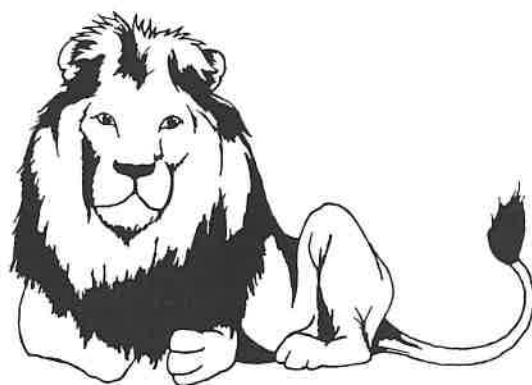




Abraham Lincoln Elementary School

3324 Glenmoor Drive
Sacramento, CA 95827
(916) 395 – 4500 – office
(916) 228 – 5834 – fax

Laura Butler – Principal



Student Handbook
2022 - 2023



Table of Contents

Visitor/Volunteer Passes	4
Daily Schedule	5
Important Information	
Emergency Cards	6
Accidents	
Emergency Procedures	6
Photo Policy	
Attendance	6
Tardies	7
Early Dismissals	7
Transfers	7
Volunteer Procedures	7
Supervision of Students	7
Breakfast and Lunch Program	8
Arrival and Departure	8
Traffic Procedures	9
Student Dress Code	9
School Rules	9
Behavior Consequences	10
Bullying	10
Items Not Allowed on Campus	10
Items Allowed on Campus	11
Cell Phone Policy	11
Telephone Messages	11
Playground Rules	11
“Hands – Off” / No Fighting Policy	12
Cafeteria Rules	12
Rainy Day Lunch	13
Bus Rules	13
Parent Conferences/Report Cards	14
Homework	14
Textbooks and Library Books	14
Field Trips	14

Medication	14
District Wellness Policy	15
Classroom Treats	15
Animals on Campus	15
Internet/Computer Use Authorization	15
Library Authorization	16
Short-term Independent Study	16
Rewards	16
PTO	16
SSC/ELAC Committee	17

List of Appendices

Appendix A – Student Dress Code	18
Appendix B – District Bullying Policy	19
Appendix C – Head Lice Procedures	21
Appendix D – Administering Medication at School	23
Appendix E – School Calendar	25
Appendix F – School Map	26
Appendix G – Computer Rules	27
Appendix H – Example of Behavior Citation	28
Appendix I – Example of Suspension Form	29
Appendix J – Field Trip Policy	31
Appendix K – Tobacco Free Policy	32
Appendix L – Title IX Notification	32
Appendix M – SCUSD SARB flowchart	33
Appendix N – SCUSD Wellness Policy Brochure	34



Abraham Lincoln School Vision

At Abraham Lincoln we strive for a cooperative environment focused on the academic, social, and emotional growth of our students. Our learning community values respect, empathy, integrity, perseverance, problem solving, creativity and responsibility.

VISITORS/VOLUNTEERS:

We encourage parents/guardian to visit the school. Education Code Section 32211 requires that all visitors check in with the office and receive a pass before entering the rest of the campus. Teachers are always willing to discuss the educational process with parents, but cannot be interrupted during class time to do so. Please contact the teacher to set up an appointment before visiting. Students who arrive late do not need to be escorted to their classroom. If you choose to escort your child, you will need to sign in and receive a pass. Please do not disturb the class when escorting your child to class.

District policy prohibits children not enrolled in S.C.U.S.D to visit during school hours.

****This procedure is required for the safety and welfare of all students.****

Daily Schedules

REGULAR SCHEDULE – Monday, Tuesday, Wednesday and Friday		
Kindergarten:		
AM class begins – 8:00 am	Class ends – 11:20 am	Lunch – 11:20 am
Primary (Grades 1 – 3):		
Class begins	8:00 am	
Morning recess	10:00 am – 10:15 am	
Grades 1 & 2 lunch	11:00 am – 11:45 pm	
Grade 3 lunch	11:40 am – 12:25 pm	
Afternoon recess	1:00 pm – 1:10 pm	
Dismissal	2:07 pm	
Intermediate (Grades 4 – 6):		
Class begins	8:00 am	
Morning recess	10:25 am – 10:35 am	
Grade 4 lunch	11:40 am – 12:25 pm	
Grades 5 & 6 lunch	12:10 pm – 12:55 pm	
Dismissal	2:12 pm	

THURSDAY SCHEDULE		
Kindergarten:		
AM class begins – 8:00 am	Class ends – 11:20 am	Lunch – 11:20 am
Primary (Grades 1 – 3):		
Class begins	8:00 am	
Morning recess	10:00 am – 10:15 am	
Grades 1 & 2 lunch	11:00 am – 11:45 pm	
Grade 3 lunch	11:40 am – 12:25 pm	
Afternoon recess	12:57 – 1:07 pm	
Dismissal	1:07 pm	
Intermediate (Grades 4 – 6):		
Class begins	8:00 am	
Morning recess	10:25 am – 10:35 am	
Grade 4 lunch	11:40 am – 12:25 pm	
Grades 5 & 6 lunch	12:10 pm – 12:55 pm	
Dismissal	1:12 pm	

SHORTENED DAY SCHEDULE – parent conferences		
Kindergarten:		
AM class	Class begins – 8:00 am	Class ends – 11:20 am
Lunch will be served at the same time as regular schedule		

Primary (Grades 1 – 3):	
Class begins	8:00 am
Morning recess	10:00 am – 10:15 am
Dismissal	12:10 pm
Intermediate (Grades 4 – 6):	
Class begins	8:00 am
Morning recess	10:25 am – 10:35 am
Dismissal	12:19 pm
Lunch for students in grades 1 – 6 will be served directly following dismissal	

IMPORTANT INFORMATION

Emergency Cards

Each child must have an emergency card on file in the school office. Please list at least **three** numbers that can be used in case of an emergency. Include your email address on the form so you can receive school messages. If at any time your information changes, *please notify the office immediately*.

Accidents

If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will attempt to contact the others listed on the emergency card. If we cannot reach anyone or we deem it necessary, 911 will be called. The school is not responsible for the ambulance/hospital fees.

Emergency Procedures

Please see the school principal if you would like to view the school's emergency procedures. The detailed procedures will not be included in this handbook for safety reasons.

