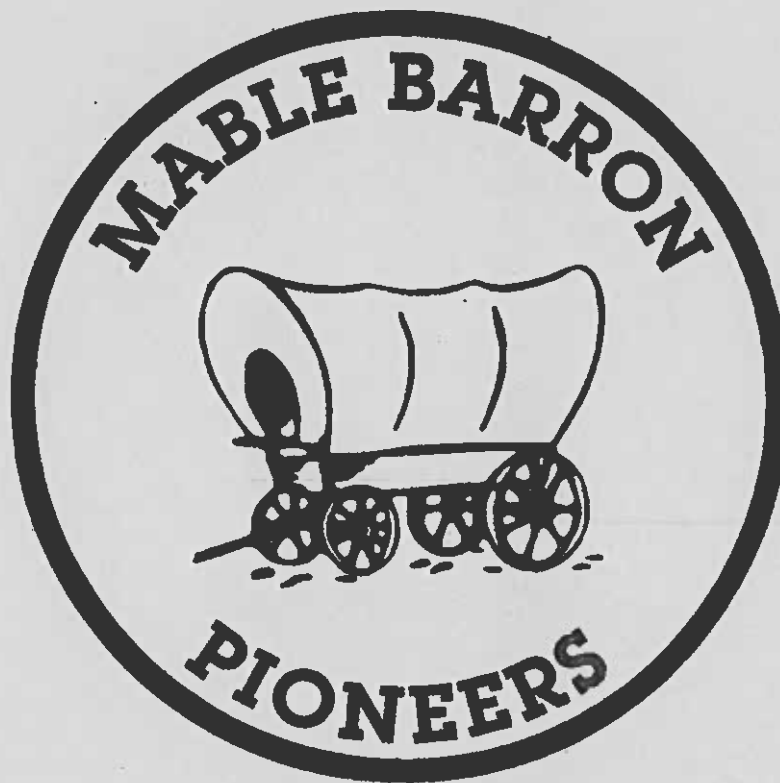


Mable Barron School

Student/ Parent Handbook 2022-2023



**Karen Ridley, Principal
Angela Gomez, Assistant
6835 Cumberland Place
Stockton, CA 95219
(209) 953- 8795**

Mable Barron School
Pioneer Handbook
2022-2023 School Year

Ms. Karen Ridley
Principal
kridley@lusd.net
(209) 953-8796

Welcome, students and parents, to Mable Barron's 7th and 8th grade program! In this handbook you will find important information regarding out 7th and 8th grade academic and non- academic offerings and practices, including policies pertaining to homework, grading, citizenship, dress code, social/ end-of-year activities and eligibility requirements.

This year, each student will attend six classes per day (language arts, math, science, social studies, physical education and an elective class) and have a 38-minute lunch period. We strive to offer all students not only an academic experience, but an enjoyable and robust social experience as well.

Thank you in advance for reviewing this handbook with your student, it contains important procedures and policies that allow us to maintain our positive school climate and our safe and secure learning environment. If you have any questions or concerns about the content of this handbook, please feel free to contact me at your convenience.

Thank you everyone and Go Pioneers!

Ms. Karen Ridley

MISSION STATEMENT
LINCOLN UNIFIED EDUCATES ALL STUDENTS TO ACHIEVE THEIR MAXIMUM POTENTIAL
AND TO PREPARE THEM TO BE RESPONSIBLE CITIZENS.

BELIEFS

- High expectations are essential to high achievement.
- Everyone has the right and responsibility to achieve their highest potential.
- All people need to experience personal success.
- Everyone has a gift for learning.
- Everyone learns at different rates and in a variety of ways.
- Every person has the right to be physically and emotionally safe.
- Both education and communication are the shared responsibilities of the student, family, school and community.
- Knowledge and valuing of ethnic and cultural diversity promotes understanding and respect.

We believe that one of the cornerstones of academic and civic success for middle school students is the establishment and maintenance of an open line of communication between home and school. We encourage all students, parents and members of each student's home support system to contact our teachers and staff if you ever have questions or concerns about homework, classwork, grades, or other school-related issues.

The Mable Barron Way

- **We will continue to try until we succeed**
 - **We will own our own actions**
- **We will do the right thing even when no one is watching**

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Contact Information

Office Supervisor	dsanchez@lUSD.net
Clerk Typist II.....	mlynch@lUSD.net
Counselor	ccruces@lUSD.net
Library Clerk	nfrancis@lUSD.net

Contacting Teachers

Being in communication with your child's teachers is a critical component of your child's success and you are encouraged to contact them as needed. You may contact your child's teachers by sending an e-mail to their e-mail address below, send them a message through Parent square, calling the school office (953-8795), or sending a note with your child. Please allow 24 hours for e-mail responses, thank you for your patience. If you wish to conference with a teacher, please contact the teacher directly to arrange a time convenient for both of you. Parent-teacher-student conferences will be posted in the newsletter, a phone message will be sent home, and a memo from the teachers will be sent close to the conference dates. Arena conferences will be held for middle school students.

Teacher emails

Pre-school.....	mretamoza@lUSD.net
Kindergarten/ transitional kindergarten.....	jtrujillo@lUSD.net mallala@lUSD.net hhaley@lUSD.net kjohnson@lUSD.net
First Grade.....	bsims@lUSD.net vmcnamera@lUSD.net cbowers@lUSD.net
Second Grade.....	tolivas@lUSD.net kklocke@lUSD.net squeirolo@lUSD.net
Third Grade.....	tfuhrmeister@lUSD.net dhanania@lUSD.net irosania@lUSD.net
Fourth Grade.....	ibonilla@lUSD.net mricard@lUSD.net
Fifth Grade.....	kmidura@lUSD.net mbinder@lUSD.net bwoods@lUSD.net

Sixth Grade Language Arts.....
Math.....
Science/ History.....
PE.....

ibowling@lUSD.net
hvoyer@lUSD.net
sovergaard@lUSD.net
bhall@lUSD.net

Special Ed Staff

Stacey Campos- Resource Specialist.....
Megan Williams- Resource Specialist.....
Celeste Constantino- Resource Specialist.....
Christina Chan-Stokes- RSP para.....
Christopher Paniagua.....
Sonia Valencia-Jimenez.....
Rebecca Lehman.....
Katina Iten- Speech and Language.....
Catherine Halligan- Title 1.....
Angie Ibanez- School Psychologist.....
Andrea Maravillas- School Psychologist.....

scampos@lUSD.net
mewilliams@lUSD.net
cconstantino@lUSD.net
cchanstokes@lUSD.net
cpaniagua@lUSD.net
svalencia-jimenez@lUSD.net
rlehman@lUSD.net
kiten@lUSD.net
challigan@lUSD.net
aibanez@lUSD.net
amaravillas@lUSD.net

Child Nutrition

Monette Castaneda- Kitchen Manager.....

mcastaneda@lUSD.net

Middle School Teacher emails:

Physical Education.....
Resource Specialist middle school
Language Arts.....
Math.....
Science.....
World History.....
Band.....
Choir.....
Orchestra.....

jpeck@lUSD.net
cconstantino@lUSD.net
epetrie@lUSD.net
imcintosh@lUSD.net
tbun@lUSD.net
cerickson@lUSD.net
cjohnson@lUSD.net
jnguyen@lUSD.net
jluna@lUSD.net

CAMPUS HOURS

The Mable Barron office: 7:45am each school day and closes at 4:00 p.m.

