



*“A Recognized Blue Ribbon School of Excellence” – 1989, 1990
California Distinguished School – 1997, 2004, 2008, 2012
A CUSD Exemplary School – 2006, 2007, 2008, 2009, 2010, 2011
Title I Academic Achievement Award Winner – 2012, 2013, 2014
California Business for Education Excellence Honor Roll – 2012, 2014, 2015*

**774 E. Alluvial
Fresno, CA 93720
Phone: 327-7200 Fax: 327-7290
www.clovisusd.k12.ca.us/lincoln/**

**Matt Verhalen, Principal
mattverhalen@cUSD.com
Celia Willis, Sr. G.I.S.
celiawillis@cUSD.com
Ann Castro, Sr. G.I.S
anncastro@cUSD.com**

**Absence Hotline!
327-7295**

Our Mission

**We believe all students can learn and can become responsible, life-long learners.
We set high standards for student achievement and expect all students to achieve.
We are committed to the development of critical thinkers and problem solvers.**

TABLE OF CONTENTS

Attendance.....	1
Arrival	
Dismissal	
Tardy Bell	
Clearing Absences	
Moving	
Communication & Safety	2
Lincoln Lion News	
Lincoln Webpage	
Global Connect	
Parent Connect	
Safety Plan	
Safety Concerns	
Rules of Conduct.....	3-4
Character Counts	
General Conduct	
Bus Conduct	
Zero Tolerance Policy	
Dress Code	
Lost, Stolen, or Damaged Property	
Personal Best Reward Program	
General Information.....	5-6
Telephone/Cell Phone Policy	
Food Services	
Campus Club	
Parent Involvement	
Insufficient Funds	
School Parties and Gifts	
Lost and Found	
Academic/Co-curricular.....	7-8
Block L Award	
Co-curricular Participation	
Code of Conduct	
Grading Policy	
Homework Policy	
Readers Den Award - Accelerated Reader.....	9
Nursing Services.....	10-11
School Nurse - School Health Assistant (H.S.A.)	
First Aid, Illness, Injuries	
First Grade Physical	
Head Lice Policy	
Medications	
Child Protective Services	
Physical Education Excuse	
Categorical Programs.....	12-13
SSC & ELAC	
Rationale	
Philosophy	
Program Descriptions	
Notice of Non-discrimination	
Important Dates.....	14

ATTENDANCE



ARRIVAL TIME: 7:45 AM-8:00 AM – (AM Kinder Starts 7:55 AM; PM Kinder Starts 11:40 AM)

Supervision is provided during the school day, starting at 7:45 AM. Students should not be on campus prior to this time, unless they are under the direct supervision of an adult.

DISMISSAL TIME: 2:55 PM Regular Schedule (AM Kinder 11:25; PM Kinder 3:10)

School is dismissed at 2:55 PM Monday, Tuesday, Thursday, and Friday. AM Kindergarten dismisses at 11:25. PM Kindergarten dismisses at 3:10. All students walk home immediately at the end of the school day, or be picked up within 10 minutes of school dismissal. Only students being directly supervised are allowed to stay after dismissal (i.e. co-curricular activities, Campus Club, detention, athletics). Student **MAY NOT** stay after school to watch an older sibling involved in sports.

EARLY RELEASE DISMISSAL TIME: 1:25 PM Early Release Wednesday

KINDERGARTEN EARLY RELEASE SCHEDULE:

AM Kinder—7:55 AM – 10:40 AM Early Release Wednesday

PM Kinder—10:55 AM – 1:40 PM Early Release Wednesday

ATTENDANCE

Daily attendance is important for each child's success! State Education Code states that each parent or guardian of a school-aged child "is required to enroll and insure proper attendance of that child" in school. At Lincoln Elementary we feel that more than nine **(9) absences or tardies for a school year** appears to be **excessive**. Attendance is reviewed for each student by the registrar and Student Services and School Attendance (SSSA) Officer. If there are circumstances that affect your child's attendance, or if we can assist you in any way, please call the registrar. Lincoln Elementary School Site Attendance Review Board (S.A.R.B.) will also be able to help you and your child to achieve the goal of good attendance.

TARDY BELL – 8:05 AM daily (8:00 AM – Kindergarten (AM) and 11:45 AM Kinder (PM))

If your child is late, he/she must report to the school office, with an adult, and pick-up a tardy slip before reporting to class. The registrar then changes the absence to a tardy for attendance purposes. If your child was at a medical appointment, and the tardy is excused, please present the doctor/dentist note to the registrar when bringing or returning your child to school. Medical appointments are excused tardies, when presented with a note from the doctor.

