

# LINCOLN LIONS PARENT HANDBOOK



**HOME AND SCHOOL,  
HAND IN HAND**

Una version en Español de este manual está disponible en la oficina.

## **MISSION STATEMENT**

Lincoln Fundamental Elementary School is dedicated to providing a rigorous academic program. This structured, sequential program is based upon high expectations and standards that meet or exceed State and District guidelines. Our students uphold the strict behavior ethic that is consistently and firmly supported by teachers, administrators and parents. Furthermore, Lincoln emphasizes traditional values through a safe and orderly environment where students and staff are treated with respect. Lincoln promotes self-esteem, patriotism, civic responsibility, and a desire for lifelong learning. Staff, parents, and students are committed to working hand in hand to meet the needs of our diverse student population.

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## **CONTACT INFORMATION**

Lincoln Fundamental Elementary School  
1041 Fullerton Avenue  
Corona, CA 92879  
(951) 736-3336  
FAX (951) 736-3302

School Hours: 7:00am-3:30pm

School Colors: Red, White & Blue

School Mascot: Lion

Visit our website at [www.cnusd.k12.ca.us/lincoln](http://www.cnusd.k12.ca.us/lincoln)

Visit us on facebook at [facebook.com/lincolnfundamental](https://facebook.com/lincolnfundamental)

# DAILY SCHEDULE

## REGULAR DAY

School Hours 1<sup>st</sup>-6<sup>th</sup> 8:00-2:17

### Morning Kinder

8:00 - 11:47 Instruction  
10:40-11:00 Snack/Recess

### 1<sup>st</sup> & 2<sup>nd</sup> Grade

8:00-10:00 Instruction  
10:00-10:15 Recess  
10:15-11:00 Instruction  
11:00-11:45 Lunch  
11:45-12:50 Instruction  
12:50-1:05 Recess  
1:05-2:17 Instruction

### 3<sup>rd</sup> Grade

8:00-10:00 Instruction  
10:00-10:15 Recess  
10:15-11:30 Instruction  
11:30-12:15 Lunch  
12:15-12:50 Instruction  
12:50-1:05 Recess  
1:05-2:17 Instruction

### 4<sup>th</sup> Grade

8:00-10:20 Instruction  
10:20-10:35 Recess  
10:35-11:30 Instruction  
11:30-12:15 Lunch  
12:15-2:17 Instruction

### 5<sup>th</sup> & 6<sup>th</sup> Grade

8:00-10:20 Instruction  
10:20-10:35 Recess  
10:35-12:00 Instruction  
12:00-12:45 Lunch  
12:45-2:17 Instruction

## EARLY RELEASE WEDNESDAYS

School Hours 1<sup>st</sup>-6<sup>th</sup> 8:00-1:17

### Morning Kinder

8:00-10:47 Instruction  
10:42-10:47 Snack/Recess

### 1<sup>st</sup> & 2<sup>nd</sup> Grade

8:00-10:00 Instruction  
10:00-10:15 Recess  
10:15-11:00 Instruction  
11:00-11:45 Lunch  
11:45-12:50 Instruction  
12:50-1:05 Recess  
1:05-1:17 Instruction

### 3<sup>rd</sup> Grade

8:00-10:00 Instruction  
10:00-10:15 Recess  
10:15-11:30 Instruction  
11:30-12:15 Lunch  
12:15-12:50 Instruction  
12:50-1:05 Recess  
1:05-1:17 Instruction

### 4<sup>th</sup> Grade

8:00-10:20 Instruction  
10:20-10:35 Recess  
10:35-11:30 Instruction  
11:30-12:15 Lunch  
12:15-1:17 Instruction

### 5<sup>th</sup> & 6<sup>th</sup> Grade

8:00-10:20 Instruction  
10:20-10:35 Recess  
10:35-12:00 Instruction  
12:00-12:45 Lunch  
12:45-1:17 Instruction