Photo Policy

Staff members may take pictures for their own use or to be posted on our school website or Instagram. If you do not want your student's photo posted, please notify your child's teacher and principal in writing.

Attendance

Student absences must be verified; please call or email the office to report any absences. The state of California considers a student with **3** or more unexcused absences, or tardies over 30 minutes, as habitually truant.

Education Code 48260 states that after 10 absences, all further absences must be verified by a doctor's note or it will remain an unexcused absence.

Tardies

It is important that students arrive to school on time. Students entering late cause a general disturbance of the entire class. If your child is late, he/she will need to sign in at the office and obtain a late pass before going to class. Arriving late to school 30 minutes or more is also considered truancy. If a student is late because of a medical or dental appointment, please bring a note and the tardy will be excused.

Early Dismissal

Early dismissals also cause a general disturbance and a loss of instructional time for your child. Please schedule appointments after school hours whenever possible. Students must be signed out in the office. Your child will only be released to the adults listed on the emergency card **AFTER proper picture identification has been shown**. Your child will not be released to anyone that is not listed on the emergency card or to any person less than 18 years of age. Please keep your emergency card updated. Students receiving early dismissals must be signed out by an adult and will not be allowed to walk home on their own.

Transfers

A day or two prior to your move, inform the school office regarding the last day of attendance and your destination. All textbooks and library books must be returned.

Volunteer Procedures

We encourage all our family members to volunteer in the classrooms and would like to thank everyone for donating their valuable time and energy to the school. We appreciate all your efforts! SCUSD has a mandatory policy for all regular volunteers. All volunteers must have the following completed before volunteering in the classroom or on a field trip:

- Current TB test
- Complete a Volunteer Registration Form
- Complete the Volunteer Fingerprinting and Background Check

Volunteers who are fully fingerprinted may assist in supervising and working with children, supervise groups on field trips, tutor, conduct small groups, etc. Please see the office for assistance.

Supervision of Students

Before school: The cafeteria opens at 7:30 a.m. each morning for breakfast. Please DO NOT drop your children off before 7:30, as there is no supervision. If your child is not eating breakfast, please do not drop him/her off before 7:45 a.m.

After school: Students are to be picked up and leave the school grounds immediately after dismissal time unless they are taking part in a supervised after school program. If students are not enrolled in tutoring or ASES, there is no supervision available for students after dismissal time.

Kindergarten students must be picked up on time. Please arrive no later than 11:20 even if your child is eating lunch.

If children are not picked up on time, and no adult on the emergency card can be contacted, the child will be released to the Rancho Cordova Police Department/Sacramento County Sheriff after the following steps are taken:

1. Telephone calls to all numbers on the emergency card have been attempted, but failed to reach a responsible adult.
2. The child is repeatedly left for over one hour, and no responsible person arrives to take the student.

Breakfast and Lunch Program:

Our cafeteria is open daily to serve breakfast and lunch to all students. Breakfast and lunch are currently free for all students. Our federal funding is partially determined by the number of students that qualify for free and reduced lunches, so it important that every family completes an LCFF income verification form.

Arrival and Departure

- Arrive no earlier than 7:30 a.m. if you are eating breakfast. Arrive no earlier than 7:45 a.m. if you are not eating breakfast. School begins at 8:00 a.m.
- Wait in the office walkway, behind the gate until escorted to the playground by yard duty staff at 7:45. Students should be lined up in three lines directly behind the gate.
- Walk bicycles up walkway and go directly to the bike rack. After locking bicycles, proceed to the front walkway behind the yellow poles.

Bicycles MUST be locked and the school is not responsible for stolen bikes.

- Walk bicycles on campus at all times and keep bicycles on walkways.
- After school, students will line up in grade level lines or bus lines. If children are waiting for siblings, they must wait in grade level lines until older siblings are dismissed.
- When waiting for bus or ride home in the afternoon, students are to wait calmly in the front of the school.
- Students will not be released to cars parked illegally (i.e. double-parked, parked in the red zone, etc.)
- Please do not do U-turns in the middle of the street, as it is very unsafe.

Traffic Procedures

- The main parking lot is for staff parking only. This area is not to be used for student drop off/pick-up. All cars entering the parking lot must park in a designated space. Do not stop in the middle of the parking lot to release students from the car.
- Children may be dropped off in front of the school in the white zone only.
- Absolutely NO parking or waiting in the red zones.
- Parents and children must use the **crosswalk** at all times.
- Children will walk on the sidewalk to and from school.
- Children must walk bikes, scooters, skateboards, etc. on campus.

Student Dress Code

All students are expected to be ready to learn, and dressed appropriately for school. **For our complete dress guidelines, please refer to Appendix A.**

Clothing and shoes worn at school should be appropriate for physical activities such as running, jumping, and playing. Safety should be a factor when dressing for school.

School Rules

- Be Safe
- Be Respectful
- Be Productive

Behavior Consequences

When a student chooses not to follow the rules, one or more of the following consequences may be implemented:

- Student conference and/or class meeting
- Loss of recess and/or lunch recess
- Time out
 - ✓ In class
 - ✓ In another class for a portion of the day (teacher will call parent/guardian)
 - ✓ Yard infraction – time out on bench/wall
 - ✓ Other appropriate and related consequences of student's actions (clean-up duty, paying for destroyed items, etc.)
- Teacher will conference with parent/guardian (either by phone or in person)
- Referral to principal
- In house suspension (student does his/her work in another classroom and a phone call is made home)
- Parent/Guardian spend time in student's classroom (Ed. Code 48900.1)
- Removal from field trip, school activity (field day, etc.) or promotion ceremony
- Suspension
- District behavior hearing

Please note that social media incidents that cause a school disruption are also subject to school consequences.

Bullying

Bullying will not be tolerated at Abraham Lincoln. Bullying is a pattern of behavior *repeated over time*. Bystanders play a huge role in ending bullying behavior. If a student is being bullied, or sees another student being bullied, please report it to a staff member immediately. See Appendix B for the district's board policy regarding bullying.