CLEARING ABSENCES

If your child is absent from school, for any reason, please either call the absence hotline at 327-7295, e-mail, or send a note when your child returns to school. It is best if you clear your child's absence in the morning on the first day of absence. Students who are physically present on campus every day of the school year, and do not have any unexcused tardies, are eligible for perfect attendance. You may also use Parent Connect to check the absence record of your child.

When reporting an absence, be sure to include your name and relationship to the student, child's name, room number, date absent, and reason for the absence.

You can clear absences on our website! www.clovisusd.k12.ca.us/lincoln/

MOVING: You must immediately notify the school and apply for a transfer.

COMMUNICATION



LINCOLN LION NEWS: Friday weekly newsletter

Lincoln Lion News will be on the website and on Peachjar every Friday. Please make sure you check these sites every Friday for important information.

LINCOLN WEBPAGE: www.lincoln.cusd.com

Lincoln's website contains practical information about many of the programs available at Lincoln, including teacher web pages and email, lunch menus, newsletter archive, PTC information, etc. Mr. Micah Haury (micahhaury@cusd.com) is the web master. Suggestions for improvement or additional information we can provide is always welcome. Lincoln also has a Facebook site too, please like us at <https://www.facebook.com/lincolnelementarylions>

GLOBAL CONNECT

Global Connect is a new voicemail tool we began using a few years ago. In addition to assistance with clearing absences, Global Connect will also be used judiciously to communicate important events to all parents and staff. Global Connect may also be used to alert parents or guardians of an emergency/safety situation on campus.

PARENT CONNECT

Parent Connect is an online tool parents can use to access key information regarding your child's grades (second-sixth), attendance, lunch monies, and teacher communication (Jr. Kinder-sixth). Parents receive login and password information through the mail at their home address or through their email address. If you have forgotten your pin or password, you can go to the Parent Connect webpage and click on the forgotten password link.

REMIND

Remind is a free, safe, easy-to-use communication tool that helps the school connect instantly with students and parents. This is also a way to inform parents of an emergency. Check the office or classroom teacher for REMIND access codes.



SAFETY

SAFETY PLAN

Lincoln has a written plan of action that outlines specific policies/procedures in the event that student safety is threatened. If a crisis situation exists, this document informs and mandates procedures for school employees. Quarterly, drills are conducted to insure appropriate safety procedures are consistently followed. **Please make sure you update your child's emergency card immediately when you move or change phone numbers.**

SAFETY CONCERNS

Please notify the office staff or an administrator if you have any safety concerns that may impact the well-being of our students. Please remind your child to follow all safety rules. If your child walks home, please discuss the walking route you expect him/her to take home. Students should always use the cross walks with crossing guards, and obey all traffic signals. Students riding bicycles, skateboards, and scooters to school must wear a helmet. This is required by CA law. Parents, please sign into the office when visiting the Lincoln campus.

RULES OF CONDUCT



CHARACTER COUNTS!

Pillars of character are infused into the educational program at Lincoln that support learning and the development of knowledgeable, capable members of society--responsibility, respect, caring, fairness, good citizenship, and trustworthiness. Students who exemplify a pillar of character trait are commended during weekly morning announcements and receive a 'dog tag' for that pillar of character. Each month the primary students write in a character counts journal. Students are chosen each month for a pillar of character to have their picture taken and displayed in the MPR.

GENERAL CONDUCT

- All students are expected to display courteous behavior at all times.
- Personal items such as toys, CD's, iPods, cameras, etc...are not permitted at school unless authorized by the teacher.
- Gum, seeds, and candy are not allowed on the playground or in the classrooms. Candy brought from home with lunch must be eaten in the cafeteria.
- Students are to walk (not run) in the hallways, on the walkways, and in the classrooms.
- Bicycles, skateboards, scooters, and roller blades are not to be ridden on the school grounds or walkways at any time (after hours and weekends included).
- Students riding bicycles or scooters to school must lock them in the bicycle racks as soon as they arrive. **Students must wear helmets!**

BUS CONDUCT

It is a privilege to ride the school bus. Appropriate behavior is expected at all times. When a student violates a District bus regulation, the bus driver will report the incident to the principal. Student and parent contact will be made. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period of time.