## CONFERENCE WEEK/MINIMUM DAYS/LAST DAY OF SCHOOL

School Hours K-6<sup>th</sup> 8:00-11:52

### Lunch Schedule

<u>Grade</u>	<u>Lunch</u>
1, 2	10:00-10:30
3, 4	10:35-11:05
5, 6	11:10-11:40

### Recess Schedule

<u>Grade</u>	<u>Recess</u>
1, 2, 3	9:20-9:35
4, 5, 6	9:40-9:55

### INCLEMENT WEATHER LUNCH

<u>Grade</u>	<u>Lunch</u>
1, 2	11:00-11:30
3, 4	11:35-12:05
5, 6	12:15-12:45

## **STUDENT EXPECTATIONS**

At Lincoln Fundamental Elementary School students are expected to conduct themselves at all times in a manner that will bring credit to themselves, their family, community and school. It is important for students to understand that they are responsible for appropriate school behavior during school, anywhere on the school campus, on the bus during field trips, walking to and from school, and at all school functions. Teachers will inform students of these rules during the first week of school, with periodic reminders during the school year. Our School Rules policy is sent home with every student at the beginning of the school year. Please read these rules carefully and go over them with your child.

Lincoln Fundamental has a structured environment for maximum learning. Our dress code has been part of the school since it began as a magnet school back in 1981. Today, we continue the tradition. Parents bring their children to Lincoln Fundamental in order to focus on learning within a structured environment, and the staff team appreciates this continuing focus and support. Revisions to our dress code are made as fads and fashions change. Dress code policy is included in this handbook. Please read these rules carefully and go over them with your child.

## **CAMPUS PROCEDURES**

In order to establish and maintain a safe and orderly campus, all parents, students and staff will follow the guidelines outlined in this handbook.

## **VISITORS, VOLUNTEERS, CLASS INTERRUPTIONS AND EARLY RELEASE**

### **Visitors on Campus**

The Corona-Norco Unified School District considers the safety of our staff and students a top priority. To further safeguard the safety of your child, we will continue to implement our Raptor Visitor Management System to ensure that individuals visiting our campuses and interacting with our students are authorized to do so. You will continue to be required to present your identification to the office staff. Accepted forms of identification are as follows:

- Any state issued driver's license or identification card
- Matricular Consular card
- Military ID (active duty or retired)
- Permanent resident card

Once the front desk staff scans the identification provided, Raptor instantly checks the name against registered sex offender lists nationwide. Once the visitor has been cleared through Raptor the system will print a visitor badge with your name, picture and destination. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with the national database of registered sex offenders. Any additional information is not

gathered nor stored. The data we screen is not shared or communicated. It is confidential and stored securely through a web-based system.

You will not be required to complete this process if you are simply dropping off an item in the office or picking something up. However, if the purpose of your visit is to visit a location on campus or volunteer in a classroom, you will need to go through this process. This security change is district-wide to help ensure the safety of all students and staff.

If you currently do not have access to a government issued form of identification here are some resources to assist you:

- For a CA License visit a local DMV office or go to [www.dmv.org](http://www.dmv.org).
- For a Matrícular Consular card please visit a consular office. The card is issued without regard to immigration status and provides no immigration information.
- For a Military ID card please go to [www.cac.mil/uniformed-services-id-card/](http://www.cac.mil/uniformed-services-id-card/)
- For a Permanent Resident Card please go to [www.uscis.gov/i-90](http://www.uscis.gov/i-90)

For more information on the Raptor Visitor Management System please visit [www.raptortech.com](http://www.raptortech.com).

### **Volunteer Application Procedure**

As of July 2010, our school district has required parent volunteers to complete the CNUSD Volunteer Application. All applicants will be checked for previous legal issues. The District has established that volunteers on campus for 4 hours or more hours per week and/or attending field trips must be fingerprinted. When helping in the classroom or on campus, our District policy forbids us to allow children not enrolled in school to accompany adults or be in the workroom, classrooms, or on field trips. Classroom teachers may determine whether they wish to use parent helpers in their classrooms.