No supervision is provided after 2:45 p.m. Students will be required to leave campus unless they are documented as part of an after-school group or club.

Arrive by 7:40! *There are adults to monitor children starting at 7:40 a.m.*

- Grades 7 and 8 classes begin at 8:05.
- Grades 1 through 6th classes begin at 8:15. Grades 1 through 8th grade will be dismissed on **Mondays at 1:30** and on Tuesdays through Fridays at 2:30.
- A.M. kindergarten 8:15 a.m. 12:00 p.m.
P.M. kindergarten 10:30 a.m.- 2:30 p.m.
TK 11:10 a.m.

Students are prohibited from being on any other campus during school hours, or while any school activities are taking place, unless prior permission has been obtained from the principal of the school.

Middle School Class Schedules

Mondays and Parent Conference Weeks

Period	Time
1	8:05-8:51
passing	8:51-8:53
2	8:53-9:38
passing	9:38-9:40
3	9:40-10:26
Nutrition break	10:26-10:36
4	10:36-11:21
passing	11:21-11:23
5	11:23-12:09
Lunch	12:09-12:45
6	12:45-1:30

Tuesdays through Fridays

Period	Time
1	8:05-9:01
passing	9:01-9:03
2	9:03-9:59
passing	9:59-10:01
3	10:01-10:57
Lunch	10:57-11:35
4	11:35-12:31
passing	12:31-12:33
5	12:33-1:29
Break	1:29-1:34
6	1:34-2:30

Mable Barron Code of Conduct

In order to maintain a safe, secure and comfortable school climate, all students, staff, parents, and community members agree to abide by the set of principles contained in the Mable Barron Way.

Mable Barron Elementary School

PARENT INVOLVEMENT POLICY AND HOME/SCHOOL COMPACT

Mable Barron Elementary School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), agree that this policy and compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards. This Parent Involvement Policy and Home/School Compact is in effect during the school year 2022-2023. The term parent applies to any legal guardian of the child.

PARENT INVOLVEMENT POLICY

Mable Barron Elementary School holds an annual meeting to inform parents of the Title 1 requirements and their rights to be involved in the Title 1 program. Input is solicited from parents at the annual Title 1 meeting, at English Learner Advocacy Committee meetings, at School Site Council meetings, through an annual parent survey and informally during parent conferences, at Back-to-School Night, and during Parent Teacher Student Association meetings and events.

Mable Barron Elementary School complies with the *Every Child Succeed Act* requirements for Title 1 parents by:

- Offering a flexible number of meetings and flexible meeting times throughout the school year to discuss the Title 1 program with parents.
- Involving parents with information about the Title 1 policy and program through various meetings.
- Providing parents with information about the Title 1 program/ services through the Parent Square, school website, PTSA Facebook page and various meetings.
- Providing parents with opportunities for regular meetings to participate in decisions relating to the education of their children.
- Informing parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet through parent advisory group meetings and school correspondence.
- Providing full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students, including, to the extent achievable, providing materials and required school reports in a format and language for parents to understand.

HOME/ SCHOOL COMPACT

School Responsibilities

Mable Barron Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet California's student academic achievement standards as follows:
All students will receive instruction based on Common Core Standards using district approved curriculum. K through grade 6 will be supported through opportunities for small group instruction based on student needs. All kindergarten through eighth grade students will be assigned a Chromebook for home and school use.
2. Hold parent- teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Back-to-School Night will be held during the first two weeks of school to inform parents of class and grade level expectations. Parent Conferences will be held in August and in January. An informational meeting on high school requirements and registering for courses will be held for eighth grade students and parents by February.

3. Provide parents with frequent reports on their child's progress.
K through grade 6 standards based report cards will be sent home with the child in January and end of May. Middle School letter grade based report cards will be mailed home quarterly in October, January, March, and June. Middle School progress reports will be mailed home mid-quarter. Eighth grade parents will receive by mail at the end of quarter 1, 2, and 3, a report on how their child is making progress toward promotion and placement at Lincoln High School.
4. Provide parents reasonable access to staff.
Staff will return emails or phone calls within 48 hours. Meetings may be scheduled with advanced notice.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
Parents who can volunteer in their child's class on a regular basis need to complete a volunteer packet and be fingerprinted through Lincoln Unified School. There is no cost. Volunteering in a child's classroom should be arranged with the principal or the assistant principal at least 48 hours ahead of time. This will allow for staff to supervise observers who are not fingerprinted and ensure any observations are not taking place at times that would create a disruption (e.g. during testing.) NOTE: DUE TO COVID GUIDELINES THERE MAY BE RESTRICTIONS ON VOLUNTEERS AND VISITORS.

PARENT RESPONSIBILITIES

We, as parents, will support our child's learning by:

- Reviewing the school handbook and supporting my child in following all school policies.
- Monitoring attendance so my child is on time and maintains a 95% attendance rate.
- Making sure that homework is completed and asking my child daily to share their classwork experiences.
- Monitoring the amount of television or other electronic entertainment my child watches.
- Providing a time and space for my child to read or be read to at least 30 minutes everyday.
- Participating in school functions.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, through pace messages, Parent Square, or by mail and responding, as appropriate.
- Asking my middle school child to share their work and google classroom at least once a week and reviewing my child's grades and assignments on Aeries at least once a week.
- Serving, to the extent possible, on advisory groups, such as the School Site Council (SSC), the English Learner Advocacy Committee (ELAC), the Parent, Teacher, Student, Association (PTSA), or other advisory groups.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards by:

- ⇒ Committing to be at school every day on time
- ⇒ Participating in classroom instruction and completing assignments.
- ⇒ Asking questions and for help when needed.
- ⇒ Following all school policies and demonstrating respect for each person at school.
- ⇒ Doing my homework every day and asking for help when I need it.
- ⇒ Reading at least 30 minutes every day outside of school time.
- ⇒ Giving my parents or the adult who is responsible for my welfare, all notices and information received by me from my school every day.

ARRIVAL AND LEAVING

Please follow the directions of the safety officer and other adults. Please recognize that their directness is due to managing safety. We want everyone to be safe from harm.

ATTENDANCE

TARDIES

Arrive by 7:55! Students who arrive after the class start time must check into the office to receive a tardy pass. Please help us in the education of your child by arriving **before** class begins.

ABSENCES

Please contact the office if your child will be absent. If your child is absent **one day**, you may send a note the following day. When a child is going to be absent more than one day, the office must be called every day. When leaving a message or sending a note, please always include the child's full name, date of absence, and reason for the absence. **Please schedule appointments outside the school day or as late in the school day as possible.** (Education Code 46010, 48216, 48205: Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations.) **NOTE: DUE TO COVID GUIDELINESW ALL PARENTS MUST SELF-SCREEN FOLLOWING THE SELF-SCREENING CHECKLIST EACH MORNING BEFORE SCHOOL.**

Attendance Procedures

Each teacher will monitor and record all student absences. In the event of an absence, the attendance procedures as outlined below must be followed.