Items Not Allowed on Campus

Please do not allow your child to bring the following things to school. They may be confiscated and released only to an adult. **Please note: the school is not responsible for lost or stolen items.**

- Toys (including Pokemon cards)
- Sunflower seeds, candy or gum
- Guns, knives, sharp or dangerous objects, lighters, etc.
- Money (unless being used for Bookworm Books)
- Medications – including over the counter (See page 9)
- Electronic devices (personal gaming systems, cameras, etc.)

Items Allowed on Campus

The school is not responsible for *ANY* items that are lost or stolen on campus. This includes backpacks, lunch bags, clothing, school supplies, eyeglasses, cell phones, etc.

Cell Phone Policy

Students may bring cell phones to school if it is deemed necessary by a parent or guardian. CELL PHONES MUST REMAIN WITH THE POWER OFF AND IN A STUDENT'S BACKPACK. Students may not use their phones during school hours including recess and lunch, unless directed by the school administrator or designee during an emergency. If a student needs to call home, s/he should ask the teacher to use the classroom phone or come to the office to call. Phones that are visible during school hours, or ring during class, may be confiscated by staff members and returned to the office. The phone must be picked up by a parent or guardian. Any student who repeatedly has his/her phone confiscated will be prohibited from bringing his/her phone to school.

Telephone messages

Students who wish to visit a friend, want a ride home, etc., should make these arrangements with their parents before they come to school in the morning. Please do not ask the office to relay messages to your child unless it is an emergency. Please be sure that students know if they are riding the bus home before they leave for school in the morning.

Playground Rules

- Play only in designated areas. Students are not allowed to play in between buildings, in the restrooms, or in other unsupervised areas.
- Follow directions when given by an adult.
- Share facilities and equipment.
- No food is allowed on the playground during recesses.

- Play safely at all times, following safety rules for playground equipment (no running on or jumping off the play structure).
- Do not engage in physical contact sports, such as football, wrestling, martial arts, etc. Play fighting is also prohibited.
- Follow playground structure schedule.
- If rules are not followed, a student may lose recess privileges.

“Hands – Off” / No Fighting Policy

Students are not allowed to physically touch other students at school. There is no pushing, shoving, slapping, or hitting allowed at school ***at any time***. Any student involved in any of the above mentioned behaviors are subject to consequences. Even if a student is “fighting back” or “defending oneself,” s/he may still be subject to consequences. Self-defense is defined as protecting oneself when a person feels their personal safety is at risk and *there is no means of escape or retreat*. Students who engage in fighting are also subject to suspension. For this reason, play fighting is not allowed.

Cafeteria Rules

- Due to time restrictions, a student should prioritize eating over socializing. Students who do not finish eating in the allotted time will be allowed to finish their lunches outside during their recess time.
 - Food may not leave the cafeteria.
 - Please provide healthy lunches for your student. Soda and family-sized bags of chips are not allowed at school unless preapproved by a staff member.
 - Students must eat lunch unless it relates to religious freedom.
 - Remain seated unless you are dismissed, or have obtained permission to leave the cafeteria from cafeteria supervisors.
 - Walk at all times in the cafeteria.
 - Quiet voices are to be used at all times during lunch.
 - Leave area clean.
 - Due to allergies, sharing of food is not permitted.
 - No pushing or other rough behavior is allowed.
- ***Consequences if cafeteria rules are broken:***
 - ✓ Help clean lunch area
 - ✓ Pick up litter
 - ✓ Loss of lunch recess

Rainy Day Lunch:

Teachers shall have the opportunity for a duty free, 30-minute lunch. Yard duty staff will provide supervision in the cafeteria and in hallways to ensure safety of all students.

Rainy Day Lunch Schedule:

Lunch I: 11:15 – 11:45

Lunch II: 11:55 – 12:25

Lunch III: 12:25 – 12:55

Bus Rules

According to Section 14263 of the California Administrative Code, pupils transported in a school bus are under the authority and are responsible directly to the driver. Continued disorderly conduct or persistent refusal to submit to the driver's authority is sufficient reason for a pupil to be denied transportation privileges. The driver cannot require any pupil to leave the bus en route between home and school or other destinations. Depending on the nature of certain infractions, disciplinary action is taken to suspend transportation privileges. Discipline procedures are as follows:

- **Written warning:** The driver will counsel student on safe riding practices, the parent is informed of the child's infraction, usually by a letter and the issuance of a disorderly conduct report completed by the driver. The parent is requested to sign the report and return it to the principal.
- **First citation** results in a two-day suspension from bus riding privileges.
- **Second citation** results in a five-day suspension from bus riding privileges.
- **Third citation** results in a removal from the bus
- **Appeals** are made to the principal who initiates the disciplinary action. After reviewing the facts of the case, the principal will render a final decision.

Riding the bus is a privilege, not a right. If a student is not allowed to ride the bus due to behavior problems, it is the responsibility of the parent to transport the student to and from school.

Parent Conference/Report Cards

Communication is an essential part of the education program. It is important for parents to keep in close contact with their child's teacher concerning his/her progress. Conferences are scheduled by the teacher at the end of the 1st and 2nd trimester. You will receive a schedule prior to the conference time. Parents are encouraged to contact the teacher at any time during the school year to request a conference either over the phone or in person. Teachers and families must work together for the success of the students.

Homework

Our staff views homework as an extension of the classroom. It gives students the opportunity to practice what they have learned in class. The amount of time a child spends on homework depends on the difficulty of a particular assignment and the individual ability of the child. **If you feel that your child is spending too much time on homework, please see the teacher immediately.**

Textbooks and Library Books

The school will provide all the basic textbooks. These are provided free of charge to all students, including library books. Students are expected to be fully responsible for their care, and will be required to pay for any damaged or lost books (Board Policy 6161.2).

Field Trips

Educational (study) fields trips are a part of our educational program and may be taken at various times during the school year. These trips are usually scheduled during the morning portion of the school day. The classroom teacher shall secure written permission of each student's parent or guardian prior to each trip. A certificated staff member will be on each trip to provide proper supervision. Please refer to the school's field trip policy in Appendix J for more information. Signature on the student handbook acknowledgement page signifies that you have read and understand the field trip policy. All students must have a signed district permission form to attend any field trip; handwritten notes will not be accepted. Parent chaperones may not bring siblings or other children on field trips.