### **Classroom Interruptions**

Instructional minutes are important. Interruptions to classrooms are held to a minimum to provide students the greatest opportunity of uninterrupted learning. If a parent brings in items forgotten by the student (lunch, homework, sweater, etc.) it is kept in the office for the student to retrieve during their recess/lunch break or, if items are brought to the office before 10:00am, they are delivered to classrooms by student helpers. Classroom instruction is not interrupted. Parents are not permitted to take items back to the classrooms. This also applies to class projects. Please plan ahead. Have lunches, homework, backpacks and projects ready to go to school the night before.

### **Release of Students During the School Day**

All early releases must be handled through the school office. Students will not be released early to anyone who goes directly to the classroom. The office will only release students to parents/individuals listed on the student emergency card.

It is very disruptive to remove a child from class during the last 20 minutes of the day when homework is distributed and important information is given to students. We request that you do not pick children up during the last 20 minutes of the day

unless it is an emergency. Also, students will not be called to the office prior to a parent/individual's arrival time in order for them not to miss valuable class instruction. Please arrange to arrive early enough for the sign-out procedure and still be able to make your appointment. For your child's safety and protection, be prepared to show your ID.

## **DRESS CODE POLICY**

Lincoln Fundamental has a structured environment for maximum learning. Parents and teachers choose Lincoln Fundamental in order to focus on learning. It is expected that all students, with their parents' support, come to school in a clean and neat manner consistent with the school dress code and the instructional program. Students' clothing and general appearance should not interfere with teaching or learning, or create a disruption to the orderly operation of our school. Revisions are made periodically as fashions change.

1. Wearing school spirit wear and school colors: red, white, and blue, is encouraged.
2. Shirts are to be tucked in at all times. Shorts, dresses, and skirts must reach middle fingertip of extended arms. Pants and shorts must be of equal length. Shorts must not exceed 4" width from the leg or be more than 2" below the knee. No cut offs or biker shorts (except under skirts or dresses).
3. Shoulder straps of clothing must be at least 1 ½ in width.
4. All clothing is to be sized properly; not too loose or too tight. Undergarments or posterior may not show. **Leggings/Yoga pants may only be worn under dresses or skirts that reach the middle fingertip of extended arms and may NOT be worn solely as pants.** (Pants usually have pockets and are made with a heavier material such as denim. Legging/Yoga pants usually are thin cotton stretch fabric or spandex.)
5. Appropriate shoes must enable participation in all types of play and physical education. Tennis and athletic shoes are recommended. Low heeled shoes (no more than 1 inch) and closed toe sandals with back-strap are acceptable. **Socks MUST be worn.**
6. Outerwear including jackets, sweaters, and sweatshirts should fit properly, NOT oversized. Hoods may only be worn outside in cold weather. Hoodies with masks over the face are not acceptable.
7. Hair must be neatly groomed, evenly blended, and must not interfere with vision. Mohawks, fauxhawks, side-shaved, spikes more than 1", hair carvings,

and **distracting** hairstyles are not permitted. Hair must be natural color. No hair color of any kind permitted.

8. Make-up, artificial nails, and nail polish are not permitted. Only one small earring in each ear; no dangling or hoop earrings. One bracelet per arm is permitted. Jewelry must not cause a distraction or be unsafe (such as long necklaces).
9. Hats and sunglasses are permitted on special "Spirit Days" or with a doctor's note. Bows or hairbands must be of reasonable size (**no cat ears, costume-like or excessively large adornments**).

**The following items of clothing are considered inappropriate for school attire. We expect ALL students to follow these guidelines:**

Studded jewelry or apparel, clothing with negative or suggestive phrases that denote drugs, violence, or death, holes or rips in clothing, words on the back of pants, see through or revealing clothing, muscle shirts, sports jerseys, strapless or spaghetti strap garments, mini- skirts, ankle length dresses, bare midriffs, bare backs, racer backs, slits in skirts, sports cleats, flip-flops, moccasins, slippers, open-toed sandals, body piercings, hats, baseball caps, bandanas, sweatbands, visors, sunglasses.

