



***“A Recognized Blue Ribbon School of Excellence” – 1989, 1990***  
***California Distinguished School – 1997, 2004, 2008, 2012, 2018, 2020***  
***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***

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**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.**

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# **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). Students **MAY NOT** stay after school to watch an older sibling involved in sports or another co-curricular.

## **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

**STUDENT CHECK OUT TIME:** Teachers assign homework and give instructions at the end of the school day. For that reason, **students cannot be checked out early from school during the last 15 minutes of the day.** If your child has an appointment immediately after school, **please pick them up before 2:40pm M, T, TH, F and before 1:10pm on Wednesdays.**

## **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.

## **PERFECT ATTENDANCE AWARDS & ATTENDANCE CHALLENGES**

To receive an award for perfect attendance, students must be at school.

### **Quarterly Perfect Attendance means: Student has not missed one day of school the entire Quarter. (Present/Excused Tardies/Admin Code).**

Student must be present at school each day, with these additional allowances:

1. EXCUSED Tardy – Student comes to school late because they were at the Dr.'s office. Must present a Dr.'s note.
2. Admin Code "A" Code – student came to school and saw nurse before school started, then went home sick.

Independent Studies will disqualify students from Perfect Attendance. Students with even 1 unexcused tardy will not qualify. (i.e. - Students that are just late).

### **Superintendent's Perfect Attendance means: Student has not missed one day of school the entire school year. (Present/Excused Tardies/Admin Code).**

Excused Tardies and Admin Code still applies for Superintendent's Perfect Attendance. Independent Studies will disqualify you from Perfect Attendance. Students with even 1 unexcused tardy will not qualify. (i.e. - Students that are just late).

## **ATTENDANCE CHALLENGES**

At various times during the school year, we conduct school wide attendance challenges to encourage all students to come to school and be on time. Students who meet the requirements for the month are offered rewards including extra recess, classroom parties, and special treats. Some rewards are individual challenges and others are class competitions, but to qualify for the reward, students must be present in school each day on time.

## **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.

## **LINCOLN TARDY POLICY**

Students receiving three (3) or more unexcused tardies in a quarter will receive consequences.

- Every time a student has an unexcused tardy, they will get a referral form and a Personal Responsibility Point
  - On the **third tardy** of that quarter, and every subsequent tardy thereafter, they will be assigned **After School Detention** and will also be disqualified from the PR party.
  - Five or more unexcused tardies in a semester will disqualify students from receiving the Block L Award.

## **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.lincoln.cusd.com](http://www.lincoln.cusd.com)

**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](http://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](mailto:micahhaury@cusd.com)) is the web master. Suggestions for improvement or additional information we can provide is always welcome. Lincoln also has a Facebook page too, please like us at <https://www.facebook.com/lincolnelementarylions>

## **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 (TK/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, BLOOMZ**

Remind and Bloomz are free, safe, easy-to-use communication tools that helps teachers connect instantly with students and parents. This is also a way to inform parents of an emergency. Check with the classroom teacher for Remind and Bloomz access codes.

## **INSTANT CONNECT**

Messages for school-wide communication will be done via Instant Connect. Please be sure to select to receive text and email messages during online re-enrollment through Parent Connect.

# **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 ensure appropriate safety procedures are consistently followed. **Please make sure you update your child's emergency contacts 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 crosswalks 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**

## **THE POSITIVITY PROJECT**

Character building is infused into the educational program at Lincoln. Each week students learn about positive character traits that support the learning and the development of knowledgeable, capable members of society.