Potential bus conduct violations include but are not limited to the following list:

- Leaving the seat while the bus is in motion
- Putting any part of the body out of the bus
- Using profanity/vulgar language or gestures
- Eating/drinking on the bus
- Having dangerous objects on the bus
- Fighting, or being defiant or needing constant correction
- Damaging or defacing the bus
- Making unnecessary noise or commotion



ZERO TOLERANCE POLICY

CUSD has a zero tolerance policy; applicable to battery, possession of a weapon, possession of a dangerous devise, sale/possession of controlled substances, vandalism (\$100 or more), repeated mutual combat, robbery/extortion, gang-related incidents, hate-motivated behavior, and assault/threat of a school employee. Students who commit these offenses will be immediately suspended and recommended for expulsion.

DRESS CODE

Consistent dress and grooming policy is necessary in order to provide a safe school environment and promote discipline. Dress or grooming that draws undue attention detracts from the educational process and is therefore unacceptable. For a complete listing of Board Policy A.R. No. 2105 please refer to www.clovisusd.k12.ca.us/boardpolicy/, or the Parent and Student Rights and Responsibilities Handbook.



A few helpful reminders:

- Dresses and skirts are to be worn no shorter than five inches above the knee or no shorter than mid-thigh.
- Leggings will be allowed if over garment reaches five inches above the knee or no shorter than mid-thigh.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable.
- Clothing that exposes bare midriffs or cleavages is prohibited. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
- Flip-flops or beach type footwear are not acceptable. Shoes must have a back strap.
- Excessive baggy or oversized pants/shorts are not allowed. Oversized clothing that presents a safety concern or reflects a gang style image is not acceptable.
- No frayed or torn clothing is acceptable (manufactured or otherwise).
- Shorts can be worn all year. Shorts are to be hemmed, not frayed and not form fitting (no exercise shorts). Shorts are to be worn no shorter than five inches above the top of the kneecap, or no shorter than mid-thigh. **Athletic shorts may be worn.**
- Hair must be clean and neatly groomed. Bangs and other hairstyles must not draw undue attention (i.e. unusual design, colors, symbols, Mohawks, Faux-Hawks, etc.). No unusual lines or designs cut into the hair.
- Hats, caps, and/or sunglasses must be removed in the classrooms and offices. Students may wear Lincoln, Kastner, and Clovis West hats and/or caps.
- No camouflage attire. Non-military camouflage attire (i.e. pink, yellow, orange, etc.) is acceptable.
- No professional sports attire or logos.
- Pierced jewelry is acceptable in the ears only and cannot alter the natural shape of the ear or draw undue attention.
- Articles of clothing which display violence, profanity, products or slogans promoting tobacco, alcohol, drugs, or sex are not allowed.

Lost Stolen or Damaged School Property

- Any lost, stolen, or damaged school property must be paid for by student and or parent/guardian per board policy No. 4604

PERSONAL BEST REWARD PROGRAM

Students are encouraged to follow school rules and maintain exemplary behavior. Students are given the opportunity to change behavior and parents are informed of their progress. See the appendix for the following forms which may be sent home as a communication tool from teacher to parent.

- **Personal Best Reward Program Guidelines**: Sent home at the beginning of each quarter.
- **Personal Responsibility Penalty Slip**: This form is sent home if the student receives a PR penalty point due to specific behavior.

- **After School Detention Slip:** This form is sent home for a parent signature if a student has been assigned detention. The reason is outlined on the form.
- **Dress Code Slip:** This form is sent home for a parent signature if a student is out of dress code. The reason is given on the form.



GENERAL INFORMATION

TELEPHONE/CELL PHONE POLICY

Students are allowed to use the telephone in their classrooms with teacher permission. Phone calls from parents will not be put through to the student. The teacher will be notified with the message given. Cell phone use is acceptable in the office before/after school with administration's permission. During the academic day, student cell phones must remain off and in the student's backpack (or in their pocket). Student cell phones will be confiscated if inappropriately used. Parents will need to pick-up the phone from the administration.