**\*\*\*Site administrators will make the final decision. If necessary, parents will be contacted to provide proper clothing and grooming. Disciplinary action will result for repeated lack of compliance to dress code.**

## **ATTENDANCE, TARDIES, AND CUSTODY**

### **Attendance**

It is the responsibility of parents to notify the office when your child will not be attending school, please call the school office at 736-3336. Please leave a message on our office voice mail after hours or with one of the office staff (not with the teacher). Give your child's name, the name of your child's teacher, and the reason for the absence. Absences must be cleared within 10 days or your child will be considered truant. Remember, only illness, medical appointments, religious holidays, and funeral services are considered excused absences. In accordance with District policy, a student may be removed from school enrollment after 5 consecutive school days of unexcused absences. Please refer to our school calendar on the district website when planning vacations.

### **Tardies**

Any student arriving after 8:00am is considered tardy. He/she must have a late pass from the office in order to be admitted to class. Students that arrive late 30 minutes or more are considered truant by state law, unless they were ill or at a medical appointment. If a student receives three or more 30 minute tardies during the school year, parents will receive a letter regarding these trancies. Parents of students who are frequently absent or tardy may receive a home visit by the

District Attendance Counselor or be requested to attend a Student Attendance Review Team (SART) meeting.

### **Custody**

In most cases, divorced parents continue to have equal educational rights such as access to information where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, etc., please bring in the original court order with the red stamp on the back and we will make a copy for our files and return the original to you. Unless your court order is on file with us we must provide equal educational rights and access to both natural parents.

## **PICK-UP/DROP-OFF PROCEDURES**

### **Parent Pick-up/Drop-off**

The pick-up/drop-off areas become very congested with parents dropping and picking up their children. The following information should facilitate an orderly and safe dismissal and pickup for our students:

1. Campus supervision begins at 7:45. Please do not drop off your child before that time unless they are buying breakfast.
2. Be sure to **pull all the way forward along the curb** in the designated pick-up/drop-off area.
3. After school, supervision will be provided in the pick-up areas for 15 minutes only. Parents must be consistently punctual.
4. Students who are not picked up within a designated time frame will be taken to the office. Parents must come to the office to sign out their child. Please be prepared to show your ID.
5. For the safety of our students, please refrain from using cell phones.

Please remember that teachers on duty have specific responsibilities and are there to help with the pick-up and drop-off procedures. However, if you have any special needs or requests please do not hesitate to check with someone on duty as they will do their best to assist you. We want to thank you in advance for your patience during this busy time of the day.

### **Bike Riders**

California law requires children to wear a bicycle helmet when riding a bicycle. This law may be enforced by school personnel for students riding a bike to and from school. Our policy is to obtain the child and have them call their parent for a helmet. If no helmet is brought to school by the parent, the child will be required to walk home. Parent would then pick up the bicycle later in the day, or the child could bring a helmet the next school day.

District policy and City of Corona ordinances prohibit students from riding roller blades or skateboards to school.

## **HEALTH OFFICE, EMERGENCY CARDS**

### **Health Office**

Lincoln Fundamental has the services of a school nurse only a few days a month. A part-time health clerk and the office staff oversee the health office the remainder of the time.

Students may be referred to the health office if they become ill or injured during the day. Our policy is that if a student is not obviously ill or injured and has no fever, we will ask that he/she remain in school. If a student is obviously ill, has a suspected injury, or has a fever over 100 degrees, parents or someone on the emergency card will be called to pick them up.

In the event your child must take medication during school hours, state law requires that the necessary forms (available in the health office) from your child's doctor be completed before any medication can be administered. All prescription medicine must be in the prescription bottle with the pharmacy label which agrees with the permission form. Non-prescription medicine must come to the school unopened and accompanied by the form signed by both the physician and parent with clear instructions regarding dosage and time(s) to be given. No medication, including over the counter medication, will be administered without a signed form from a doctor. However, parents are permitted to come to school and administer medication to their child. Students are not allowed to carry any medication on their person while at school. The only exception is if the physician indicates on the permission form that the student carry medication to prevent a life-threatening crisis (i.e. inhaler for severe asthma or a bee sting kit). Please contact the health office for more information.