Each month one student from each classroom who exemplifies these positive character traits are selected 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, playground equipment, Pokemon cards, etc., are not permitted at school.
- 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 or snack bar area.
- Students are to walk (not run) in the hallways, on the walkways, and in the classrooms.
- Bicycles, skateboards, and scooters 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 device, 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**

A consistent dress and grooming policy are 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. 5132 please

refer to <https://boardpolicies.cusd.com/ClovisUnifiedBoardPolicies.aspx>, 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 top of the kneecap or no shorter than mid-thigh.
- Leggings and jeggings are permitted but cannot be see-through or have mesh or rouching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
- 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. Straps on shoes and clothing must be fastened at all times.
- 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.
- Frayed clothing is permissible so long as frays are **stitched** to prohibit further fraying. Distressing is allowable. Holes on clothing must be **patched** from behind so that undergarments or bare skin are not exposed.
- Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. **Spandex or Lycra shorts are not permissible.**
- 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. Hair must not block student vision.
- If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats, hoodies, and/or caps and/or sunglasses must be removed in the classrooms or offices.
- 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. Lincoln will host quarterly Personal Best Rewards for all students that consistently exemplify good character and wise behavioral choices. All students are given the opportunity to improve their behavior and parents are informed of their progress. Teachers communicate with parents through Bloomz, Remind, email, phone call, or PR slip.

- **Responsibility Center:** Students are sent to the Responsibility Center (RC) during recess time for minor or major infractions. (Three (3) or more RCs will illuminate your child from participating in the Personal Responsibility Reward for that quarter).
- **Personal Responsibility Penalty Slip:** This form is sent home if the student receives a PR penalty point or consequences due to specific behavior (Three (3) minor or one (1) major infraction will illuminate your child from participating in the Personal Responsibility Reward for that quarter).
- **After School Detention Slip:** This form is sent home for a parent signature if a student has been assigned detention after school. The reason is outlined on the form (One (1) After School Detention will illuminate your child from participating in the Personal Responsibility Reward for that quarter).
- **Suspension:** Students who have been suspended from school by violating Ed Code will no longer qualify for Personal Best for that quarter.
- **Dress Code Slip/PR:** This form is sent home for a parent signature if a student is out of dress code. The reason is given on the form.
- **Attendance:** Students must maintain adequate attendance. All absences must be cleared within 5 days (Three (3) or more uncleared absences will eliminate your child from participating in the Personal Responsibility Reward for that quarter).



# **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 classroom locker. Student cell phones will be confiscated if inappropriately used. Parents will need to pick up the phone from the administration.

## **EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP): 7:00 AM – 5:30 PM**

Before and after school childcare is available through ELOP. This free program will combine the elements of both Campus Club and the former Lincoln ASES program. For more information, please visit the Lincoln website or call CUSD Child Development Program at 327-9160

## **PARENT INVOLVEMENT**

Parents are educational 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 school hours. Parents wishing to speak to teachers can arrange conferences by calling the office or emailing the teacher. (For further volunteer and school visits clarification, see Board Policy 1240 and 1250). **ALL parents must be on the volunteer list to visit a classroom, attend a student field trip or volunteer anywhere on campus. 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. All volunteers must be cleared through the office via the Raptor Identification System. Prior to receiving clearance, all potential volunteers must undergo a TB risk assessment or TB skin test. Volunteers must also schedule volunteer time or field trip chaperone positions with the teacher. **No drop-ins will be accepted.**
- 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 6:00 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 of 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. The parent must complete the Raptor clearance process through the office.**

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 MPR. Items not claimed at the end of each quarter will be given to local charities.

## **ACADEMIC/CO-CURRICULAR**



### **BLOCK L AWARD**

The 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.

**Teacher:**\_\_\_\_\_

CO-CURRICULAR AREAS (a minimum of 1 point to qualify)							
Category Two	Points	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Semester Check-in	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Teacher Verification
Oral Interpretation	3 (4)						
Drama	1,3 (4)						
Instrumental Music / Recorders (Black Belt)	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)						
<b>TOTAL POINTS</b>		1 <sup>st</sup> Sem.			2 <sup>nd</sup> Sem.		

ATHLETICS (a minimum of 3 points to qualify, maximum of 12 points)							
Category Four	Points	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Semester Check-in	3 <sup>rd</sup> Quarter	4 <sup>th</sup> 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) 5 <sup>th</sup> /6 <sup>th</sup> (2) 4 <sup>th</sup>						
<b>TOTAL POINTS</b>		1 <sup>st</sup> Sem.			2 <sup>nd</sup> Sem.		