FOOD: Hot lunch \$2.25; Breakfast \$1.00; Milk \$.40

Hot lunches (includes milk) are available to students in Jr. Kindergarten through sixth grade for \$2.25. Breakfast is available for \$1.00. Healthy snacks may be taken out at first recess and eaten at the snack bar area. Treats or extras (chips, cookies, etc.) may be eaten at lunch time. Milk costs \$.40. Students may purchase a second lunch for an additional cost of \$1.75. Checks or cash may be taken to the MPR and added to the student's account before school. Students are not allowed to charge food purchases. Free and Reduced lunch forms must be completed and submitted to the school at the beginning of EACH school year. Parents can check their student balances online through Parent Connect. Lunch menus are linked on Lincoln's web page.

CAMPUS CLUB: 7:00 AM – 6:00 PM

Before and after school child care is available through the Campus Club Program. Campus Club begins at 7:00 AM and ends at 6:00 PM. For more information please call 327-9160; Lincoln Campus Club phone number is 327-7225.

ASES

ASES is an afterschool program to assist students at Lincoln with homework, offer intervention for language arts, and recreation time. Students are recommended to the program by their teachers, or the SST team.

PARENT INVOLVEMENT

Parents are education partners and their involvement is critical to the success of any school. Parents are encouraged to become involved in the many opportunities available. Below is a partial listing of how parents can team with the school as vital partners in their child's educational success.

- **PARENT VISITATIONS:** Parents are welcome and encouraged to visit the school. Visits must be scheduled with the teacher in advance. In the interest of safety, ***ALL VISITORS MUST SIGN IN AT THE OFFICE UPON ARRIVAL AT WHICH TIME A TEMPORARY STICKER WILL BE ISSUED AND MUST BE WORN DURING THEIR STAY.*** No drop-in classroom visits are allowed during the school hours. Parents wishing to speak to teachers can arrange conferences by calling the office. (For further volunteer and school visits clarification, see Board Policy 9202 and 9212). **ALL parents must be on the volunteer list to visit a classroom, attend a student field trip or volunteer anywhere on campus. This includes being in the classroom for a child's birthday. The parent must complete the CUSD Volunteer Form and complete a TB skin test or risk assessment form.**
- **VOLUNTEERS:** Volunteers are always needed in the classroom to make instructional materials and help the classroom teacher by copying or running errands around school. Volunteers must complete a CUSD Volunteer Form (EACH YEAR) and provide picture identification at the front office prior to volunteering. If you want to learn more about parent volunteer opportunities please come by the school office or visit your child's teacher. All chaperones must complete a CUSD Volunteer Form prior to school field trips.
- Please consider joining our Parent Teacher Club (PTC). Your support ensures participation in an organization that provides our students with activities and raises money for special purchases for the school.
 - **PARENT TEACHER CLUB (PTC) Monthly:** Parent Teacher Club normally meets on the first Tuesday or Thursday of every month at 6:30 PM.
- **SCHOOL ASSESSMENT REVIEW TEAM (SART):** SART is a team of parents and staff who meet quarterly to provide a forum for school communication among all groups in the school community. The committee also coordinates the annual SART Parent Survey and selects a site representative for the district and area levels of the SART process. We encourage all parents to join us at the quarterly SART meetings.
- **MAC & LIONS:** Intercultural and Diversity Advisory Council (IDAC) is a team of parents and staff who meet four times a year during the calendar year. Multicultural Advisory Council meetings highlight the diversity of the student and parent community through a potluck dinner, presentation, and student activities. Parents meet during the activity time to discuss student achievement, community outreach, hiring for diversity, and staff development.
- **SCHOOL SITE COUNCIL (SSC):** School Site Council is composed of elected parents and school personnel and is responsible for developing, implementing, and evaluating the Single Plan for Student Achievement (SPSA), which includes the categorical programs budget. SSC meets at least four times yearly.
- **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC):** The ELAC meets quarterly. Members provide input and make recommendations to the principal, staff, and SSC regarding services for English Learners.

- **PARENT TEACHER CONFERENCES:** Teachers are available for conferences either in person, by email, or by phone. Conferences may be scheduled by calling the teacher. If cancelling a conference appointment, please call at least 24 hours in advance. Parents will be invited to attend a parent-teacher conference in October/November to discuss student progress each year.

INSUFFICIENT FUNDS: \$25 returned check fee

All checks returned to Lincoln due to insufficient funds or due to closed account will be assessed a \$25 returned check fee. **ALL CHECKS SHOULD BE WRITTEN TO CLOVIS UNIFIED SCHOOL DISTRICT.**

Cash only beginning the first Monday in APRIL through the end of the school year. We will accept only cash, money orders, and cashier's checks for field trips, yearbooks, uniforms, class parties, etc. PTC will still accept checks through the end of the school year and Campus Catering (school lunches) will continue to accept checks through the end May.