Below are school attendance guidelines:

Green Light-child <b>does</b> attend school	Red Light-child <b>does not</b> attend school
Muscle aches	Fever 100 or higher in the morning
Mild headache	More than 1 episode of vomiting or diarrhea
Stomachache without other symptoms	Untreated ear infection, symptoms of eye infection
Allergy symptoms	Impetigo or ringworm (unless area can be covered)
Asthma (controlled)	Chicken pox – until all lesions are crusted and dry (usually within 7-10 days)
Sunburn	Rash with fever
Lack of Sleep	Untreated head lice
Reluctance to attend due to emotional factors	Sore throat with fever
	Runny nose with thick green mucous

### **Emergency Cards**

In the event that your child is injured, becomes ill, or if there is a natural disaster, every effort will be made to reach the parent. If the parent cannot be reached the persons listed on the emergency card will be called to take responsibility for your child. There MUST be at least two persons with their correct phone number listed on each student's emergency card. Please list ANY person that MIGHT pick-up your child and PLEASE keep your emergency card up-to-date (including your employers) by logging on to Parent Connect. There is a kiosk in the office for those of you who might not have access to a computer.

## **CLASSROOM INFORMATION**

### **Classroom Rules**

Each teacher has a set of classroom rules, along with a set of positive and negative consequences. Positive and negative consequences vary from classroom to classroom to give teachers the freedom to choose those consequences with which he/she feels is best for the class. You will receive a set of classroom rules and consequences within the first week of starting school and/or they will be discussed with you at Parent Information Night.

### **Homework Request**

Homework assignments may be requested on the first day of absence by calling the school office. Please phone in the morning to allow the teacher time to collect the materials. Homework may be picked-up after school. Make-up homework for a one day absence will be given upon student's return. You may also contact teachers by email.

### **Internet Access**

Lincoln Fundamental allows students access to the internet with a signed Responsible Use/Content Filtering policy which is done during the enrollment process on Parent Connect. A NO or NO RESPONSE on this form will equal very limited access to district technology for this school year. Please read these rules carefully and go over them with your child.

### **Textbooks and Library Books**

Students will be issued textbooks by number. Textbooks are very expensive and students need to be responsible for their care. Students who write in, damage, or lose books must reimburse the school of the cost of the book. Books are to be returned to school if you move or transfer to another school.

Students may check out library books after the library clerk receives a signed parent permission form. If a student loses or damages a library book, they may not check out books until the lost or damaged book has been paid for. Permanent school records such as report cards may be held until all books are returned or paid for. Permission form is sent home with every student at the beginning of the school year. Please read these rules carefully and go over them with your child.

## **Personal Property**

Every year hundreds of personal items such as jackets, hats, and sweaters are lost or left on campus and never claimed. The best way to be sure that students do not lose personal items is to put your child's name on them with a permanent marker.

Radios, electronic games, tape recorders, iPods, toys, balls, sporting equipment, skateboards and scooters are absolutely forbidden! Cell phones must be turned off during the school day and kept in backpacks at all times. Any of the above items will be taken from the child and held until a parent picks them up.

# **HOMEWORK POLICY**

## **Homework**

This Homework Policy is one of the key distinctions of Lincoln Fundamental. Parents have signed a "contract" agreeing to consistently fulfill this requirement with their children. If a student does not regularly complete the homework assignments, it will be considered that school requirements are not being met and an SST meeting may be scheduled.

Every student, kindergarten through sixth grade, has a required homework period every Monday through Thursday. It is recommended that parents encourage their children to read every night. If a student is unable to complete an assignment after putting forth a good effort up to the maximum time limit, the parent may write the teacher a note to have the work accepted and homework credit be given even though not complete.