Medication

Students who need to take prescribed medication during school hours must have the "Medication Permit" form (available in the office) signed by the

physician and parent. No medication, including aspirin or cough drops will be administered without this form. The medication and the form must be left in the office. Students are not allowed to carry their own medication. Please see Appendix D for more information.

SCUSD Wellness Policy

“A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.” –USDA. For more information regarding the district’s wellness policy please see Appendix N and/or go to www.scusd.edu/district-wellness-committee . Only approved snacks may be brought to school to share with other students. For a list of those approved snacks, please see the website above. For classroom celebrations students may NOT bring cupcakes, cookies, donuts, etc.

Classroom Treats

For birthdays, treats may be shared with the class at the end of the day if **prior** arrangements are made with the teacher. If you prefer that your student does not receive treats and/or if they have a food allergy, please notify the teacher at the beginning of the school year. Please be sure all treats adhere to the district wellness policy.

Animals on Campus

Animals are not allowed on the school grounds at any time, whether they are leashed or not (Board Policy 6163.2). The only exceptions are licensed service dogs (seeing-eye dogs, Canine Companions, etc.). This includes during drop off and dismissal times.

Internet Use

Each student accessing the internet must have parent/guardian permission to do so and must familiarize and abide by the computer/internet usage rules. If students access unauthorized websites or misuse computers, they will lose all computer privileges.

Library Authorization

Each student must have a signed authorization from the parent/guardian before they will be allowed to check out books from the library. All lost or damaged books must be paid for before a student is allowed to check out any more books. Report cards will not be issued to students who have not returned all library books.

Short – Term Independent Study

All students are to attend school unless they are ill. Students should not be removed from class for out of town trips. These absences not only cost the student valuable class time, they also cost the school a significant amount of money. If you **must** take your student out of school for two weeks or more, we will arrange an independent study program. Please let us know at least **two weeks in advance** to allow preparation time and approval from the district. Independent study is an excused absence as long as the terms of the independent study are followed.

School Rewards

Abraham Lincoln makes every effort to recognize and reward the positive behavior consistently shown by the vast majority of its students.

Positive behavior rewards include:

- “Student of the Week” program – excellent classroom behavior and work habits for the week.
- Perfect Attendance and Good Behavior Assemblies
- Variety of classroom incentive programs
- ROAR tickets and drawings

PTO (Parent Teacher Organization)

Parents play a vital role in our school learning community. The PTO provides an opportunity for parents and teachers to work together in the planning and implementation of programs and activities for our students. The support of the parents contributes to the success of the child and the school program. The school alone is not able to assume total responsibility for the education of the child. Therefore, we encourage all parents/guardians to join our PTO. Membership drive begins at the beginning of school. Membership envelopes will be sent home in the beginning of the school year. Please return the envelope to your child’s teacher promptly. We are always looking for volunteers to help with PTO!! Join us today!

SSC/ELAC

This committee is comprised of parents, teachers, classified staff, and the principal. The purpose of this committee is to give each group represented an opportunity to participate in decision making concerning curriculum, school policies, school standards and budget issues.

APPENDICES

Appendix A – Student Dress Code

Appendix B – District Bullying Policy

Appendix C – Head Lice Procedures

Appendix D – Administering Medication at School

Appendix E – School Calendar

Appendix F – School Map

Appendix G – Computer Rules

Appendix H – Example of Behavior Citation

Appendix I – Example of Suspension Form

Appendix J – Field Trip Policy

Appendix K – Tobacco Free Policy

Appendix L – Title IX Notification

Appendix M – SCUSD SARB Flow chart

Appendix N – SCUSD Wellness Policy Brochure

Sacramento City Unified School District
ABRAHAM LINCOLN ELEMENTARY SCHOOL
Student Dress Code

- ✓ All apparel must have school-appropriate messages and logos
- ✓ Shirts must cover midriff
- ✓ Shirts must be worn in a way that undergarments are not visible
- ✓ Shirts may not be cut low in front or around arms
- ✓ Shorts and skirts should be approximately fingertip length
- ✓ Pajama pants are not allowed
- ✓ Pants and shorts should be worn in a way that undergarments do not show
- ✓ Athletic shoes and other lace-up shoes
- ✓ Closed-toe sandals with ankle straps
- ✓ Shoes should be appropriate for recess and PE – no shoes or boots with heels
- ✓ No slippers, slides, flip flops, skate shoes or cleats are allowed
- ✓ Jewelry should be to a minimum, and for safety reasons nothing long and dangling
- ✓ Hats & headgear allowed only outside during recess for protection from sun/cold
- ✓ Sunglasses allowed only during recess for protection from sun
- ✓ Perfume/cologne/fragrant lotion are not allowed due to asthma and allergies

Appendix A

SCUSD Board Policy BP5145.4 – Anti Bullying

The Governing Board desires to provide an orderly, caring and nondiscriminatory learning environment and specifically prohibits acts of harassment or bullying. The Governing Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents, students and volunteers to provide positive examples for student behavior.

Harassment or bullying is any gesture or written, verbal, graphic, physical or electronic act (i.e. including, but not limited to, internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; socioeconomic status; academic status; mental, physical, development or sensory disability or impairment; creed; political belief; age; linguistic or language differences; height; weight; marital status; parental status; or by any other distinguishing characteristic; or because of an association with a person who has or is perceived to have one or more of these characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, in a school vehicle, or by students, family members or staff.

Students shall be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. Harassment involves unwelcome comments (written or spoken) or conduct which violates an individual's dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Students shall be assured that they need not endure, for any reason, bullying behavior, including electronic or cyber bullying, which impairs the educational environment or a student's emotional well-being. Bullying is a comprehensive term that describes conduct that meets all of the following criteria:

- is directed at one or more persons;
- substantially interferes with educational opportunities, benefits, or programs of one or more students; adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;

- is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics;
- involves an imbalance of power or strength; and
- **involves a pattern of behavior repeated over time.**

Electronic bullying or cyber bullying is the use of electronic communication technology such as, but not limited to, e-mail, instant messages, text messages, mobile phones, and web sites, to send or post messages or images to embarrass, humiliate, spread rumors, threaten or intimate. Sending sexually explicit images electronically, even consensually, may be considered as distribution of child pornography, and is to be referred to district security and/or law enforcement.