SCHOOL PARTIES AND GIFTS

- We do not encourage birthday parties at school; however, a small treat at the end of the day may be permitted. Please check with your child's teacher. **ALL parents must be on the volunteer list to visit a classroom. This includes being in the classroom for a child's birthday. The parent must complete the CUSD Volunteer Form.**

Please do not have balloons, flowers, or other gifts delivered to individual students. Although we appreciate the parent's intent, it causes a disruption to the educational environment and a distraction for students. Any such items will be held in the office and given to the child at the end of the day.

LOST AND FOUND

Please label every item of clothing your child may take off while at school with his/her full name. Label any other items sent to school such as binders and lunch pails. The Lost and Found box is located in the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

ACADEMIC/CO-CURRICULAR



BLOCK L AWARD

Block L award is the highest honor students in grades 4-6 can earn at Lincoln. Criteria are based on a year-long plan, participation, service, and achievement. The award recognizes well-rounded individuals who exemplify dedication, commitment, concern for others, and a willingness to serve as a positive role model. Detailed information on Block L is found in the Block L Handbook (see verification form pg. 9-10)

CO-CURRICULAR PARTICIPATION

Students are encouraged to stay involved. There are opportunities in athletics, student leadership, clubs, school service, music, Oral Interpretation, drama, student council, etc. Descriptions of activities can be found on our web page and in the Block L Handbook.

CODE OF CONDUCT

Students participating in co-curricular activities automatically agree to comply with guidelines in accordance with the *Code of Conduct*. All students participating in any co-curricular activity will be required to review and sign the *Code of Conduct*. Parents must also review and sign the *Code* prior to participation.

GRADING POLICY

Lincoln students in second through sixth grade are graded on progress toward meeting the following scale:

- A = 4.0 points
- B = 3.0 points
- C = 2.0 points
- D = 1.0 points

Progress reports are given at five weeks. In addition, parents can access Parent Connect online to view their child's grade. Parent Connect login and password are given out at the beginning of the school year and can be picked up in the front office by the parent or legal guardian.

HOMEWORK POLICY

Homework may refer to assignments not completed in class as well as additional projects or assignments to be prepared by the student outside of the school day. Teachers may expect and/or require a student to devote up to 20 minutes (grades K-1), 30 minutes (grades 2-3) and 45-60 minutes (grades 4-6) to after-school study time not more than four days per week.

If your child is **absent** from school and you wish to obtain his/her homework, please notify the school **before 9:30 AM**. This will give the teacher time to gather materials and send the homework to the office for pick-up after 3:00 PM. We will make every effort to provide make-up work the day of the absence, however there is no guarantee that the homework will be available until after the second day of absence.

Student Name: _____

Teacher: _____

CURRICULAR AREAS (a minimum of 14 points to qualify)							
Category One	Points	1 st Quarter	2 nd Quarter	Semester Check-in	3 rd Quarter	4 th Quarter	Teacher Verification
Principal's Honor Roll (4.0)	4						
High Honor Roll (3.5-3.99)	3						
Honor Roll (3.0-3.49)	2						
Reader's Den	3 (4)						
Essay Contest	1 (2,3)						
Science Fair/History Day	1 (2,5)						
Healthy Zone P.E.	2 (3)						
Big 4 Club/Math Masters	3 (4)						
TOTAL POINTS		1 st Sem.			2 nd Sem.		

CO-CURRICULAR AREAS (a minimum of 1 point to qualify)							
Category Two	Points	1 st Quarter	2 nd Quarter	Semester Check-in	3 rd Quarter	4 th Quarter	Teacher Verification
Oral Interpretation	3 (4)						
Drama	1,2 (4)						
Instrumental Music / Recorders	1 (2-4)						
Choir	1 (2-4)						
Chess Tournaments	1 (2)						
GATE (must attend meetings)	4						
Cheerleading/Spirit Club	4						
Poster Contest	1 (2,3)						
TOTAL POINTS		1 st Sem.			2 nd Sem.		

EFFORT / CITIZENSHIP / SERVICE (a minimum of 5 points to qualify)							
Category Three	Points	1 st Quarter	2 nd Quarter	Semester Check-in	3 rd Quarter	4 th Quarter	Teacher Verification
Lion's PRP	2 (4,6)						
Attendance	1 (2)						
School/Service**	1 (2)						
Community Involvement Example: Scouts	1 (2)						
TOTAL POINTS		1 st Sem.			2 nd Sem.		

