4:00 p.m. will be asked to leave. Police may be called for children left 30 minutes beyond dismissal.

**Dress Guidelines** – Students are asked to attend school dressed in a manner which is clean and not hazardous to their safety or to the safety of others, and which does not detract from the "learning" environment. Hats, including bandanas, can be worn outside, but not in a school building at any time. Shoes must be worn at all times. Children should wear shoes which are secured to their feet and appropriate for physical education activities. *Short* shorts or dresses are inappropriate; bare midriffs (such as tube tops, tank tops, half shirts, halters, or see through clothing) are not permitted. Beach attire, sagging pants, tops with small straps and bare shoulders, dyed hair, makeup, tatoos, and high heels may detract from the "learning" environment and are not allowed. Also, clothing or materials which display obscene messages, refer to drugs, or pictures of cigarettes and/or alcohol are not permitted. Tennis shoes with wheels are not allowed.

**Emergency, Illness, or Injury** – In the case of a medical emergency occurring at school during a nondisaster school day, the school will try to contact a parent. If the parent is unavailable, the emergency contact person listed on the enrollment card will be called. In order to best serve your child, please be certain to notify the office of any new phone numbers or emergency contact names.

**Gifted and Talented Education (GATE)** – The GATE Program is a

school-based program. Open ended projects, differentiated instruction, critical thinking skill development and simulations are some of the strategies teachers use to challenge advanced students in the classroom. All teachers develop a Classroom Learning Plan which is shared with parents of GATE students at fall conferences or when the child is identified. Before and/or after school programs will be offered to GATE students. Watch the Lincoln Log for specific dates and testing schedules. Parents, as well as teachers may refer students for testing. Forms to identify students for GATE are available in the office.

**Guided Learning Center (GLC)** – Lincoln’s Guided Learning Center has four sections: the Library, Circuit City (computer lab), a Music room, and Picasso’s Place (an art and special projects room). All children benefit from access to these facilities. Lincoln has a collection of over 12,000 books for children’s use. The Library is open for children during the lunch recess.

**Homework** – As part of your child’s education, homework is important for learning responsibility and self-direction, for practicing and applying concepts and skills taught in class, good work habits, and study skills. Homework expectations may differ as to types of activities and the amount of time for each grade level.

Please keep in mind that your child may prefer to do his/her homework assignment, or part of it, during recess or lunch time to avoid bringing the work home. This is something you might want to discuss with your child.

Included in the Board Policy are the following recommended weekly homework time allotments.

<u>Grades</u>	<u>Recommended Weekly Time</u>
Primary (1-3)	15–40 minutes /week
Upper (4-5)	60–240 minutes/week
Middle School	240–360 minutes/week

Suggestions to parents – Provide a regular time and a quiet place for your child to do his/her work, be available to help when asked, and review the finished work. If your child had a great deal of difficulty doing the work, let the teacher know by note or phone. Make reading a daily family activity.

**Homework During Absences** – Requests for homework when a child is absent may be made on the second day of absence. Please leave a verbal request on the attendance hotline. Please call in no later than 11:00 a.m. on the day the homework is requested, so that teachers have ample time to prepare materials. Homework may be picked up in the school office after 3:45 p.m. on the day requested. When a student is absent for 5-10 days a request for an independent study form should be picked up in the office 2 weeks in advance. This will allow the teacher to prepare for the absence.

**Lost and Found** – All articles found on the grounds or in the building will be put in the Lost and Found. Tiny articles and cash are kept in the office. Marking the child’s clothing and personal belongings will help get the item back to the child. Unclaimed clothing items are donated to charity.

**Lunch Program** – A Hot Lunch Program is available to students on a prepay basis. You may pay for a week at a time, a month at a time, or for the entire year. Your child will receive a PIN number and the account will be debited each time your child receives a hot lunch. A monthly menu listing what will be served is sent home with your child. Vegetarian lunches are available. Lunches are prepared at a central location in the district and delivered to each school based on a lunch count that is taken daily in each classroom. Milk may be purchased separately. Additional lunch order envelopes may be obtained in the school office. Free or reduced price lunches are

available to those students who qualify. Contact the office for more information. If you have any questions or concerns regarding the Hot Lunch Program, please send a note addressed to Student Nutrition Services or call after 10:30 a.m. An online prepay program is available at [www.paypams.com](http://www.paypams.com). This website allows you to prepay for your student's meals online.