### **I. Time Requirements**

Kindergarten	<u>15</u>	minutes
1 <sup>st</sup> – 3 <sup>rd</sup>	<u>30</u>	minutes, not to exceed 1 hour
4 <sup>th</sup> – 6 <sup>th</sup>	<u>45</u>	minutes, not to exceed 1 hour 30 minutes

### **II. Purpose for Homework**

1. To extend and reinforce classroom learning.
2. To provide enrichment.
3. To complete classroom assignments. In some cases, a student may require extra homework time to finish a classroom assignment.
4. To enable students to make up missed work due to an excused absence.

### **III. Responsibilities of Student**

1. Take home assignments and materials.
2. Listen to the teacher and follow directions for completing homework.
3. Return assignments and materials on time.
4. Develop a regular time and place for home study.
5. Strive for neatness, accuracy, and completeness.
6. Discuss homework assignments with parents.
7. Complete homework on their own.
8. Ask parents for help when needed.

#### IV. Responsibilities of Parents

1. Provide a quiet, suitable place for home study.
2. Encourage your child to fulfill homework requirements and provide whatever follow through is necessary to achieve it.
3. Assist your child if necessary but do not do the work for them.
4. Supervise your child for most effective use of time.
5. Monitor your child's progress for neatness and accuracy.
6. Make certain all papers and books are returned on time.
7. Review with your child the completed assignments.
8. If your child has difficulties with homework, contact the teacher.

#### V. Responsibilities of Teacher

1. Provide appropriate homework assignments for each child.
2. Teach home study skills.
3. Teach new concepts during class before providing homework practice.
4. Provide make-up assignments as appropriate when a student is absent.
5. Maintain a daily record of homework returned and provide necessary follow through with each child.
6. Correct and/or review all homework as appropriate.
7. Assign a "homework" effort grade on the Pupil Progress Report.

#### VI. Examples of Homework

1. Read aloud to a parent or sibling.
2. Memorization: -- Basic math facts  
-- Times tables  
-- Addition and subtraction facts  
-- Parts of speech  
-- Poetry  
-- Parts for a play  
-- Memory Challenge
3. Penmanship
4. Mastery of spelling words
5. Current events
6. Reports: Book and research
7. Completion of class assignments
8. Classical Reading

## **STUDENT RECOGNITION, SPIRIT DAYS, AND AWARDS ASSEMBLIES**

### **Student Recognition**

Students are recognized in a variety of ways on campus for exhibiting good behavior. Lincoln Fundamental is a PBIS (Positive Behavior Intervention Supports) school. Students will have opportunities to earn recognition by exhibiting excellent behavior at all times throughout the day.

### **Spirit Days**

Wednesdays are college T-shirt days. Students are encouraged to wear a shirt from a favorite college or university. Fridays are our school shirt or school colors day (red, white, or blue).

### **Awards Assemblies**

Awards Assemblies will be held to recognize and reward individual students for outstanding behavior and performance. Several awards will be presented at each assembly. Students can be recognized for achievements in a variety of areas.

An award notification will be sent home by the teachers notifying parents of the date and time of the assembly and/or the teacher may follow-up with a phone call or email. Honor Roll Awards will be given to students in grades 4 through 6 with a GPA of 3.5 or higher at the Awards Assembly at the end of each report card period.

## **GENERAL DISCIPLINE GUIDELINES**

### **General Rule: Respect others and follow established rules**

Disrespectful attitudes, gestures of obscenities and expressions of profanities made by students to their peers or to adults are not allowed.

### **General Playground & Lunch Room Consequences**

Students who choose not to follow the playground and lunch room rules may be given a citation that would be sent home notifying you of the infraction. Repeated citations may result in a student being asked to sit out of recess or, in more severe cases, be referred to the Assistant Principal or Principal's office.

### **Discipline by Principal/Assistant Principal - Citations**

Sending a child with a citation to the Principal's/Assistant Principal's office for disciplinary action is a serious matter. Our number one goal in dealing with every student is to change inappropriate behavior and help students make better choices. Students also need to understand that poor choices carry consequences. As you know, every situation is unique and may be dealt with differently depending on its severity. Pending administrator actions, the following procedure may be followed: Students will be counseled by the Assistant Principal and appropriate consequences applied. A copy of the citation will be sent home for the parent's signature. The signed citation needs to be returned to the office the following day. A copy of the citation with the action taken will be given to the teacher. In most cases, we do our best to notify parents letting them know that a citation has been sent home.