1. On the first day of any absence, the parent or guardian should notify the school of the student's absence. The attendance office answering machine number is 953-8746. Please call before 11:00 a.m. Absences must be cleared within 48 hours or will be coded as unexcused.
2. If a phone call is impossible, students are required to bring a note to the Mable Barron office before school on their first day back to school.

Please encourage children to use crosswalks at all times in the parking lot and in the street. Please do not leave your car unattended alongside curbs or in lanes. We need to keep traffic moving.

3. Notes must contain the first and last name of the student, reason for absence, days/ date of absence, and signature of PARENT OR GUARDIAN.
4. Students returning to school after an excused absence should report to the office before first period for an Excused Admit Form. The student is then responsible for showing this Excused Admit to each of his/her teachers throughout the day.
5. A doctor's note is required if a student is absent for 3 or more days in a row.
6. Students who will be absent for 3 or more days and request homework must allow the office 24 hours to secure assignments from the teachers.
7. If student absences are not cleared by parent contact, the absence will be listed as unexcused. Any extended absence must be discussed with school administration.
8. State law permits the following reasons for an excused absence or tardy:
 - a. Illness
 - b. Dental or medical appointments
 - c. Death in immediate family
 - d. Authorized religious holidays
 - e. Subpoena to court
 - f. Quarantine
 - g. School-sponsored activityALL other absences are UNEXCUSED.

9. If an absence of 3 or more periods has not been cleared through parent contact or note, efforts will be made to notify the parent by phone.
10. If students are tardy more than 3 times in one week they will be assigned Friday School.
11. Excessive accumulated absences will be addressed with behavioral consequences including, but not limited to, after school detention, visits by the school resource officer or Lincoln Security personnel, or transportation to a truancy center.
12. Students with a chronic tardy problem may be required to conference with their parents and the assistant principal. A student with a chronic tardy problem may be referred to the principal or School Attendance Review Board.

TRUANCY

Parents or guardians will be required to meet with the Assistant Principal or Principal to discuss a plan for improving attendance before the matter is referred to the Director of Child Welfare and Attendance.

LEAVING AND ENTERING LATE

All students must report the office when entering or leaving school at any time other than the regular opening and closing time. Parents must check students in and out of the office in writing with the reason for entering late or leaving early. **Please notify the office and/ or the teacher before school if the child will be picked up early.** This helps us make sure the child is ready to go with materials when you arrive.

RESIDENCE REQUIREMENT

In order for a student to be registered at Mable Barron or any other school in Lincoln Unified School District, the child must live within the District's boundaries with a parent or legal guardian. Any child who does not meet the residency requirements will be de-enrolled. Please contact the office of review Board policy to review the specific details on establishing and maintaining residency.

INDEPENDENT STUDY CONTRACT

Students who will be absent 5 days or more can be provided a short term Independent Study Contract. Parents need to request an Independent Study Contract with the Office Supervisor **at least 10 days before** the student will be absent. After the Principal approves the Independent Study request, the Office Supervisor will work with teacher(s) to put together assignments. The parent will need to meet with the Office Supervisor to pick up assignments and sign a contract. All work must be completed and turned in on the day the student returns to school to earn credit for the assignments and attendance credit. **If a parent requests Independent Study for longer than 5 days, assignments must be turned in at the end of each 5 day period through email or other means.**

The Independent Study Contract provides a way for students to continue with their academics and attempt to stay on track. However, parents should use caution when using Independent Study. Independent assignments often cannot replicate what is taught in class. Independent Study is not solely about doing homework. Assignments are based on the daily instruction that is missed. **Even if a student completes all assignments, it is common for the student to return to school and have to make up other assignments. We cannot recreate all teaching and learning experiences through Independent Study.**

ACADEMICS

The Mable Barron staff provides a comprehensive academic program according to California Common Core State Standards and through our district approved curriculum Grades K through 8 will receive instruction in English language arts, mathematics, science, history/social sciences, physical education, and general music. English learners will receive English language development in addition to English language arts.

All students have access to technology for learning. We are a 1 to 1 school using Chromebooks in grades K through grade 8. In grades 6-8, students check out Chromebooks through the library and use them at home and at school. **Students are expected to come prepared each day with the Chromebook fully charged.**

In the Spring, grade 5 students who have met district requirements in mathematics achievement will be invited to enroll in the 6/7 compressed math class for the following school year. This class allows them to accelerate their math learning in sixth grade by learning sixth and seventh grade math standards.

In grade 4, students have the first opportunity to participate in the strings ensemble or choir. Beginning in grade 5, students may begin participating in our band program. Students who have high achievement in strings, band, or choir may qualify for the County Honors Ensemble.

Fifth through eighth grade students may participate in the Spelling Bee. Students in grades 4 through 8 have the opportunity to participate in the school play or talent show. Other after school enrichment opportunities are provided throughout the school year.

Homework

Homework is set by the teacher to support what is being learned in the class. The following is an average amount of time students spend on homework.

TK/kindergarten	15 minutes per day
Grade 1	30 minutes per day
Grades 2 and 3	45 minutes per day
Grades 4 and 5	60 minutes per day
Grades 6	90 minutes per day
Grades 7 and 8	180 minutes per day

As part of the homework routine, children should be spending time reading or listening to someone read to them. **Children who spend more time in reading activities outside of the school day greatly outperform students who do not spend this time.** Please encourage your child to read, read to you, read to others in the home, and listen to others read.

Students will be assigned daily reading and homework assignments. Depending on the subject area, time may be allowed for in-class work. Students will record assignments daily in their planner/ notebook so students and parents can effectively manage assignments and assessments. Additionally, the planner will help students be responsible and organized. Parents/ guardians should be encouraged to consult and cooperate with the teachers on individual problems of learning.

Parents and students in grades 6-8 can access grades online through Aeries, the school's information system. Passwords and instructions on how to access Aeries will be made available to parents and students at the beginning of the school year. Postings will show information for each assignment. Parents are encouraged to remain current with their student's progress. Progress reports and report cards will be sent home quarterly.

Homework makes up a significant portion of the student's grade, so late or missing work will affect achievement. Teachers may formulate their own variation of homework requirements within the framework of district policy and procedure and the expectations, objectives, and priorities of the school administration and should make those requirements known to each student and to the parents of each student. The following guidelines are Board policy for make-up work due to absences.

Make-up work for EXCUSED absences

The Superintendent or designee shall notify parents/ guardians that no student may have his/ her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily be identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable time period. For purpose of grading, a suspension is considered an excused absence.

Make-up work for UNEXCUSED absences

Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers have the option to assign full credit, reduced credit or no credit for make up work from an unexcused absence. Teachers shall assign make-up work as necessary to ensure academic progress, not as a punitive measure.

Make-up work for students assigned on-campus suspension/ Focus Center

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The separate, supervised suspension classroom shall not be part of the regularly scheduled academic program. The student shall have access to appropriate counseling services. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during suspension. Each student shall be responsible for contacting his/her

teacher to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all or comparable assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

Student Progress Grades k-6

A goal setting conference will be held in the Fall to review assessment progress, and class expectations. Parents will receive standards based report cards and can request updates on progress when needed. A second parent conference will be held mid-year.