All students are expected to sit with their class at the assigned table for the designated 20 minutes of the lunch period. Students should eat their own food. There is no trading. Lunches from home should not contain any glass. Aluminum cans should be placed in the recycling bin. Students are expected to eat their own lunch using good manners and wait to be dismissed by the noon duty supervisor.

**Lunches (forgotten or brought from home)** – Our policy is that lunches are to be brought directly to the office, not to the classroom where such delivery can be disruptive to the instructional program. Please advise your children to check in the office any time they do not have their lunch. Please do not go to the tables or playground and wait for your child.

**Moving** – When a student is moving from Lincoln, parents should notify the school a week in advance, if possible. We need the following information: your child’s name, new home address, name and address of the new school. The new school will request student records.

**Office** – The office hours are 8:00 a.m. to 4:00 p.m. on school days. The telephone will be answered during those hours and someone will be available to assist you. You can reach the office personnel at (408) 252-4798. During nonschool hours a message may be left. **Students and parents should enter and exit the office from the front door only.**

**Parking/Drop-off Areas** – Parking at Lincoln is very limited. The back parking lot is for staff only. Visitors & volunteers may park in the front lot. Parents are encouraged to participate in car pools, walk whenever possible, follow the directions of staff and parent traffic volunteers, and be courteous, thoughtful and safe whenever driving on campus. The circular drive by the Kindergarten classrooms is dedicated to buses in order to facilitate traffic in the other two student pickup areas. Students may be picked up in the front or back lot. Parents should determine in which lot the child is to wait for them prior to coming to school. Cars may NEVER be left unattended during student release times. We ask parents to stay in their cars, always move as far to the front of the “pick up” lane as possible, and wait for their children to come to them. There is only one lane for student drop-off/pick-up.

**Registration** – All new students must provide immunization records either from their previous school or from a doctor in order to register. A current, original PG&E bill and a second form of identification must be provided as proof of residency. A printed online copy of PG&E bill will be accepted with 2 additional proofs of residency. A “conditional” admit may be allowed upon presentation of an original sales/lease contract, but this must be followed with an original PG&E bill as soon as one is received. In addition, kindergartners must provide an official document such as a legal birth certificate (not Hospital Certificate), passport, or baptismal certificate with seal. New kindergartners and all students transferring from outside Santa Clara County must have the Mantoux TB test. All documentation must be original. No photocopies. A student’s most current report card also is helpful.

**Resource Specialist (R.S.)** – The Resource Specialist assists the principal, school staff, school psychologist, and others in defining the special needs of students and in providing appropriate services to meet those needs. Students in the Resource Specialist Program are identified as those students needing less than 1/2 day in a special

education program. The R.S. also coordinates the special education programs within the school.

**Special Education Services** – Our special education team includes our Resource Specialist, Psychologist, two Special Day Class teachers, school nurse, speech therapist, and the principal. This team meets regularly to monitor the progress of all students receiving special education services.

**Speech and Language Services** – A speech teacher is on campus 2 days per week. Services provided are individual and small group therapy for language related difficulties. Children are referred for testing by staff members and parents. Parent permission is required for testing.

**Staying After School** – If it is necessary for your child to stay after school for any reason, you will receive a phone call from us if the stay will be longer than 15 minutes. The state law allows school personnel to detain children up to one hour after school for assistance, to make up time due to tardiness, for behavior reasons, etc., providing the parents are notified. Parents are responsible for arranging transportation home following this after school time.

**Student Care** – Before and after school care is provided by the YMCA Sunshine Company. For information call: 257-7160 or 996-9260 for the YMCA on campus.

**Student Organization and Time Management** – In order to help students develop study and organizational skills, the staff at Lincoln uses an organizational planner for all third through sixth grade students. Our objectives are to create a better organized student, improve academic performance, improve home/school communication, and increase awareness of class functions, expectations, and activities.

**Student Success Team** – The Student Success Team (SST) is a group of Lincoln educators who meet regarding students who are experiencing an adjustment/academic problem at school. The purpose is to provide support and assistance to the student, parent, and classroom teachers. The parents and student, when appropriate, generally attend the SST Conferences.