Also, be aware that the CNUSD has a zero tolerance policy for weapons. Students bringing a weapon or dangerous object to school will be suspended pending an expulsion hearing.

### **Personal Items from Home**

Knives, sharp objects, cartridges, fireworks, play/real guns or any other questionable personal items are **NOT** permitted on the playground or at school and will result in a recommendation for expulsion. The school is not responsible for valuable personal objects. Personal items should be left at home and, if found, will be confiscated until a parent picks them up.

## **LUNCH/CELEBRATIONS**

### **Lunch**

Breakfast is available for \$1.25 from 7:30 to 7:50a.m. Lunch is available for \$2.75. If a child forgets money or does not have money in his/her account, he/she will receive an "Oops" lunch. This consists of a salad, items from the fruit/salad bar, and milk. The cost of the "Oops!" lunch is \$1.50 and is reimbursable to the school. It is not the responsibility of the cafeteria or school personnel to keep track of the balance in your student's lunch account. It is recommended to use [www.myschoolbucks.com](http://www.myschoolbucks.com) where you can schedule recurring lunch payments for your child's lunch account (lunch prices are subject to change). Application for free and reduced lunch can be completed when school begins, but be advised that it can take up to 2 weeks to process so have a lunch on hand in the meantime. Feel free to call the cafeteria directly at (951) 736-7173 if you have any questions.

### **Celebrations**

We are unable to have birthday celebrations during the school day. Our school district also has a healthy food policy which does not include those wonderful sugary birthday treats. Some teachers allow parents to bring goody bags with non-food items to be distributed at the end of the day. This must be approved with the teacher first. Also, we cannot accept flower or balloon deliveries nor are these allowed in the classrooms due to potential allergic reactions and classroom disruption.

If you would like to make a donation in honor of your child's birthday with the Library Birthday Book Club, please fill out the Birthday Book Club form sent home with your student at the beginning of the school year. Don't forget to include your payment. This is a great way to add new and interesting books to our library collection and make your child feel fantastic. On their birthday month, the birthday boy or girl will have the opportunity to hand-pick a favorite book from a wide selection of brand new books set aside by the library. The chosen book will be inscribed on the inside front cover with your child's name and birthdate. The birthday boy or girl will be given the first opportunity to check out their special book. Soon after, the book will be shared with your child's class and placed on the school library shelf and it will be made available for the entire school to check out for years to come.

Classroom parties are three times per year and are at the discretion of the teacher. Please keep in mind healthy snack choices for parties. Roasters, hot plates and mini grills are not allowed for safety purposes. Siblings and/or children under the age of 18 are not permitted at classroom parties or events. Please make childcare arrangements in advance. Thank you for participating in school events!

## **BASIC SAFETY RULES**

1. Do not get in a car or go anywhere with any person unless your parents have told you that it is okay (parents: share a code with your child known only among family members. Stress to your child that anyone offering a ride unexpectedly, even a family friend, will know the code word).
2. If someone follows you on foot or in a car, immediately get to a safe area.
3. Don't approach the car of anyone claims to be asking for directions or looking for a lost pet.
4. If someone tries to take you somewhere without your parents' permission, quickly get away from him or her and scream: "this person is not my parent!"
5. Always ask your parents' permission to go somewhere and try to have a friend with you.
6. Know where your children are at all times. Insist they ask permission to go to a friend's house or play in the neighborhood.
7. Be sensitive to changes in our child's behavior. Keep the lines of communication open so you can ask your child what's going on.
8. Be alert to a teenager or adult who is paying an unusual amount of attention to your child or giving them inappropriate or expensive gifts.
9. Remember what your child is wearing each time your child leaves the house.
10. Do not permit your child to wear any clothing that has your child's name visible to others. Personalized items can help a kidnapper gain your child's trust.
11. Please report any unusual incidents immediately to school and local authorities.