Student Progress Grades 7-8

Beginning in grade 7, students will receive letter grade report cards. Parents of middle school students will receive a report card in the mail at the end of each quarter and a progress report midway of each quarter. **However, parents are expected to view student grades online in Aeries on at least a weekly basis.**

Honor Roll

Each quarter, students in grades 7-8 who earn a grade point average (GPA) of 3.5 or higher will be placed on the Honor Roll. All grades are averaged using a 4-point scale: A= 4 points

B= 3 points

C= 2 points

D= 1 point

F= 0 points

Highest honors are received by students who have a 3.9-4.0 GPA (all A's). High honors designees are those with GPA's between 3.5-3.79. Seventh and eighth grade students who meet the Scholastic requirements are eligible for membership in the Mable Barron School Chapter of the California Junior Scholastic Federation. Membership is open to qualified students at the beginning of each semester.

Gifted and Talented Education Program (GATE)

It is Lincoln Unified School District philosophy that participating students will receive differentiated instruction provided by classroom teachers. In addition to grade level instruction, GATE students will experience critical thinking activities that may include increased novelty, depth, and complexity.

Mable Barron 'Nuts & Bolts

Library Use and Rules

Our library is open from 7:45 to 4:00 Tuesday through Friday (closes at 3:00 on Mondays). Our Library Aide creates a schedule for classes to visit the library. Students and parents are able to check out books at their leisure, thank you in advance for making sure they are returned on time and in proper condition.

Library Procedures:

- Books may be checked out one week at a time and may be renewed.
- Lost or damaged books must be paid for. Final report cards may be withheld until such books are replaced or paid for.

After School and Education Safety Program (ASES)

The purpose of the ASES program is to provide academic, social, and experimental activities that will allow children to achieve the following goals:

1. To provide a safe, nurturing environment where students will learn and have fun
2. To provide students with engaging opportunities that develop an understanding of self, their own interests, and skills that will lead them to develop a sense of individual purpose, an understanding of cultural contributions, and give meaning and direction to learning.
3. To provide a well-rounded program that prompts a healthy lifestyle through good nutrition and physical activity
4. To provide students with a connection to the variety of programs and opportunities available in our community by developing strong relationships with community partners.
5. To provide a link between the school day programs and the afterschool programs.

The ASES program operates Monday through Friday, from school dismissal time until 6:00 p.m., every day that school is in session. The staff, with a ratio of 1 adult to 20 students, remains with the students throughout the afternoon program.

The programs include the provision of a nutritious snack, homework/academic tutoring assistance, enrichment activities linked to core academic curriculum, active recreation, prevention/intervention activities, and club activities.

Time is provided for homework completion. Staff will encourage children to do their homework. Staff cannot provide extensive one-on-one tutoring or be responsible for the completion and correctness of each child's homework. Homework is only one priority of this program.

To enroll in an ASES Program, students must be enrolled in the school at which the program is being offered. All sites distribute pre-registration forms during the priority enrollment period. Enrollment is determined by attendance, behavior and space by grade level. If families fulfill the aforementioned criteria, they will be asked to attend a **mandatory** registration and orientation meeting. Failure to attend this meeting may result in the family/student being placed on a waiting list.

Bikes, scooters, and skateboards: Students riding their bicycles to school should not arrive to school any earlier than 7:45 a.m. Bikes may be parked in the bike rack area located at the north end of the parking lot. We strongly encourage all bike riders to lock their bikes in the bike rack. The bike rack is unsupervised during the school day and the school cannot/ will not accept responsibility for loss or damage to the bike. Vandalism or theft should be reported to the office and a police report made. Please remember that law requires bicycle helmets. Helmets may be locked to the bikes or stored in the office or classroom during the day. **Bikes, scooters, and skateboards are NOT to be ridden on campus.** Students who fail to follow these procedures may have their vehicle confiscated (parents will be required to pick it up in the office) and the student may lose the privilege of riding their bike, scooter or skateboard to school.

Closed Campus and Parents on Campus

For the safety of our students, it is very important for us to monitor who is on campus at all times. The Mable Barron School campus is closed during school hours. LUSD has implemented a new safety procedure in all of its offices. If you want to go on campus for any reason, you will be required to show a state or federally issued ID. You will then be ran

through our RAPTOR system to determine if entry on campus will be allowed. ONLY those individuals considered GREN will be admitted.

Dismissal

School is dismissed at 1:30 on Mondays and during parent conference weeks and 2:30 every other day. Students are expected to leave or to be in the process of leaving campus within 15 minutes after the dismissal bell rings. Students are asked to be picked up, to be on their way home (if they walk or ride bikes), or to be stationed in the designated waiting area if they ride the bus, within those 15 minutes. If a student's ride is expected to take longer than 15 minutes to arrive on campus to pick them up, they are encouraged to wait inside the office.

Emergency Information

Parents, or the parent representative, will be called for students who have had an accident to become too ill to remain in school. In order to do this, the correct information must be provided to the school office. It is the parents' responsibility to provide the current and correct information.

Fieldtrips

For the safety of all children, all parents chaperoning, attending and/or driving for a fieldtrip MUST have their fingerprints on file with the LUSD Human Resources Office and appear on the Approved Volunteer List prior to going on any trip. Field trips requiring transportation will most often involve district-provided bus transportation. Students must have a signed permission slip from their parent or guardian before being allowed to participate. Chaperones will not be allowed to ride the bus.

Food Service, Breakfast and Lunch

A nutritionally well- balanced breakfast is served daily, beginning thirty minutes prior to the beginning of school (7:45 a.m.) in the cafeteria. **Breakfast and lunch is free for all students.** Cafeteria rules may apply during breakfast and lunch.

Students will use PIN numbers keyed into the keypad to record their meals. Parents are encouraged to keep money in their child's account.

A free lunch program is available for families with qualifying incomes. Forms to apply for these programs are sent home the first day of school and are available in the school office.

All lunches include milk. Breakfast and lunch will be available for all students this year.

Cafeteria Rules:

- Wait your turn in line
- Talk quietly
- Remain seated until excused
- Take care of your own lunch; clean up quickly
- Listen carefully to directions and announcements

Kiss n' Go Lane

The Kiss n' Go Lane along the front of the parking lot is for drop off and pick up only, no parking is permitted in the Kiss n' Go Lane. If you need to get out of your car to walk your child to the office or appropriate gate or to retrieve them after school, thank you in advance for finding a parking spot rather than parking and leaving your car unattended.

Lost and Found

The lost and found is located in front of the MUR and the kindergarten area. Parents are strongly encouraged to write their and after the last day of school.

Medication at School

Students needing to take any form of medication, over-the-counter or prescription are required to complete the form, "Authorization for Medication to be Taken During School Hours." A copy of this form is available in the office.

Musical Electives

Lincoln Unified and Mable Barron are extremely proud of our robust and high-quality music program. At Mable Barron we offer three elective courses: band, choir, and strings/orchestra. Each of the three groups perform multiple times per year at school and district-based concerts, as well as at community-sponsored events. Each of these courses is a year-long elective. More information on our music programs will be sent home within the first two weeks of school.

Musical Instruments

If a musical instrument is on loan from the school and is lost or stolen, the student and family are required to pay for the missing instrument.