The District prohibits bystander support of harassment or bullying as it can encourage and/or reinforce the behavior. Bystander support may be active actions such as, but not limited to, laughter or calling attention to the situation; or through passive actions such as, but not limited to, watching the situation and doing nothing. Staff should therefore support students who walk away from harassment or bullying when they see the acts occurring, who constructively attempt to stop such acts, or who report the acts to a designated authority.

This is an abbreviated version of BP 5145.4. Please see the school principal or the district website for the entire text.

Appendix B

HEAD LICE PROCEDURES

What are head lice?

Head lice are a year round problem. The head louse is a small insect that can live in the hair of humans, not on pets. This insect moves quickly and is hard to find, but lays eggs (called nits) which are easier to find and identify. The female louse glues 3-4 eggs/nits per day to the hair shaft, close to the scalp. The egg/nit is small, white, oval, and does not brush off as dandruff does. People can have head lice for a period of time and not know it. It takes about 10 days for the nits to hatch. Check around the base of the neckline and behind the ears. It is easier to see the nits in the sunlight.

How are head lice transmitted?

They are transmitted from one person to another by direct head to head contact or shared combs, hairbrushes, hats, towels, etc. They can also be acquired from upholstered furniture and bedding. Head lice require frequent meals of human blood. Lice that have fallen off of a person will die at room temperature usually within three days.

Treatment and care of household and personal items:

There are several products available at your local pharmacy that do not require a prescription, such as RID, BRACE and TRIPLE X. Non-prescription medications are available through the health department also. Whether you buy over-the-counter, or go to your physician, be sure to follow the directions closely, especially the length of time left on the scalp.

All family members should be checked to see if they have lice or evidence of nits.

After using the medication as directed, you will probably notice that nits are still attached. There is no easy way to remove them. A fine toothed comb made for this purpose is available at drug stores and has been found effective. **The most effective way is to pull them off hair shaft with your fingernails.**

After treatment, lice will be dead but their eggs may not be. Therefore, it is advisable to repeat the treatment 10 days later. It is important that you do the following things after you have treated the hair:

(Continued on next page)

Appendix C

1. Put on clean clothing
2. Machine wash and dry all washable clothing and bed linens with which you had contact during the week before treatment, using the “hot water” cycle in your washing machine, seal the clothes in a plastic bag and leave sealed for 10 days, after which time, any lice or nits will be dead. You do not have to boil the clothing.
3. Dry clean non-washable items and seal them as directed above.
4. Vacuum carpets and furniture. The lice and nits will be trapped in the vacuum bag, where they cannot survive. There is no need to spend large sums of money to have the home fumigated, nor is it necessary to disinfect the home.
5. It is best not to keep their child’s condition a secret from parents, playmates, friends or the school. Secrecy increases chances for the lice to spread, making the condition more difficult to control.

ADMINISTERING MEDICINE AT SCHOOL

Conditions Under Which Medication Shall Be Administered by School Personnel:

1. School personnel may administer medicine only when the school has received the following:
 - A. A written statement from the student's physician indicating that the medication is necessary during the regular school day. The written statement must state the method, dosage, and time schedule by which the medication is to be taken.
 - B. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. This request is valid for the current school year only and must be updated whenever changes are made in the physician's orders.
2. The form, Authorization for Administration of Medication by School Personnel, H.F. 5, must be completed by the physician and the parent/guardian.
3. All medication to be administered by school personnel must be in the original prescription container. The pharmacy filing the prescription can provide a second "school prescription container" The container should be clearly labeled with the following information:
 - Pupil's name
 - Name of prescribing physician
 - Name of dispensing pharmacy
 - Name of medication (generic or brand)
 - Dosage
 - Route of administration
 - Frequency of administration
 - Duration of administration
 - Expiration date, if any
4. The parent/guardian of a pupil in grades kindergarten through 8th grade must bring the medication directly to the office. Pupils in grades 9 -12 may bring their own medication to the office.

(Continued on next page)

Appendix D

5. The medication is to be administered by school personnel designated by the principal.
6. No medication shall be allowed on a school site or administered to pupils without the proper authorization described above.
7. All medication shall be kept in a securely locked cabinet or drawer.
8. A medicine log must be kept for recording each dose of medication administered to a pupil. The log provides a place for the individual administering the medication to record the date, time, dosage and initial. These logs shall be retained for one year.

MEDICATION AT HOME

A pupil may be receiving medication on a regular basis at home for a non-episodic condition. The emergency card has space for the parent/guardian to provide the school with information regarding the condition and medication being taken. See the following:

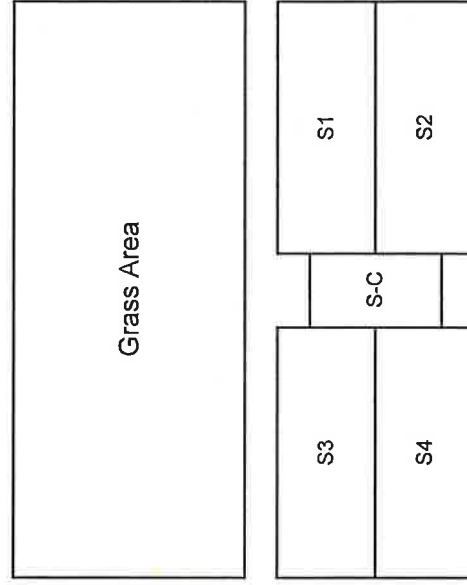
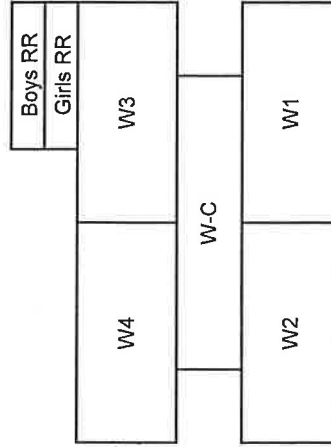
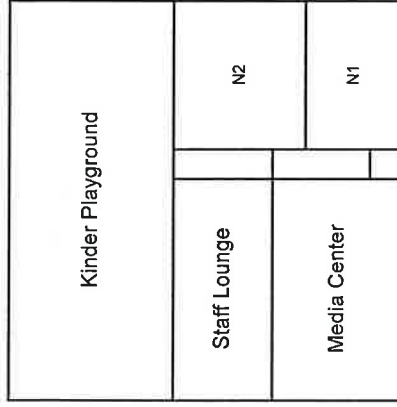
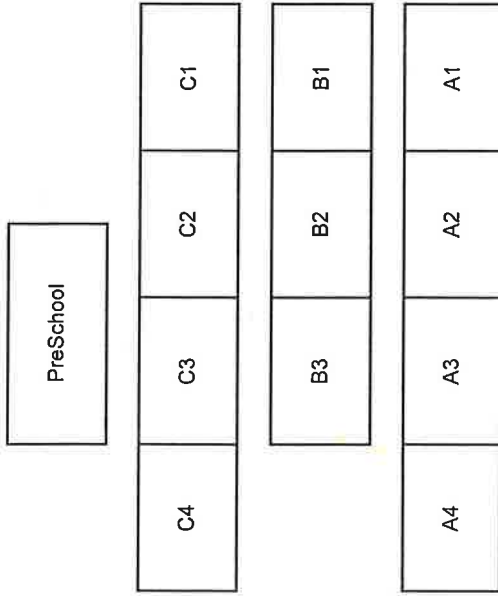
California Education Code (Section 49480 states in summary....)
“requires the parent/guardian of any public school who is on a continuing medication regimen for a non-episodic condition to inform the school nurse or other designated certificated school employee of the condition, the medication being taken, the current dosage, and the name of the supervising physician; authorizes the school nurse, with the consent of the parent/guardian, to communicate with the physician and to counsel with school personnel regarding the possible effects of the drug”.