**Tobacco-Free/Smoke Free Environment** – Lincoln School is a tobacco-free facility in accordance with Cupertino Union School District Board Policy 3513.3 and the state of California.

Please be aware that for students to possess tobacco, or any products containing tobacco or nicotine products is grounds for suspension from school. Tobacco/nicotine products may include but are not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, or snuff. Adults smoking or using tobacco products on campus will be asked to refrain when observed.

To further the purpose of both the Tobacco-Use Prevention Education and the Safe, Drug-Free Schools and Communities grants, programs of prevention, intervention, education, and referral are implemented on the school campus to prevent and reduce the use of tobacco and drug abuse in our youth.

**Visitors** – Parents are always welcome to visit. In order to have the least amount of disruption, visiting will be limited to Wednesdays only from 9-11 a.m. and for 20 minutes or less per class. Visitors must sign in at the office and get a visitor's pass in order to be admitted to any classroom. Please refrain from talking to students or teachers, and from handling any classroom materials. Children may not visit classes.

We have over 650 students at Lincoln, so we request that students

from other schools, whether relatives, friends, or former students, not visit during the regular school day. We cannot be liable for additional children.

**Volunteers/TB Test Requirement** – Parent volunteers are very important people and we truly appreciate their time, expertise, and commitment. We must make sure that we are in compliance with California State regulations which mandate that parent volunteers who directly serve students in our schools be tested and cleared for tuberculosis in accordance with the required state guidelines.

Any parent in our school who is providing direct volunteer services to students and who has not been cleared through the accepted testing methods is not in compliance with state regulations, and the volunteer's services will have to be terminated. We value our community partnerships. It is with this help that we are able to achieve excellence in our school.

Volunteers help make Lincoln a more productive and interesting place to learn. Your help with resources and time can be of great assistance whether you work in the classroom, help out from home or work on organizing projects in the office. Parent volunteers are an integral part of the Lincoln school program. If you are interested in becoming a parent volunteer, contact the PTA or your child's classroom teacher.

**All volunteers are asked to sign in at the volunteer book in the office and wear a visitor badge. This helps us recognize who is on our campus, and students identify strangers versus visitors based on the badge.**

## Communication

**Back to School Night** – During Back to School Night parents will have an opportunity to visit your child's classroom. Teachers will present information about grade level expectations, instructional materials, the homework policy, and the overall curricular program for the school year. Teachers also will try to answer any general questions parents have. This is an evening for adults. Children are not invited to attend, though they are encouraged to attend our Open House in the spring. If you would like to speak to the teacher regarding concerns about your child, please schedule an appointment to talk with the teacher at another time.

**Conferences with Teachers** – Goal setting conferences for all parents are scheduled around the seventh week of school. Shortened days for students free teachers to meet with parents. Please try to arrive promptly for your conference appointment. If a conference is needed at any other time, please call or send a note to your child's teacher. The students' instructional time is very valuable; therefore, we ask that parents not interrupt the teachers during the regular school day.

**M.E.S.H. Folders** – M.E.S.H. stands for Message Exchange between School and Home. This is a weekly communication folder. Student work, the Lincoln Log, and other informational notices will be sent home along with papers which students have completed that week. The M.E.S.H. folder encourages comments between parent and teacher and allows parents to observe the academic progress of the students. We ask that parents set aside some time each week to review the information in the M.E.S.H. folders. The folder needs to be signed and returned the next day. Notes to the teachers, lunch orders, etc. may be sent back to the school in the M.E.S.H.

**Newsletter** – The Lincoln Log is the school newsletter that is sent home each week with your student. It is extremely important that you read this publication each week to keep abreast of school happenings. It is also available on our school's webpage. The content of the

newsletter is intended to inform parents of current school activities, events, awards, PTA, and district news. We make it a point to include pertinent, helpful information that you want and need to know. We ask that parents read the Lincoln Log each week and make note of early release days and other important information.

**Open House** – Open House, which is held each spring, provides an opportunity for students and parents to visit the classrooms together, talk with the teacher, and view some of the work students have completed during the school year. Parents and community are welcome to circulate throughout the campus building to see various classes and programs. Teachers are not available during this time for individual conferencing.