LEADERSHIP (1 point minimum needed to qualify)							
Category Five	Points	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Semester Check-in	3 <sup>rd</sup> Quarter	4 <sup>th</sup> 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)						
Multicultural Diversity	1 (2)						
<b>TOTAL POINTS</b>		1 <sup>st</sup> Sem.			2 <sup>nd</sup> Sem.		

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

**If a student has five (5) or more unexcused/uncleared absences and/or unexcused/uncleared tardies in a semester, or is suspended, they cannot qualify for the Block L Award.**

# **READERS DEN STUDENT AWARD**

## **ACCELERATED READER**



### **Readers' Den Award**

At Lincoln, students will be engaged in the Accelerated Reader (AR) program from 2<sup>nd</sup> through 6<sup>th</sup> grade. This program is designed to assess each student's reading level and reading comprehension. Students are given the STAR reading test each quarter to determine their reading level. After a student finishes reading a book in their level, they will take an AR test to test their comprehension. The higher score they receive, the more points they will earn. A score that is not passing will earn 0 points. Student access AR through their Clever account.

### **Readers' Den Award**

A student's AR points are the determining factor in earning the Readers' Den Award and End of the Year Reading Celebration. Each grade levels yearly AR goal is listed below.

- 2nd Grade: 30 AR points
- 3rd Grade: 45 AR points
- 4th Grade: 60 AR points
- 5th Grade: 75 AR points
- 6th Grade: 90 AR points

**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. 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 (AR) coding is as follows:

0-1.9 AL = yellow  
2.0-2.9 AL = green  
3.0-3.9 AL = blue

4.0-4.9 AL = purple  
5.0-5.9 AL = pink  
6.0-UP = orange

**READERS' DEN CELEBRATION:** Students who achieve their grade level reward will have their names read during morning announcements. Readers' Den students enjoy an end-of-the-year celebration at the end of May each year.

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## NURSING SERVICES

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### School Nurse & School Health Services Assistant

**Health Services Assistant** will be in the health office 5 days a week. When necessary, the site H.S.A. will contact parents/guardians regarding illness and injuries that occur during the school day. All H.S.A.'s are CPR/First Aid certified. H.S.A.s are also LVNs or RNs.

**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.

### 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 with headache and/or upset stomach.

Coughing that will not stop.

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

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## 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 any prescribed antibiotic treatment prior to returning to school.

## LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students must be treated within 48 hours and hair/scalp are free from live lice. After 48 hours, absences will be unexcused. Students must check in with the Health Office and be cleared to return to class. Class checks are no longer part of district guidelines. Refer to **Head Lice Guidelines** on the *CUSD Nursing Services website*.

**ALL Medications** - even over the counter medications (including Tylenol, Advil, cough drops, eye drops, essential oils) must be checked in through the Health Office and require a physician order that must be updated at the Beginning of each School Year.

- 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 *CUSD district website – under Parent*.
- The Health Office does not keep medication for general student use.

## **Immunizations – Refer to School Board Policy 5141.31**

### **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. **CHDP Form** is on the *CUSD website – Parent*.

### **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).

## Physical Education Excuse

**Parent Notes- Students will be limited to 3 days per quarter for handwritten parental note excusals from PE Doctor’s note will be required after the 3 days.**

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

Doctor’s note: If your child has an injury that requires student to remain out of PE they will also be held out of recess and sports.

## AIR QUALITY PRECAUTIONS

**Refer to School Board Policy 3514**

## 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.**





## CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2023-2024 SCHOOL YEAR

On an annual basis, Clovis Unified School District (CUSD) submits our funding Application through the Consolidated Application and Reporting System commonly called the ConApp. The application is submitted in two (2) parts: Part I, which contains program and demographic information, submitted by June 30<sup>th</sup> each year; and Part II, which contains budget information and program data submitted by January 31 each year. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement, Title I, Part C - Migrant Education, Title II, Part A - Supporting Effective Instruction and Title III - English Learner (EL), and Immigrant Programs and Title IV, Part A - Student Support and Academic Enrichment. 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 pleased and proud 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 English Learner Advisory Committee (DELAC)  
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 Public 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. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level, parent committees provide input into each of the site's SPSA. If you would like additional information on any of the District Parent Councils or Committees, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you.