yellow = shortened days
orange = no school

Abraham Lincoln Elementary School

3324 Glenmoor Dr. Sacramento, Ca. 95827



Girls RR	Boys RR	Principal's Office	Work Room
Supply Room	Nurse's Office	Main Office	
Multi Purpose Room			
Kitchen			SPOM
Garbage Area			

Map is not to scale



Abraham Lincoln Elementary School

3324 Glenmoor Drive ♦ Sacramento, CA 95827

Phone: (916) 228-5830 ♦ Fax: (916) 228-5834

Rules for Use of Computers and Computer Networks - Important Information for Students and Staff

When you use school computers you agree to:

1. follow the directions of teachers and school staff
2. abide by the rules of the school and school district
3. obey the rules of any computer network you access
4. be considerate and respectful of other users
5. use school computers for school-related education and research only
6. not to use school computers and networks for personal or commercial activities
7. not change any software or documents (except documents you create)

Use of school computers and access to the Internet is a privilege.

1. If you do not follow the rules you may be disciplined and lose your computer privileges.

Do not produce, distribute, access, use, or store information, which is

1. unlawful
2. private or confidential
3. copyright protected
4. harmful, threatening, abusive, or denigrates others
5. obscene, pornographic, or contains inappropriate language
6. interferes with or disrupts the work of others
7. causes congestion or damage to systems

Protect your password

1. Do not allow anyone else to use your password and do not use anyone else's password.

On-Line Services/Internet Access

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access the Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

ABRAHAM LINCOLN ELEMENTARY
BEHAVIOR CITATION

Name _____ Grade _____ RM _____

Issued by _____ Date _____ Time _____

Location: ☐ Classroom ☐ Playground/Hall ☐ Cafeteria ☐ Other _____

OFFENSE:

- ☐ Intimidation/Harassment
- ☐ Fighting/Rough Play
- ☐ Offensive Language/Gestures/Actions
- ☐ Defiance
- ☐ Theft/Property Damage
- ☐ Other: _____

CONSEQUENCES:

- ☐ Time Out (circle one) Office or Room # _____
- ☐ Loss of Recess Date(s): _____
- ☐ Loss of Other Privilege
- ☐ Clean-up Duty
- ☐ In-house Suspension
- ☐ Other: _____

Description of Incident:

Parent Contact:

Date: _____ Time: _____

Phone Number: _____

____ Principal ____ Teacher ____ Other

____ Phone ____ Citation ____ School

Student Signature _____ Parent Signature: _____

ABRAHAM LINCOLN ELEMENTARY
BEHAVIOR CITATION

Name _____ Grade _____ RM _____

Issued by _____ Date _____ Time _____

Location: ☐ Classroom ☐ Playground/Hall ☐ Cafeteria ☐ Other _____

OFFENSE:

- ☐ Intimidation/Harassment
- ☐ Fighting/Rough Play
- ☐ Offensive Language/Gestures/Actions
- ☐ Defiance
- ☐ Theft/Property Damage
- ☐ Other: _____

CONSEQUENCES:

- ☐ Time Out (circle one) Office or Room # _____
- ☐ Loss of Recess Date(s): _____
- ☐ Loss of Other Privilege
- ☐ Clean-up Duty
- ☐ In-house Suspension
- ☐ Other: _____

Description of Incident:

Parent Contact:

Date: _____ Time: _____

Phone Number: _____

____ Principal ____ Teacher ____ Other

____ Phone ____ Citation ____ School

Student Signature _____ Parent Signature: _____

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
NOTICE OF SUSPENSION

TYPE OF SUSPENSION Administrative		SCHOOL NAME		DATE (m/d/yy)	
STUDENT NAME Last: First:		STUDENT ID		GENDER Male	GRADE K
DATE OF BIRTH		POLICE REPORT N/A REPORT NUMBER			
ETHNIC CODE Blank		EXPULSION REVIEW Not Recommended			
PARENT CONFERENCE Held Via Phone SPOKE TO Date: Time: a.m.		MANDATORY RECOMMENDATION FOR EXPULSION is required by Ed. Code Section §48915(c) for the following offenses: c.1 Sale, possession or furnishing of a firearm c.2 Brandishing a knife at another person c.3 Selling a controlled substance c.4 Sexual assault or sexual battery c.5 Possession of explosives			
STUDENT CONFERENCE Held Date: Time: a.m. NOTICE OF SUSPENSION: Mailed Date:					
REASON(S) FOR SUSPENSION under Ed. Code Section §48900:					
Select One		N/A			
N/A		N/A			
A COPY OF EDUCATION CODE 48900 REASONS FOR SUSPENSION IS INCLUDED ON THE BACK OF THIS FORM					
DETAILS OF INCIDENT Date: Time: a.m.		INCIDENT LOCATION On Campus		REPORTING INCIDENT Name: Title:	
SUMMARY OF INCIDENT:					
DATES SUSPENDED:					
Beginning: Through: To return on:					
Number of days suspended for this offense: 1 Total number of days suspended this year including this one:					
Dear Parent(s)/Guardian(s):					
This suspension is in compliance with Education Code Section §48900. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident.					
If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824.					
PLEASE NOTE: During the school day, your student shall not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.					
SUSPENDED BY:					
Name (Please Print)		Title		Telephone Signature	