****Service—1 week of service is equal to 1 point and 2 weeks of service is equal to 2 points. You must turn in a School/Community Service Form in order to earn these points. The form must be attached to your final Block L Form which is turned into the office.**

ATHLETICS (a minimum of 3 points to qualify, maximum of 12 points)							
Category Four	Points	1 st Quarter	2 nd Quarter	Semester Check-in	3 rd Quarter	4 th Quarter	Teacher Verification
Fall Sport _____	3 (4)						
Winter Sport _____	3 (4)						
Spring Sport _____	3 (4)						
Track	1 (2)						
Community Sponsored Athletics	1						
Sports Manager	1 (2)						
TOTAL POINTS		1 st Sem.			2 nd Sem.		

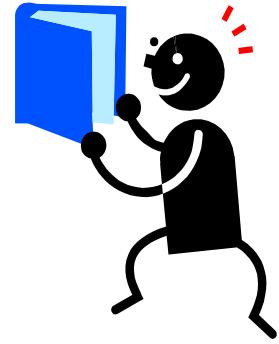
LEADERSHIP (1 point minimum needed to qualify)							
Category Five	Points	1 st Quarter	2 nd Quarter	Semester Check-in	3 rd Quarter	4 th Quarter	Teacher Verification
Cafeteria Helper	1 (2)						
Library/Technology Monitor	1 (2)						
Cross Age Tutor	1 (2)						
Lions' Voice	2						
Peer Mediators	2 (4)						
Student Council	1 (3)						
Yearbook Staff	2						
Multicultural Diversity	1 (2)						
TOTAL POINTS		1 st Sem.			2 nd Sem.		

BLOCK L POINT TOTALS (4 th Grade=40 or more; 5 th & 6 th Grades need 45 points to qualify)			
	1 st Semester	2 nd Semester	TOTAL POINTS EARNED
CURRICULAR AREA TOTAL			
CO-CURRICULAR AREA TOTAL			
EFFORT/CITIZENSHIP/SERVICE TOTAL			
ATHLETICS AREA TOTAL			
SCHOOL SERVICE LEADERSHIP			
BLOCK L FINAL TOTAL			
TEACHER VERIFICATION (must initial)			
ADMIN VERIFICATION (must initial)			

If a student has five (5) or more unexcused / un-cleared absences or tardies in a semester, or is suspended, he/she cannot qualify for the Block L Award.

READERS DEN STUDENT AWARD

ACCELERATED READER



Students must develop their skills in reading so that they may read increasingly complex material with excellent comprehension. Each quarter, students use an electronic program called Accelerated Reader (AR) where they earn points by taking quizzes on books at their instructional reading level.

GOALS BY GRADE LEVEL:

Kindergarten – 25 books (3 projects)
First Grade – 50 books
Second Grade – 30 AR points or 60 books

Third Grade – 45 points
Fourth Grade – 60 points
Fifth Grade – 75 points
Sixth Grade – 4000 pages

Kindergarten students complete 3 book projects. First grade students start towards Reader's Den goals after they reach a DRA of 18. Books can be recorded as book projects or AR quizzes passed. Second grade students may reach their Readers Den goal reading books and completing book projects and/or reading books and taking AR quizzes. Both count towards the goal. Third grade through sixth grade complete their reading goals taking AR quizzes on books read.

SELECTING BOOKS: Students will read a variety of books – picture books, chapter books, non-fiction, and fiction available with Accelerated Reader (AR) quizzes. Students receive points based on the % score for each quiz passed and the difficulty of the book. Books are coded on the library. In addition, teachers have many books that meet the goal in their classrooms for students to select. Parents and students can go on-line to check a book title & author for available quizzes. The link is located on Lincoln's Library Resource page.

AR REPORTS: Student reports are available for students to review and monitor their progress. Teachers send these reports home periodically throughout the year as well.