Newsletters

A school newsletter is usually published at least once a month on our website mb.lusd.net. The newsletter is the best source of school and PTSA information, school calendar, schedule changes and school events. Extra copies of the newsletter are available in the office.

Parent Messages and Telephone Calls

We do as much as possible to maintain the integrity. We request your cooperation in limiting classroom disruptions to emergencies only. In addition, students who need to call home for any reason must use the office phone. Students are required to have permission before using the office phone.

Parent/ Teacher/ Student Association (PTSA)

Mable Barron's PTSA is an extremely vital component of our school. Every parent, student and family member is encouraged to join PTSA and to become involved in the activities and events PTSA hosts. The combined student, staff and parent meetings are held on the second Thursday of the month at 2:45 in the school library. Parents are encouraged to attend. Childcare is provided.

Release During Class Hours/ Closed Campus

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it becomes necessary for you to pick up your child during the school day, send a note. If someone else is to pick up your child, send a note to the office. You, or the person wishing to pick up the child, must meet the child and sign him/her out in the office. Only persons listed on the child's emergency card will be allowed to sign out a child unless written permission is provided by the parent or verbal permission is obtained over the phone from the parent.

Safe Dropping off and Picking Up of Children at School

Only LUSD school buses and day care busses/ vans will be permitted to enter the campus before and after school to drop off and pick up students.

Safety Days

In the interest of preparing our students and staff for any unforeseen emergencies, once per month Mable Barron conducts a Safety Day, during which we practice fire drills and lockdown drills. These drills will occur during structured time (during class) and unstructured time (during recess and/or lunch) in order to fully acquaint students with our safety procedures. Earthquake drills will be conducted monthly, as well.

School Site Council (SSC)

School Site Council is comprised of parents, school staff and administrators, and is responsible for planning, implementing, monitoring, and evaluating the Single Plan for School Achievement (a.k.a the School Plan). Parents are invited and encouraged to attend these meetings. School Site Council meets on a monthly basis, on a day and time to be determined at the first meeting of the year, in the school library.

Special Education

Our school has one full-time resource program teacher, two part-time resource program teachers, one speech, language and hearing teacher and multiple paraprofessionals who serve students who qualify for Individualized Education Plans

Spirit Days and Weeks

Students wear red every Friday to show their school spirit. Week-long Spirit weeks occur throughout the year and students are encouraged to dress according to the themed dress days. Details of Spirit Week dress themes will be announced by our Student Council one week prior to themed dress days.

Back-to-School Night

Back-to-School Night offers parents a chance to meet and get to know their child's teachers, and for teachers to explain the content of their classes, their grading policies, and school expectations and procedures. This event is designed for parents, so we ask that, whenever possible, parents please make arrangements to leave their children at home. The date and time for 2022-2023 Back-to-School Night will be August 15th at 6:00 p.m.

Toys from Home

Please have your children keep personal items such as toys, games or cards (i.e. Pokemon) at home. If you wish to bring toys or sports equipment to school for some reason, please check with your child's teacher prior to bringing them. On certain occasions, such items may be brought to school for sharing time in class or scheduled P.E./ recess activities.

Valuables

Students should not bring large amounts of money or anything of significant value to school. Although we will likely investigate the theft of private property, Mable Barron School is not responsible for lost, stolen or damaged items.

Bullying and Reporting Bullying

Bullying is typically an attempt to gain power over another individual and tends to be reported over and over. It occurs in four main ways; physical bullying, verbal bullying, relational bullying, and cyber bullying.

Lincoln Unified School District has taken a strong stand against bullying and has provided training for all teachers in the No Bully (nobully.com) approach.

Reporting Bullying

It is important that students or parent report an incident of bullying to any staff member, teacher or administrator soon after it happens (ideally within 24 hours of the incident). The more details the student can provide; time, place, students involved, the more useful the report.

Bus Transportation Rules of Conduct

Students will behave appropriately as school bus passengers in order to assure safe travel. Pupils transported in a school bus are under the authority of, and directly responsible to, the bus driver.

While waiting to board and/or while riding the bus, students are expected to:

- Be at their scheduled bus stop **at least 5 minutes before the bus arrives**. The bus driver cannot wait for late students.
- Be quiet and orderly while waiting for the bus
- Ride their regularly assigned bus only
- For an orderly line when the bus arrives. Do not move toward the bus until the bus has made a full stop
- Remain properly SEATED, facing forward with feet and legs out of the aisle at all times
- When a student must cross (red light escort), the student must cross between the driver and the bus.
- Follow the directions of the driver and observe the rules

Lincoln Unified School District has adopted rules and regulations to assist students in understanding their responsibilities while riding the bus. The rules will assure safe and proper travel to and from, and waiting at the bus stop. Regular bus riders will receive a complete *Transportation Safety Plan*. **Only Students who are issued a Bus Pass from Lincoln Unified School District are allowed to ride the bus.**

Policies

Cell Phone Policy

Students may be in possession of cellular/smart phones during the school day, but they may only be used before and after school, outside of the campus gates. During school hours, phones should be turned off and should not be used, seen, or heard.

k-6th grade student cell phones must be turned off and kept in students' backpack.

7th-8th grade students may keep their phone in their pockets. They must not be visible. **The use of camera phones to take video or still pictures is strictly prohibited.**

If a student is found to be using or handling a cell phone for any reason during the school day, whether it belongs to them or to someone else, the phone will be confiscated and turned in to the office for the 1st offense. A parent must come to pick it up from the office for a second offense. Upon repeated offenses, students may be subject to further disciplinary actions (i.e. detention or suspension).

MABLE BARRON SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES. THE SCHOOL WILL NOT PAY FOR PHONES THAT ARE DAMAGED, LOST OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION. ADDITIONALLY, MABLE BARRON SCHOOL WILL NOT INVESTIAGATE STOLEN CELL PHONES (EXCEPT AS THE THEFT PERTAINS TO STUDENT DISCIPLINE). THE PHONE'S SECURITY IS THE SOLE RESPONSIBILITY OF THE STUDENT.

Dress Code Policy

The following guidelines shall be in effect for all school-related activities. School administration reserves the right to amend this policy at any time. Please refer to LUSD Board 'Dress and Appearance' Policy below for further details.

DRESS AND APPEARANCE

Board Policy 5132

The Lincoln Unified School District Board of Trustees subscribes to the philosophy that students will be provided with a quality education in a safe, wholesome environment. In this regard, the Board feels that the presence of certain types of clothing and attire can cause a substantial disruption of or material interference with instructional and other school activities. Specifically, the Board feels that it is necessary to establish a dress and grooming policy designed to prohibit the wearing or display of clothing, attire, jewelry, or materials that evidence membership in or affiliation with any gang or gang-related activities.

In recognition of the instructional responsibilities and goals of the Lincoln Unified School District, the district hereby adopts the following rules relative to the dress and appearance of students, which will be strictly enforced.

1. No one shall wear articles of clothing, jewelry or accessories which, in the opinion of the school principal, pose a threat to the physical well-being and safety of the student or others (e.g. spiked collars, wristbands, etc.)
2. No clothing or articles of clothing (including but not limited to gloves, bandanas, shoestrings, wristbands, jewelry) related to a group or gang, which may provide others to acts of violence or cause other to be intimidated by fear of violence shall be worn on campus or at any school activity.
3. Gang-related clothing is likely to vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or display of the aforementioned clothing, the procedures supporting this policy shall be strictly adhered to.