**PTA** – The Parent Teacher Association (PTA) strives to encourage cooperation between the home, school, and community, for the best advantages for our children. The PTA sponsors diverse activities, and the funds raised by the PTA are used to supplement programs and materials not funded through other channels. PTA meetings are scheduled for the 2nd Wednesday of each month at 7:00 p.m. in the Library, located in the Guided Learning Center (GLC).

**School Improvement Program (SIP)** – SIP is a special state-funded program that provides additional financial resources for school improvement. Our funds are used to hire a program coordinator, and media clerks, provide staff development for teachers, and purchase equipment and supplies related to our school plan.

**School Site Council (SSC)** – SSC is an elected committee. Its function is to annually approve and monitor the School Improvement Plan and Budget. The council is composed of ten members: five parents, three teachers, one classified employee and the principal.

The SSC meets on one Thursday of each month in the Guided Learning Center (GLC) at 3:40 p.m.

**Telephone – Students may use the school phone for emergencies only.** Generally, forgotten homework, books, milk money, lunches, etc. are not considered emergencies. The phones need to be kept available for school business.

**Visitors** – All visitors AND volunteers must come to the office to sign in and sign out. Volunteers and visitors are asked to pick up and wear a visitor's badge and sign out upon leaving. This helps us to keep a safe campus and to track of our volunteer hours.

**Emergencies—Fire, Earthquake, Evacuation** – In case of an emergency, please do not call the school. We must keep our phone lines open for emergency communications. We are on an immediate telephone alert system with our district office. If phones are out of order, there is a backup radio system. Many staff members are CPR and /or First Aid certified. Student Emergency Cards will be used for identification for each child. If evacuation becomes necessary, the instructions on the Emergency Release Card will be followed. It is imperative that you always keep all information up to date on this card.

Parents should develop an evacuation plan with their children and be sure that children understand its detail. In case of an emergency, traffic conditions may prohibit the use of cars, so parents may need to park a distance away and walk to the school. A student release center will be set up on the blacktop. This is where parents will go to check out their child.

Both the district and the school have disaster plans in place. Fire, earthquake, and lockdown drills are practiced regularly. The school's Disaster Preparedness Committee will distribute updated information each year. The PTA and district have supported the school's efforts to purchase necessary equipment and supplies.

## Medical Information

**Head Lice** – Head lice can happen to anyone, anywhere. Please report any case of head lice to the office. Cleanliness does not seem to be a significant factor; lice are attracted to ALL children. You will seldom see the lice themselves. The symptom is an itchy head. Look for the tiny silvery eggs (nits) attached to a strand of hair. After treatment, district policy requires that children not be allowed to return to school until all nits have been removed. Students must be checked in the office before returning to class.

**Injuries, Illness, Medication, Rashes** – In the case of an emergency, the school will contact the parent or if the parent is unavailable, the emergency contact person listed on the enrollment card. The school must be notified in the case of any changes of telephone numbers.

Students injured while at school are cared for in the following ways:

1. An injury may be inspected by the teacher, who may keep the student under observation in the classroom.
2. For a more serious injury, the child is sent to the office for first aid.
3. The home is routinely notified of a student receiving a blow to the head, whether it appears serious or not.
4. The parent will also be notified and asked to come for the child if the student exhibits any of the following:
  - a. Temperature
  - b. Nausea or vomiting
  - c. Evidence of a communicable disease
  - d. Severe headache
  - e. Spasm or convulsion
  - f. Complaints from the child of feeling ill when the child was home the day before or felt ill before coming to school.
  - g. Any severe accident, including a deep cut, possible fracture or dislocation, or any accident requiring immediate medical attention.

No child is sent home until the parent or emergency contact is contacted and transportation arranged. Transportation is the responsibility of the parent.

A school nurse is on call during the school day. The office staff has been trained in first aid procedures.