Description of all suspendable offences:

- a.1 Fighting** - Caused, attempted to cause, or threatened to cause physical injury to another person.
- a.2 Battery** - Willfully used force or violence upon the person of another, except in self-defense.
- b. Possession of Weapon** - Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Alcohol/Intoxicant/Controlled Substance** - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Look-Alike Controlled Substance** - Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Robbery/Extortion** - Committed or attempted to commit robbery or extortion.
- f. Damage to School/Private Property** - Caused or attempted to cause damage to school property or private property.
- g. Stealing School/Private Property** - Stolen or attempted to steal school property or private property.
- h. Tobacco** - Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Obscenity or Habitual Profanity** - Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawful Drug Paraphernalia** - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disruption/Insubordination** - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Received Stolen Property** - Knowingly received stolen school property or private property.
- m. Imitation Firearm** - Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Sexual Assault/Battery** - Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed Witness** - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawful Traffic/Possession of Drug "Soma"** - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Hazing** - Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Bullying** - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- s. Aiding and/or Abetting** - A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- .2 Sexual Harassment** - (Grades 4-12) Committed sexual harassment as defined in Section 212.5.
- .3 Attempted, Threatened, Caused Hate Violence** - (Grades 4-12) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.
- .4 Created Intimidating or Hostile Environment** - (Grades 4-12) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- .7 Made a Terrorist Threat** - Made terrorist threats against school officials or school property, or both. (b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Abraham Lincoln Elementary School Field Trip Policy

First and foremost, field trips are a privilege. The staff of Abraham Lincoln:

- will include those students who consistently obey school and classroom rules
- will include those students who consistently respect all adults on campus, including support staff and substitute teachers
- will reserve the right for the teachers on the field trip to change the agenda as needed at their discretion or for events out of their control (late buses, traffic, etc.)
- will make every attempt to include as many students as possible who are following the aforementioned guidelines
- will notify parents before the trip if a student will not be able to attend

Students who are not allowed to attend a field trip are still required to attend school. These students will be marked with an unexcused absence if absent.

By signing the student handbook acknowledgement form you agree that you have read and understand this field trip policy.

Appendix J

Tobacco Free Policy

Board Policy 3515.3

Sacramento City Unified School District Board Policy 3515.3 prohibits the use of tobacco products at all times on district grounds or in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned or leased by the district. It is a further violation of district policy 3515.3 for any student to be in possession of tobacco products on district property. Violation of this policy by a student may result in suspension and possible district hearing as outlined in the guidelines to behavior handbook available at the school site.

Appendix K

TITLE IX **(POLICY ON SEXUAL HARASSMENT 4119.11(a) and 5145.7 (a))**

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school related activity.

- ✓ Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action.

The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form.

- ✓ Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

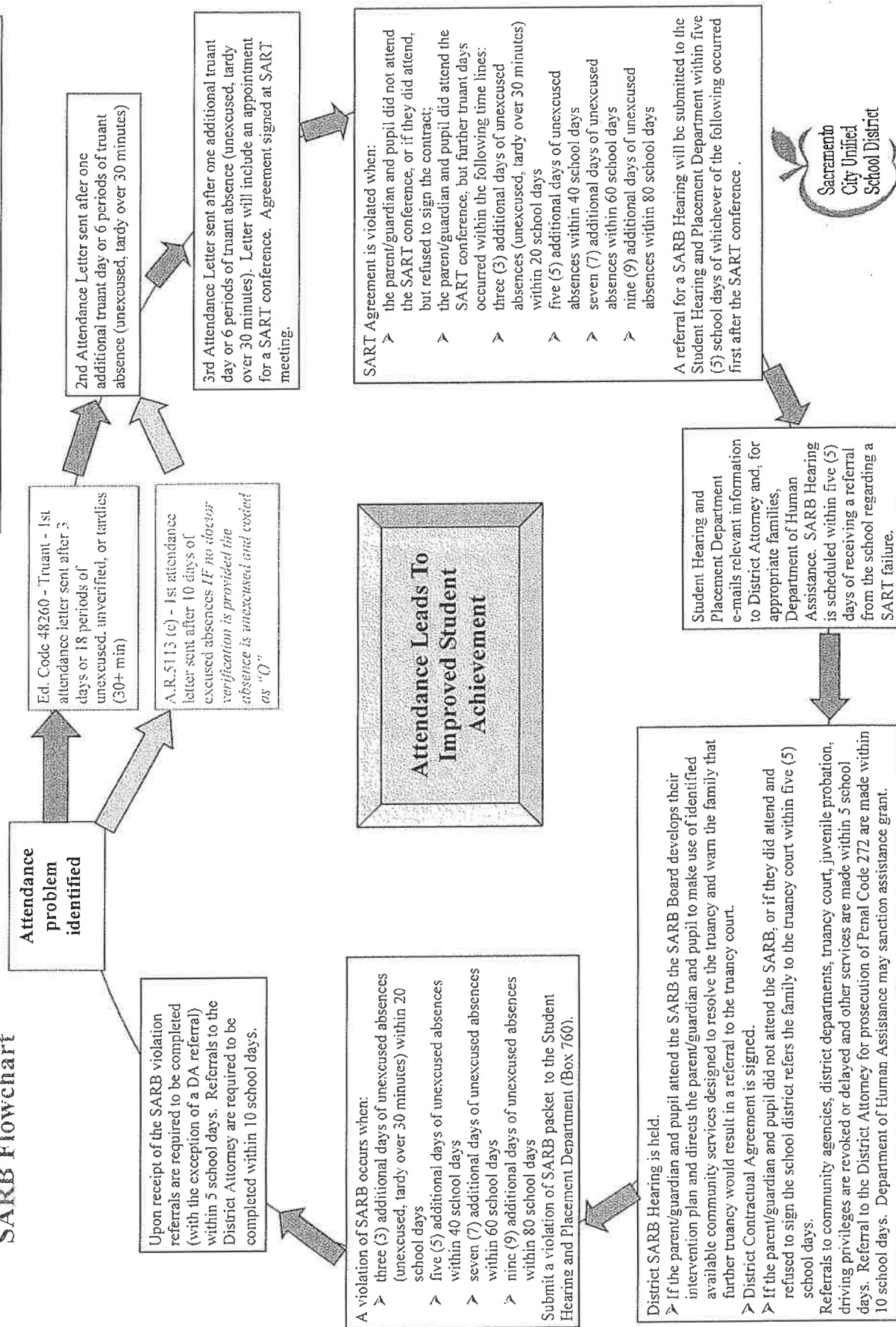
Report violations to:

1. Your supervisor or site administrator for initial attempts at resolution, or
2. Contact the appropriate District Title IX Compliance Coordinator

Appendix L

Sacramento City Unified School District SARB Flowchart

Principal and Staff Analyze Key Student Data 1.1.2 SCUSD Milestones of Progress



07/01/09; Rev. C

SHPD-F017

Page 1 of 1

FAQ's

May students or teachers bring food items to school for sale to other students? No. The only allowed sales are pre-approved fundraisers (no home-prepared goods allowed due to food safety regulations) through student body organizations or parent groups.

May I still bring treats for the class on my child's birthday or general classroom celebration? Yes, as long as the snack meets state and federal regulations for food served during the school day. For example, fresh fruit. Other options include pencils, erasers, etc.

May our parent group still sell cookie dough (or other non-compliant foods sales) through catalogue or social media? Cookie dough (or other non-compliant food) sales and distribution that occurs between adults and/or off campus are exempt. Items must be handled and sent home with adults.

What's the consequence for noncompliance? The federal government can withhold funding from the reimbursement Nutrition Services receives for student meals.



For More Information

More FAQ's, helpful links, and other resources may be found on our Wellness Policy webpage at:
www.scusd.edu/wellnesspolicy



Find tips for healthy celebrations at:
<https://www.scusd.edu/post/approved-snacks-healthy-celebrations>

Find healthy fundraiser ideas at:
<https://www.scusd.edu/post/healthy-snacks-and-fundraisers-faq>

Jorge A. Aguilar
Superintendent
Victoria Flores, MSW
Director III, Student Support and Health Services

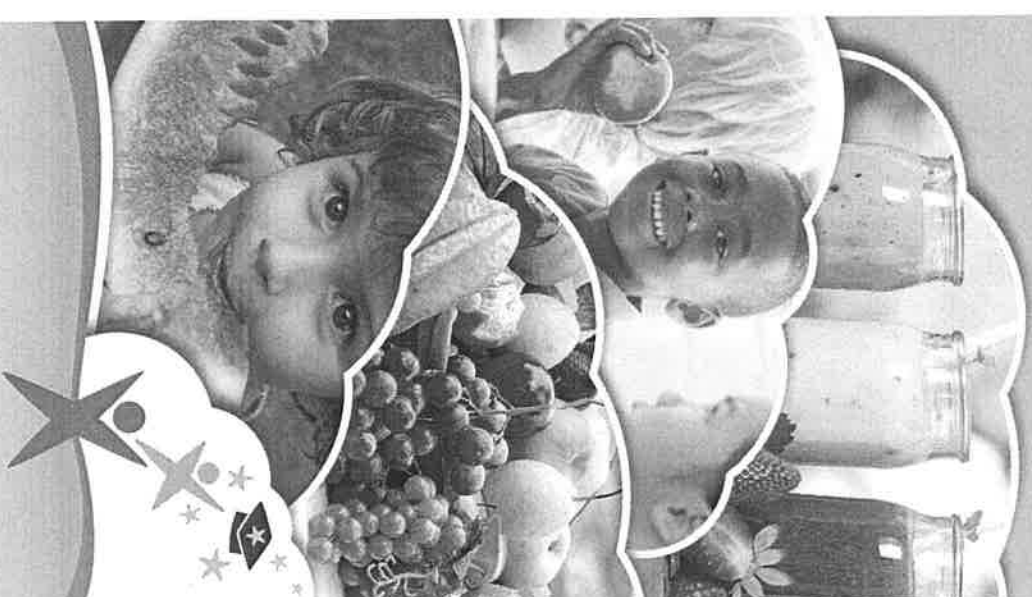
Sacramento City Unified School District
Student Support and Health Services
5601 47th Avenue, Sacramento, CA 95824
916-643-2354



SCUSD does not discriminate against any student based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.



School Wellness Policy



Promoting learning by supporting the health and well-being of all students



What is a Wellness Policy?

"A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness." -USDA



Who Created SCUSD's Wellness Policy?

A group of caring and concerned parents/guardians, students, nutrition service employees, physical education teachers, school health professionals, board members, administrators, and members of the public joined together to form the SCUSD Wellness Committee, and write the policy. The committee meets monthly and welcomes new members!



Food on Campus

What may be served & sold on campus?

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar, and trans fat. For an easy-to-use list, visit www.scusd.edu/wellnesspolicy.

When are these regulations in effect?

PreK-8th grade:

Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools:

Regulations are effective from midnight to a half hour after the school day.

How can you tell which foods are compliant?

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: www.californiaprojectlean.org

To whom do these regulations apply?

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

Fundraising Regulations

School student-organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items, when they can sell, how many sales can be done per year, and more.

Regulations differ between elementary schools and middle/high schools.

For more information visit our webpage at www.scusd.edu/wellnesspolicy

Classroom Celebrations

SCUSD employees, parent organizations, and outside organizations will not use any food or beverage as a reward, incentive, or punishment for academic performance or good behavior.

Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations, and striving to have non-food celebrations or healthy non-allergenic food. Food must be compliant with Competitive Foods regulations.

Awesome Celebration

Ideas:

- Games, such as relays
- Hold class outdoors
- "Free choice" time
- Stickers/pencils
- Balloons/bubbles
- Art supplies/projects
- Read a story
- Movie day
- Fresh fruit
- Smoothies
- Frozen bananas with shredded coconut
- Vegetables with a variety of healthy dips (hummus, guacamole, salad dressing)