An administrator shall require the wearing of shoes and other apparel which are necessary for health and safety; and shall give this policy and its procedures broad advertisement among students and their parents.

Legal Reference: California Code of Regulations, Title V
300 Duties of Pupils Generally
302 ty of Pupils to be Neat and Clean

- a. Students must wear their pants and shorts to their hips and they must cover the buttocks. Administrators may provide ties to secure pants at their waste.
- b. No brief attire, which may include but is not limited to: low-cut garments that reveal cleavage; strapless shirts without sleeves; tube tops.
- c. Tank tops must have two (2) straps no less than one (1) inch in width
- d. No bare midriffs or lower backs, and no muscle shirts or undershirts
- e. Shirts must be worn with both arms through sleeves/ not over one shoulder
- f. Transparent, sheer, or see-through clothing in not permitted
- g. Leggings must be opaque above the knee
- h. Jeans with holes above the knee must be worn with spandex underneath.
- i. Shoes must be worn at all times
- j. No clothing that depicts gang affiliations or has been altered in such a way as to identify student with a gang
- k. No clothing, jewelry, and/or other accessories (i.e. spikes, chains, etc.) which may present a safety hazard
- l. Masks or any article interfering with identification of a student (with exception of medical masks for COVID
- m. Shirts must be remain on at all times including during and after athletic activities

Consequences for violating the dress code:

Students who violate the dress code may be subject to the following corrective actions:

- 1st offense- depending on the clothing, school may be able to provide loaners if available or student will phone parent for change of clothes
- 2nd offense- student phones parent for change of clothes and is assigned detention and/or possible in-school detention
- 3rd and subsequent offenses- in-school detention or possible out-of-school suspension

Continued failure to meet the dress code may result in further progressive consequences.

THE PRINCIPAL RESERVES THE TIGHT TO ADJUST THIS DRESS CODE TO MEET STANDARDS FOR SAFETY. THE DRESS CODE WILL BE FULLY AND FAIRLY ENFORCED.

Drugs and Weapons Policy

It is our intent to make Mable Barron School a safe place for everyone. Our policies are those of the California Education Code as set forth by the State of California. We will enforce the rules and laws regarding drugs and weapons at school.

Mable Barron School is a Drug-Free Zone. All students are expected to adhere to school policy and make good decisions if confronted with situations where illegal substances: drugs, alcohol, or drug paraphernalia are present. Students may

be subject to drug and alcohol abuse counseling and/or other disciplinary action if present where drugs and or alcohol are in possession or use during school activity.

Use/Possession

- 1st offense** 5 days suspension, possible notification of law enforcement agencies and possible recommendation for expulsion. Any felony possession will constitute immediate recommendation for expulsion.
- 2nd offense** 5 days suspension, recommendation for expulsion, and possible notification of law enforcement agencies

Sales/Possession for Sale/ Furnishing

- 1st offense** 5 days suspension off campus, recommendation for expulsion and notification of law enforcement agencies

E-Cigarettes and Vape Pens

Any smoking device is prohibited on campus. When any of these items are used with an illegal substance, the consequences for illegal substances will be imposed (see above).

- 1st offense** confiscation, parent contact, mandatory 6-week substance abuse counseling, assignment to the Focus Center or send-home based on administrator’s discretion
- 2nd offense** confiscation, 1-day suspension
- 3rd offense** confiscation, 2 day suspension

Dance Policies

The Pioneer Leadership class hosts dances throughout the year. We encourage and appreciate all students who choose to attend dances to adhere to the following practices and policies:

- Only Mable Barron students may attend dances.
- If students leave the dance they may NOT return.
- Mable Barron School dress code will be enforced.
- Inappropriate actions, gestures, and/or dancing are not permitted and students who choose to display inappropriate behavior may be removed from the dance.
- Parents/guardians must pick students up from the dances and are encouraged to arrive ten minutes before the conclusion of the dances.
- Dances are to be considered school functions and all applicable Mable Barron School policies must be followed.

Citizenship Policy

Middle school students at Mable Barron School are role models for the younger students and as such , are expected to exhibit school appropriate behavior.

Public displays of affection are prohibited in all areas of Mable Barron Campus including before and after school. Displays of affection include but are not limited to: hugging, holding hands, and kissing on the cheeks or lips. Parent contact will be made for those students unwilling to cooperate.

7th and 8th Grade Overview

In 7th and 8th grades, students will attend six classes per day: five compulsory courses (English/ language arts, math, science, history, and physical education) and one elective course. Each class is 45-46 minutes long on Mondays and shortened days, and 56 minutes long Tuesdays through Fridays. Each course has its own set of specific assignments, expectations, and grading standards, which will be covered in the class syllabus handed out the first week of school. The 7/8 day begins at 8:05 while the rest of campus begins at 8:15. This is done to allow for a lunch period that is comparable with the rest of the student body. The 7/8 classes are located on the west side of campus and their lunch schedule has them eating and having outside time separately from younger students. As well as providing content knowledge, it is the goal of our teachers and staff to help students develop a strong set of work habits and independent management practices to equip them with the skills necessary to thrive in high school and beyond.

Education Code Section 51240—Whenever any part of the instruction of health, family life education, and sex education conflicts with the religious training and beliefs or personal moral convictions of the parent or guardian of any student, the student shall be excused from such training upon written request of the parent or guardian.

Elective Courses

Students will have the opportunity to participate in one elective course per quarter. These courses may be year-long electives (i.e. band, leadership, choir) or quarterly (i.e. yearbook)

These classes may include but are not limited to:

- Yearbook/ mixed media
- Band, choir or orchestra
- Sports-related elective
- Coding Discoveries
- Leadership
- science-related courses
- English Language Development (ELD)
- Intervention/ Academic support

Physical Education

7th & 8th grade student have Physical Education (P.E.) every day. Students will be graded on:

- Proper dress (appropriate shoes and clothing for activity)
- Effort/ teamwork
- Punctuality
- Sportsmanship

A note from a parent/ guardian excusing a student from class due to minor injury or illness will be accepted for no more than two class periods. If the illness or injury necessitates a longer period of rest, a note from a doctor must be provided. In either case, it is important that the student only be excused from specific activities that may exacerbate the illness or injury. In an effort to keep students as active as possible, the parent/ guardian or doctor should note what the student is still capable of doing during physical education class. An alternative activity for the day will be required for a student not participating in physical education.

Promotion and Social Activity Requirements

To maintain activities and leadership eligibility, all 7th and eighth grade students including English language learners and students with an IEP, must have earned a cumulative GPA of 2.0 with NO F's during the previous quarter, maintained 95% or greater attendance throughout the school year and have three or fewer days of suspension during the previous quarter. Additionally, all students will lose their eligibility for 30 calendar days immediately following a suspension of more than three days.

Activities and leadership eligibility are required for the following activities:

- Promotion
- Year-end 8th grade trips
- Dances
- Lincoln 'Lympics
- Student government offices
- Talent show participation

Additionally, a principal or principal's designee may deny a student's participation in rallies at their discretion.