Listed below are several parent committees that assist with categorical programs and funding.

**School Site Council (SSC):** All schools that operate a categorical program funded through the consolidated application (ConApp) shall establish a school site council (SSC). The SSC shall develop the content of the SPSA. The SPSA shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), if any, by the SSC. The SSC is composed of parents, students at the secondary level and school personnel. It 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 entirety of the SSC acts as the SAC. The SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These education programs are supplemental education opportunities that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. 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 advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

**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's ELAC.

**District Indian Education Parent Advisory Committee (IPAC):** The CUSD Native American Indian Education Parent Advisory Committee meets four times a year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades K - 12. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K - 12.

**Local Control Accountability Plan (LCAP) Forums:** CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

*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-administered funded program is a result of the voter approved Proposition 49; provides three-year grant funding for afterschool programs that align with the core instructional day and have the following components: educational and literacy element (tutoring/ homework assistance); educational enrichment element (Additional program/activities that reinforce what is learned in the core instructional day); and provide a nutritious snack or meal that conforms to California State Education Code requirements. 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 Academic Achievement)**: 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 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.
4. **Title I, Part C (Migrant Education Program)**: A federal-funded program focused on providing services for migratory students and their families.
5. **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.
6. **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.
7. **Title VI (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.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This can be accomplished with your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal. Your school can assist you in learning more about categorical programs. You may want to become involved in your school's School Site Council (SSC), English Learner Advisory Committee (ELAC) and/or attend the Annual Title I Parent Meeting. During the fall, each school will send you additional information about these activities. At the district level, we encourage you to become involved with our DELAC. We encourage and look forward to your involvement in the programs we offer our learning community. If you have any questions, please call your child's school.

Additional information may be found @ <https://www.cusd.com/SupplementalServices.aspx>



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## **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 21, 2023	First Day of School
August 30, 2023	Lincoln Back-to-School Night
September 4, 2023	Labor Day
September 29, 2023	1 <sup>st</sup> Quarter Progress Reports
October 20, 2023	End of 1 <sup>st</sup> Quarter
October 24, 2023	1 <sup>st</sup> Quarter Report Cards
October 27, 2023	<b>Conference Day (No School)</b>
November 10, 2023	Veteran's Day Holiday
November 20 - 24, 2023	Thanksgiving Break
December 8, 2023	2 <sup>nd</sup> Quarter Progress Reports
December 22, 2023	<b>Teacher Off Day/Admin Only (No School)</b>
Dec. 25, 2023 - Jan. 5, 2024	Winter Break
January 8, 2024	<b>Teacher Off Day/Admin Only (No School)</b>
January 15, 2024	Martin Luther King, Jr. Holiday
January 19, 2024	End of 2 <sup>nd</sup> Quarter
January 23, 2024	2 <sup>nd</sup> Quarter Report Cards
February 12, 2024	Lincoln's Birthday Holiday (No School)
February 19, 2024	Washington's Birthday / President's Day Holiday (No School)
March 1, 2024	3 <sup>rd</sup> Quarter Progress Reports
March 13, 2024	Open House
March 25 - April 1, 2024	Spring Break
April 5, 2024	End of 3 <sup>rd</sup> Quarter
April 9, 2024	3 <sup>rd</sup> Quarter Report Cards
May TBD	CAASPP State Testing Begins
May 3, 2024	Lincoln Elementary School Carnival
May 10, 2024	4 <sup>th</sup> Quarter Progress Reports
May 27, 2024	Memorial Day Holiday (No School)
May 30, 2024	Block L Awards Night
TBD	Clovis West Graduation
June 7, 2024	Last Day of School - 4 <sup>th</sup> Quarter Report Cards

### **LAST DAY OF SCHOOL SCHEDULE**

**8:00 - 10:40**—Kindergarten

**8:00 - 1:25**—Grades 1-6





# Dress Code Do's





# Dress Code Don'ts