**Medical/Dental Appointments or Early Check Out** – Please make appointments before or after school hours. On occasion parents find it necessary to pick up their children prior to the regular dismissal time. When this happens, parents must come to the office and sign the student out. Please wait in the office until your child is called from the classroom. This is less disruptive to the class. **Students will not be released to anyone during the school day who is not indicated on their enrollment/health card.**

**Medication** – No medication, including aspirin, may be administered by school personnel unless written approval has been given by a physician and parent. Many medications can be timed so that they can be given at home by a parent. If it is necessary for the child to have over the counter or prescription medication at school, the required permission form must be filled out and signed by both the parent and the physician. All medication must be kept in its original labeled container and will be locked in the medicine cabinet in the office. All student medications must be kept in the office.

## Behavior Expectations

The staff at Lincoln is proud of the effort that students exhibit in maintaining positive behavior. Student behavior is monitored by classroom teachers and other school personnel, as all students are expected to follow the school's behavior expectations as well as the individual classroom and playground expectations. Each classroom teacher discusses classroom and playground expectations with students.

1. Courtesy is expected on the playground, as well as in the school buildings.
2. Playground Rules
  - a. Do not play any tackle-type or knock down games because these types of games are rough and injuries or arguments frequently occur. "Keep Away" and "Red Rover" are not permitted for the same reasons.
  - b. Tag and chase are not permitted due to students arguing, running into each other, and pushing other students.
  - c. For safety reasons, do not walk or stand on the ball walls or picnic tables at the school.
  - d. Only school issued equipment will be used on the playground.
3. Throwing rocks, sticks, tanbark, or any item not meant to be thrown is prohibited. This behavior, depending on the severity of the action, could result in dismissal from school for the remainder of the day and/or the following day.
4. Inappropriate language is unacceptable. Students using inappropriate language may be directed to call a parent and discuss the infraction, and a behavior contract made.
5. Toys, trading cards, radios, cell phones, tape and disc players of any kind, electronic games and pets, water pistols, water balloons, yo-yo's, wallet chains, etc. will be confiscated. Student's toys brought for sharing should remain in the classroom during recess and lunch and are brought at your own risk.
6. Gum/Candy – In order to maintain a high standard of cleanliness at Lincoln, please do not bring gum to school or chew it on campus. Candy is to be eaten in the eating areas or on the red top only. Healthy snacks are encouraged.
7. Games are organized and open to all students. This is a game that has printed rules which are understood by everyone.
8. Food and beverages must be brought to school in plastic containers as glass jars may break and become a hazard. Knives, including plastic knives, are not permitted.
9. School Property – Children will respect and protect school property and supplies, and the property of others. Families will be required to pay for any vandalism that results from actions of their children.
10. The Red Top, the area in front of the GLC, the dirt area and trees beyond the track, the track, and the area behind the portables are out of bounds during play periods. Corridors are for walking only. No rooms are to be entered without adult supervision in the room—this includes retrieving forgotten items in a classroom after school.
11. If it is going to hurt somebody, DON'T DO IT! No tackle football, slide tackling, rough play or play fighting—keep hands to self, no pushing, pulling clothes, grabbing, fighting/hitting, or put downs. Referrals will be given for infractions.
12. Biting other students is serious. Students will be sent home for biting.

## PeaceBuilders Pledge

I am a PeaceBuilder.  
I Pledge . . .  
To praise people  
To give up put-downs  
To seek wise people  
To notice and speak up about hurts I have caused  
To right wrongs  
I will build peace at home, at school, and in my community each day.

## Zero Tolerance

State law, Cupertino Union School District Resolution No. 1553, and the regulations of the California Education Code support Zero Tolerance by requiring the immediate suspension and recommendation for expulsion for any student who possesses or furnishes a firearm, knife, explosive, or other similarly dangerous object on school grounds or at school events off school grounds. This policy is being strictly enforced in the Cupertino Union School District. Please refer to the “first day packet” of information from the district office.

Maintaining student safety on campus is of utmost importance to our staff. We take the responsibility of caring for your children very seriously. Student assemblies are held annually to communicate the importance of adhering to the District policies. Weapons, drugs or alcohol are not allowed on campus and can result in suspension or expulsion. Students that fight will be suspended and repeated fighting will lead to expulsion. The Zero Tolerance policy includes not only weapons, but also toy guns, squirt guns and plastic swords or daggers. In addition, please do not send plastic knives to school in your child's lunch. Mental, physical, sexual harassment is prohibited by state law and can result in suspension or expulsion. We thank you for supporting these policies in a combined effort to create and maintain a safe learning environment for our students.