To qualify for 8th grade promotional activities (promotional ceremony, promotional dance, field trip), 8th grade students must have a) earned a cumulative GPA of 2.0 throughout the school year, b) have earned no F's during 4th quarter, c) maintained 95% or greater attendance throughout the school year, and d) have three or fewer days of suspension during the 4th quarter.

In order to earn athletic, activities and leadership eligibility during the first quarter at Lincoln High School, all eighth grade students, including English language learners and students with an IEP, must have earned a cumulative GPA of 2.0 with no F's during the 4th quarter, maintained 95% or greater attendance throughout the school year and have three or fewer days of suspension during the previous quarter.

Additionally, all students will lose their eligibility for 30 calendar days immediately following a suspension of more than three days. This eligibility standard applies to dances, performance in rallies and assemblies, cheerleading and any athletic team. Incoming 9th grade students may use a one-time waiver to the No F or 95% attendance criteria (but not for both) by informing the high school athletic director (for athletics and cheerleading) or assistant principal (for non-athletics) of their intent to use the one-time waiver. This one-time waiver applies to students' entire 4-year high school experience.

Nondiscrimination Statement

Lincoln Unified School District is committed to providing a working and learning environment free from discrimination, harassment intimidation and bullying based on the actual or perceived characteristics set forth in Penal code 422.5, Education Code 220 and actual perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression,; or association with a person or a group with one or more of these actual or perceived characteristics, in any program or activity in conducts or to which it provides significant assistance.

Parent/ Guardian Liability

Ed. Code Section 48904 states that parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, for any willful cutting or defacing of any school property belonging to the school district or to a school district employee, or any property belonging to the school district and loaned to the minor student and willfully returned. Such liability shall not exceed \$7,500. Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the pupil responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages.

Eligibility Requirements

To maintain activities (sports events, Lincoln 'Lympics, leadership eligibility, etc., all seventh and eighth grade students must maintain a cumulative 2.0 GPA throughout the entire school year by averaging all quarter grades (with no F's during the prior quarter), and have three or fewer days of suspension during the prior quarter. As clarification, for the promotion ceremony and the promotion dance, the prior quarter shall be the fourth quarter and grades for all four quarters shall be averaged to establish the GPA. Additionally, all students will lose their eligibility for 30 calendar days immediately following a suspension of more than 3 days.

Promotion Requirements Summary:

- Cumulative GPA 2.0 or higher (avg. 4 qtrs.)
- GPA of 2.0 or higher 4th quarter
- No "F's" in the 4th quarter.
- 3 or fewer suspension days in 4th quarter.
- 95 % attendance throughout the year

Rights of Parents to Inspect Student Records

Parents have the right to inspect all school records which are directly related to their children. Each student has a cumulative folder which is maintained at the school of residence. It contains all the basic information regarding attendance, subjects taken, grades, credits, test results, health records, special programs, etc. To inspect these records, confer with the principal or designee at the school.

Class Preparation

Students are expected to arrive in class prepared with planners, a pencil and/or pen, paper, textbooks, Chromebook and completed assignments. For Physical Education class this means having proper P.E. attire.

Class Intervention Mandatory tutoring will be assigned to students following the non-completion of any assignment. The student will be assigned to the first available session after school in order to complete the assignment for credit, as an intervention for student academic success

Textbooks/Chromebooks/Library Books

Textbooks and Chromebooks are checked out to each student. Students are expected to keep all school issued materials and technology, unmarked, and damage free. Textbooks and Chromebooks transported between home and school must be covered or kept in their school issued cases. Papers must not be stored inside books or Chromebooks as these can damage textbooks and Chromebooks. Students are also expected to treat library books and Chromebooks respectfully and return them in undamaged condition. Students will be expected to pay for lost or damaged textbooks, Chromebook and library books and keep their library accounts up to date.

Weekly Progress Report

If a student is having academic or behavioral difficulty, a parent/teacher may request that the student begin a weekly progress report. The student will pick up a progress report from the office and take it to all classes. The student is then responsible for taking the progress report home to his/her parents.

Requests For Student Work

- Parents may request homework for a student who is absent.
- Teachers will respond by the NEXT work day, (if not before) enclosing the appropriate homework assignment to cover the anticipated days of absence.

Property

Students and their parents are responsible for all school property lost or damaged. Grades, diplomas, and transcripts may be withheld until arrangements have been made to pay for the lost or damaged property.

Student Behavior in Relation to School Personnel

When serious violations occur, police intervention is often necessary as required by state law. Expulsion proceedings will be initiated against a student who assaults any school personnel, or who threatens great bodily harm with apparent ability to commit such harm.

Student Behavior Toward Other Students

Each student is expected to respect the rights of others. Each student also has an obligation to promote and safeguard an atmosphere where all learning and enrichment activities can take place without fear of disruption. Disruptive or dangerous student behavior in class, on school grounds during, school functions, or while coming to and going home from school, will not be tolerated. The principal or Superintendent may recommend a pupil's expulsion for the following violations:

1. Physical injury to another person
2. Possession or sale of weapons.
3. Distribution or Sale of drugs or alcohol.
4. Commission of robbery or extortion.
5. Gang-related activity.
6. Sexual harassment.
7. Threats/harassment through social media

Public, Health, Safety, and Traffic Regulations

Parents, students, and school personnel are responsible for avoiding hazards and preventing harm, injury, fear, or inconvenience to others. Rules that are established to promote and to protect the physical well-being of all persons must be observed, practiced and obeyed for the benefit of all.

Reporting of School Violence –

Education Code 49079

A school district shall inform the teacher of every student who has caused or attempted to cause serious bodily injury to another, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The district shall provide the information to the teacher based on any written records that the district maintains or receives from a law enforcement agency regarding a student described in this section.

Degrading and Inflammatory Statements

Lincoln Unified School District affirms it is policy that all students, staff, and parents/visitors to district sites and/or activities have the right to be free from abusive statements, written or verbalized, which in any way degrade the unique qualities of an individual such as his/her race, ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such comments are damaging to self-esteem and have no place in an educational institution.

Our Beliefs About Student Conduct

Students are expected to follow school rules, policies, and procedures that are outlined in this handbook as well as those defined by teachers. The goal of our educational program is to provide a school climate that encourages and provides for academic achievement and physical and emotional well-being of all children. Students who disrupt the educational program or create unsafe situations will be afforded opportunities for counseling, mediations, and redirection by teacher, counselor, and/or school administration but may also receive disciplinary consequences, including but not limited to time out of class, lunch detention, in-school detention, campus clean-up, and at home suspension. Disciplinary consequences may be progressive for repeated offenses.

A Restorative Approach to Discipline

In the following pages you will find information about our school rules and the guidelines for consequences we have put in place to help our students learn from their mistakes. When a student falls short of our school's expectations, a school administrator will determine the action that will most help the student acknowledge his/her wrongdoing, accept responsibility for it and make amends to those who have been negatively impacted. Consequences will be targeted to restore the harm caused to relationships and/or property as a result of the violation.

The application of disciplinary action is at the discretion of the school administrator or the administrator's designee, depending on the individual circumstances and the student's disciplinary history. The administrator may deviate from these guidelines when the principal determines it is appropriate to do so.