READING LEVEL CODING: Books are coded by color to help students select books at their instructional level or recreational level. Recreational level books are below their current ability, easily read and enjoyed. We encourage students to select one book each week at their recreational level. They are fun and easy to read! Instructional level books are books at the student's current reading level. Instructional level books are a bit of a challenge to read, but still at independent reading level. Students are encouraged to experiment, and choose books that they can read and when checking for understanding with an AR quiz, pass the quiz (60-100%). Reading level (RL) coding is as follows:

0-1.9 RL = yellow	4.0-4.9 RL = lt. purple
2.0-2.9 RL = lt. green	5.0-5.9 RL = pink
3.0-3.9 RL = lt. blue	6.0-UP = orange

READERS DEN CELEBRATION: Students who achieve their grade level reward will be announced on Friday and receive their Readers Den 'tag' to add to their Lincoln Lions tags received throughout the year. An end-of-the-year celebration with ribbons, guest speaker, and ice cream sundae is planned for the end of May each year.

NURSING SERVICES

School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. When necessary HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified. Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
- Complete special education and 504 health assessments.
- Ensure immunizations are compliant with CA state law.
- Provide health education resources for school staff, students and parents/guardians.
- Maintain student health records.
- Contact parents/guardians regarding health problems and/or excessive absences.
- Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
- Develop health/safety plans for students with high risk medical diagnosis.

First Aid, Illness, Injuries

- If a student is injured or ill at school he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Injuries and illnesses occurring at home should be cared for at home.
 - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of lice is found. Students may not return until treatment has been completed and hair/scalp are free from lice. Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines.

Reasons to keep students home:

- Temperature 100.0F or greater within 24 hours
- Illness affecting child's ability to learn
- Vomiting/Diarrhea
- Starting antibiotics within 24 hours
- Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat).

RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day. Student may not return until the following criteria are met: Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash. Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin. Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

Physical Education Excuse

If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.

This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted.

It is very important that the Health Office have updated contact information.

If there is a change in contact information please contact the health office to ensure the correct information is on your student's health information card. (Changing information on Parent Connect does not alert or inform the health office.)

MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
 - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
 - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
 - Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The **Medication at school form** is available from the school or on the district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

First Grade Physical

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical.

Child Protective Services

It is important parents understand that all school personnel are “Mandated Reporters” of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2018-2019 SCHOOL YEAR

“Children Are Our Most Precious Resource”

On an annual basis Clovis Unified School District (CUSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title I, Part C – Migrant Education, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

Clovis Unified Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community. CUSD values feedback and input. Parents continue to make positive differences in the lives of the children we all support. We know from research that participation in your child's education will not only bring success to your child but other children in the school. Our parents truly make a difference in the lives of Clovis Kids!

CUSD is proud and pleased to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in the CUSD include:

- School Site Council (SSC)**
- English Learner Advisory Committee (ELAC)**
- District Advisory Committee (DAC) and School Advisory Committee (SAC)**
- District Learner Advisory Committee (DELAC)**
- District Migrant Education Parent Advisory Committee (DMEPAC)**
- District Indian Education Parent Advisory Committee (IPAC)**
- School and District level School Assessment Review Team (SART)**
- Intercultural and Diversity Advisory Council (IDAC)**
- Local Control Accountability Plan Forums (LCAP)**

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each school's Single Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA reflecting the overall program. At the district level parent committees provide input into each site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Council or Committee, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you or go to <http://www.cusd.com/specialprojects>. These two school committees meet on a quarterly basis. The committees are comprised of administration, staff and parents. Students are also involved at the intermediate and secondary level.

School Site Council (SSC): *All schools receiving categorical funds are required to form a SSC. The SSC is composed of parents, students at the secondary level and school personnel and is responsible for developing, implementing and evaluating the Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.*

District Advisory Committee (DAC)/School Advisory Committee (SAC): The SAC and DAC is an advisory committee for the purpose of advising schools and district regarding compensatory education programs. The SSC has approved to designate our SSC pursuant to California Education Code (EC) Section 52852 to function as the School Advisory Committee.

English Learner Advisory Committee (ELAC): *All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff and SSC regarding services for English Learners as well as conducts an annual survey. Members serve for two years.*

District English Learner Advisory Committee (DELAC): Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site ELAC.

Local Control Accountability Plan (LCAP): The LCAP is an important component of the Local Control Funding Formula (LCFF). Under the LCFF all districts are required to prepare a LCAP, which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to EC Section 52060(d). Each school district must engage parents, educators, employees and the community to establish these plans. Parental and community engagement of all stakeholders is critical to the development of the district LCAP. CUSD continues to work with all stakeholder groups in holding various district and school committee meetings and forums designed to gather information on various specific areas of importance.