## Sexual Harassment

**CUPERTINO UNION SCHOOL DISTRICT**  
**Cupertino, California**  
**Board Policy**

BP 4119.11 (1)  
4219.11  
4319.11

ALL PERSONNEL AND STUDENTS

### *Sexual Harassment*

#### I. Intent

- A. The district shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.
- B. Within the educational environment, sexual harassment is prohibited between students, between employees and students and between nonstudents and students.
- C. Within the employment environment, sexual harassment is prohibited between supervisors and employees, between employees and between non-employees and employees.

#### II. Definition

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by an individual constitute sexual harassment when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
- B. Submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting that individual;
- C. Such conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance;
- D. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or employment environment; or
- E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

#### III. Confidentiality

Effort will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process will not be made available to the general public.

#### IV. Communication of Policy

The Superintendent shall establish a procedure for complaints of a sexual harassment nature and this procedure will be communicated within the district and school community.

Complaints involving students shall be processed pursuant to the Uniform Complaint Procedure policy.

## Gender Equity

The *Gender Equity Policy* states that no sex discrimination is permitted. Boys and girls are to be treated and expected to participate on an equal and integrated basis. Special grading and performance adaptations in physical education classes because of sex distinction, separation during participation in contact sports and in sex education classes are permitted.

## Programs and Activities

*Note: The following is a partial list of some of Lincoln's programs and activities. Teachers will review others with the students in class as necessary.*

**Buddy Program** – To build a sense of belonging and connectedness all upper grade students are paired with primary students. Students work on academic areas or classroom projects and activities.

**Outdoor Education** – Each year, the fifth graders and their teachers spend three days living away from home at a district approved camp location to study natural science. This is a fee-based program.

**PeaceBuilders Program** – A pro-active program to teach social skills and establish a more peaceful way of living in our school and community. PeaceBuilders increases cooperation, achievement, resiliency, and individual success.

**Project Pride** – Project Pride is a school wide program that encourages students to take pride in their school environment. Students are empowered when they become involved in helping to keep the school free of litter and vandalism.

**Running Program** – The running program is an optional activity at noon. Laps run are recorded and count toward awards. This program benefits the students in regard to physical fitness, gives them an opportunity to measure their improvement, and enhances self-esteem. The students run around an 1/8 mile course and laps are recorded by student running program assistants.

**Student Council** – Student government is an important part of the Lincoln program. Classroom representatives are elected in the fall at the 3rd–5th grade levels. The student council discusses student-related activities and concerns, which are brought back to the faculty and or principal for discussion and decision. Students also participate in various leadership training and community service activities.

**University Day** – Parents and other community members, and representatives of businesses and services are invited to share their expertise and special interests with our students.

**Upper Grade Chorus** – All 4th and 5th graders are invited to join the upper grade chorus. This group meets in the fall and sings for school events. They also travel off campus to sing for the holidays.

# Lincoln Playground Equipment Rules

## **BARS**

- 2 on at a time
- 3 stunts = 1 turn

## **RINGS**

- Across and back = 1 turn

## **SLIDE**

- Up ladder, down slide
- Must sit down, face forward
- OK to wait for turn at top
- Move away quickly from bottom

## **TETHERBALLS**

- 2 primary, 3 intermediate

## **BIG TOY**

- Intermediate grades only, unless with classroom teacher or coach

## **SLIDE TRACK (On Big Toy)**

- Intermediate grades only, unless with classroom teacher or coach is supervising the class

## **SPRING RING**

- 3 persons per section (8 Total)

## **LITTLE TOY**

- Primary grades only, unless with classroom teacher or coach

## **KINDERGARTEN TOY**

- K only, unless special arrangements have been made

## **CHASE/TAG GAMES**

- NO chase/tag games allowed

## **BALLS**

- ALL KICKING GAMES ON THE GRASS
- No kicking balls on black/red top
- No balls bounced against any building
- Use school equipment only

## **ROUGH PLAY AND PLAY FIGHTING ARE NOT ALLOWED**

- Play should be safe. Hitting, kicking, pushing and playing with or throwing rocks, sticks or tanbark is not allowed