The following is an overview of the categorical funding and programs in CUSD. These funds are further discussed and outlined in each school's SPSA and at the committee meetings.

Rationale

General District funds provide support for the District's base/core curriculum program. Some children have special characteristics, not reflective of the general school population, that affect their success in the base/core programs. Some come from economically disadvantaged homes; some are educationally disadvantaged or lack English language proficiency because they have a primary language other than English. Children, such as those described above, require supplemental services and materials not generally provided through the base/core curriculum program. The needs of our children are identified and supplemental services and materials are planned and targeted to meet their special needs. Categorical funds are to be used to provide the financial support to meet these special needs.

Philosophy

All CUSD schools offer students with special needs the same kinds of high quality learning opportunities and access to the core curriculum in all curricular areas. Categorical funds are designed to support additional assistance to help students succeed in the regular classroom program (base/core curriculum) and address any learning gaps. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their fullest potential.

Categorical Program Descriptions

1. **After School Safety and Education Funds (ASES)**: This state funded and administered program provides three year grant funding to establish or expand after school programs that provide students with academic support and intervention, enrichment opportunities and supportive services to help the students meet state and local standards in core content areas. The purpose of the ASES program is to create additional educational and recreational opportunities for students within the learning community while providing a safe environment for students. The goals of this program are to: 1) improve academic achievement, and 2) provide enrichment opportunities that reinforce and complement the academic program.
2. **Title I, Part A (Improving the Academic Achievement of the Disadvantaged)**: A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
3. **Title I, Part A, Title X, Part C, Education for Homeless Children and Youths**: Title I, Part A funds to provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs. This reservation requirement is not formula driven.
4. **Title I, Part C (Migrant Education Program)**: A federal-funded program focused on providing services for migratory students and their families.
5. **Title I, Part D: Local Neglected and Delinquent Programs**:
A funded program that serve students who are neglected, delinquent, or at-risk; including programs involving collaboration with locally operated correctional facilities.
6. **Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals)**: A federal-funded program focused on teacher and principal training and recruitment programs.
7. **Title III (Language Instruction for English learners(ELs) and Immigrants)**: A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and Immigrants and helping these students meet the same challenging State standards required of all other students.
8. **Title VII (Indian Education Formula Grant)**: A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging State standards required of all other students.

If you have any questions, please call your child's school or the CUSD Department of Supplemental Services @ 327.9086, additional information may be found @ <http://www.cusd.com/supplementalservices>.

Notice of Nondiscrimination

Clovis Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX and Section 504.

Complaints Contact: Human Resources Office, 327-9300.

IMPORTANT DATES (SUBJECT TO CHANGE)

August 20, 2018	First Day of School
September 3, 2018	Labor Day
September 5, 2018	Lincoln Back-to-School Night
September 21, 2018	1 st Quarter Progress Reports
October 19, 2018	End of 1 st Quarter
October 26, 2018	Conference Day (No School)
October 29, 2018	Staff Development Day
November 12, 2018	Veteran's Day Holiday
November 19-23, 2018	Thanksgiving Break
December 7, 2018	2 nd Quarter Progress Reports
Dec. 24, 2018– Jan. 4, 2019	Winter Break
January 7, 2019	Staff Development Day (No School)
January 21, 2019	Martin Luther King, Jr. Holiday
January 18, 2019	End of 2 nd Quarter
January 25, 2019	2 nd Quarter Report Cards
February 11, 2019	Lincoln's Birthday Holiday (No School)
February 18, 2019	Washington's Birthday / President's Day Holiday (No School)
March 1, 2019	3 rd Quarter Progress Reports
March 29, 2019	End of 3 rd Quarter
April 5, 2019	3 rd Quarter Report Cards
April 10, 2019	Open House
April 15-April 22, 2019	Spring Break
April 29 – May 31, 2019	CAASPP State Testing Begins
May 10, 2019	4 th Quarter Progress Reports
May 23, 2019	Reader's Den Celebration
May 27, 2019	Memorial Day Holiday (No School)
June 3, 2019	Block L Awards Night
June 6, 2019	Clovis West Graduation
June 7, 2019	Kindergarten Celebration
June 7, 2019	Report Cards
June 7, 2019	Last Day of School- End 4 th Quarter Report Cards



LAST DAY OF SCHOOL

7:55 - 10:40—AM Kindergarten

10:55 - 1:40—PM Kindergarten

8:00 - 1:25—Grades 1-6