Part of our district's mission is to prepare students to be successful in today's global society.

Campus Rules

The rules on the following pages include the types of behavior unacceptable at school and school activities. Included are examples of possible consequences of each behavior. Other inappropriate behaviors will also lead to consequences, even if not specifically listed.

It is important that all students read this section carefully and have a clear understanding of the rules and consequences. Students may be assigned the same consequences for misbehavior occurring coming to and returning from school as are indicated for infractions while on school campuses or at school-sponsored events. Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of these rules or have questions about them after your teacher has covered the material in class, you should see the principal or vice principal.

Students will be held accountable for their conduct to and from school as well as during school hours and school-sponsored events. Students will be accountable for their behavior during non-school hours which affects their school attendance or the school attendance of other students. While the consequences listed below for the various unacceptable behaviors will be generally followed, the school administration may at any time place a student on suspension or

recommend expulsion if it is determined that such an action best serves the interest of the student(s) and/or the school. Any student who has been in detention or suspended from school may not participate or observe any extra curricular activities.

TYPE A BEHAVIORS

- Any behavior that disrupts teaching or learning
- Materials for class missing
- Non-participation in class
- Incomplete assignments or homework
- Non-dress for P.E.
- Food and drink in classroom
- Gum chewing, sunflower seeds on school grounds
- Failure to return signed materials from parents
- Dress code or uniform violation

CONSEQUENCES FOR TYPE A BEHAVIORS

- Teacher conference with student
- Additional assignments
- Teacher-held detention (15 - 60 minutes)
- Parent contact/conference with teacher
- Interdisciplinary Team meeting
- Classroom suspension by teacher
- Campus clean up
- Use loaner clothing from office
- Bring proper clothing from home

TYPE B BEHAVIORS

- REPEATED TYPE A BEHAVIORS (3 times) as recorded in the student planner with teacher signatures
- Harassment, bullying or abuse of other students
- "Pantsing" students
- Excessive tardies, uniform violations, dress code violations (3 or more)
- Period cuts
- Disturbing classes in session
- Littering/ throwing food
- Throwing water
- Inappropriate dress
- Out of class without a pass
- Unauthorized radios, iPods, mp3 players, paging devices, hand-held video games, cellular phones, ear pods and other disruptive items
- Skating/ bicycling, skateboarding on campus
- Obscene/ vulgar gestures or words
- Gambling: playing with dice or cards is not permitted on school campus
- Petty theft
- Unauthorized sale of merchandise
- Unacceptable conduct as determined by staff members
- Failure to report to the office with a referral
- Hitting/ kicking lockers or doors
- Threats- spreading rumors
- Unnecessary physical contact, such as non-aggressive punching, shoving, kicking, hitting, play fighting
- Spitting
- Possession of the following; water balloons, water guns, or water squirters, rubber bands, or any item which may cause disturbance
- Cheating/ plagiarism

CONSEQUENCES TYPE B BEHAVIORS

- Behavioral referral
- Counselor referral
- Administrator conference
- Friday School (after school detention on Friday for 45 min.)
- lunch detention
- Campus cleanup
- Lunch detention with teacher (1 to 2 days)
- Exclusion from extra-curricular activities
- Student Study Team referral
- Financial responsibility
- Suspension - 1 to 3 days
- Confiscation
- Use loaner clothing
- Bring proper clothing from home

TYPE C BEHAVIORS

- REPEATED VIOLATION OF TYPE B BEHAVIORS (3 times)
- Profanity or abusive language directed at staff
- Vandalism/destroying property
- Tagging (on any material), possession of tagging supplies
- Leaving campus without authorized pass
- Instigating/encouraging a fight
- Failure to complete detention
- Throwing or shooting objects to cause harm, nuisance, or damage
- Smoking and/or possession of tobacco/drug paraphernalia
- Tampering with fire alarms
- Possession or use of firecrackers, fireworks, or any flammable material
- Lewd and lascivious acts
- Ethnic slurs, harassment of person directed toward ethnicity, cultural, heritage, physical and mental attributes, or religious beliefs or practices
- Acts of racial prejudice
- Any gang related activities
- Theft

CONSEQUENCES FOR TYPE C BEHAVIORS

- In-school detention/ suspension (2 to 4 days)
- Friday School
- Suspension - 1 to 5 days
- Parent or guardian is financially responsible for theft, vandalism or damage occurring on school property
- Police report

TYPE D BEHAVIORS

- REPEATED VIOLATION OF TYPE C BEHAVIORS (2 times)
- Extortion/robbery
- Possession or use of weapons, including, but not limited to explosives, firearms, knives of any size and any other dangerous objects
- Battery, physical assault, fighting
- Possession of drugs/alcohol/substitute substance on person or for distribution or sale during school hours (including vapor pens)
- Threats, verbal or physical assault of district personnel
- Sexual harassment
- Forgery
 - Taping of fights/Cyber Bullying
 - Filming and/or posting on the internet

CONSEQUENCES FOR TYPE D BEHAVIORS

- Off-campus suspension - 3 to 5 days
- Expulsion procedures initiated
- Police report
- Referral to School Resource Team

Physical Search

Physical search authorized by the principal or his/her designee may include student's clothing, book bags, and/or property belonging to or being used by student.

INFORMATION ABOUT CONSEQUENCES

The administrator will use their discretion in determining the consequence for action, based on degree of severity and/or previous patterns of behavior of the student. Any student who accumulates two referrals in the same day or three referrals in 1 week may be suspended from school. Failure to report to the office with a referral may result in suspension.

SELF DEFENSE

Any student who actively participates in a fight with another student will be suspended for up to five days. Any person who throws a punch, tackles another person or in any way participates in a fight will be considered to be acting not in self-defense, but in an aggressive manner. Self-defense is defined as walking away from, avoiding, or otherwise averting any and all physical contact with other people. Throwing the second punch, tackle, or kick will not be considered self-defense.

SUSPENSION

Policy Statement - It is the policy of the Lincoln Unified School District that suspension is a last resort form of punishment and therefore should be imposed after other means of correction have failed. The exception is when the principal determines that the student's presence in school would constitute a threat to the welfare and safety of students or severely disrupts the educational process of the school. Suspension Definition - Suspension is the removal of a pupil from ongoing instruction for adjustment purposes.

Grounds for Suspension -- Education Code Section 48900 and 48900.2 - A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has

- §48900 (a)(1) Caused, attempted to cause, or threatened to cause **physical injury** to another person.
- §48900 (a)(2) **Willfully used force** or violence upon the person of another, except in self-defense.
- §48900 (b) Possessed, sold, or otherwise furnished any **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.

- §48900 (c) 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.
- §48900 (d) 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.
- §48900 (e) Committed or attempted to commit **robbery or extortion**.
- §48900 (f) Caused or attempted to cause **damage to school property** or private property.
- §48900 (g) **Stole** or attempted to steal school **property** or private property.
- §48900 (h) 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.
- §48900 (i) Committed an **obscene act** or engaged in **habitual profanity** or vulgarity.
- §48900 (j) 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.
- §48900 (l) **Knowingly received** stolen school property or private property.
- §48900 (m) 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.
- §48900 (n) 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.
- §48900 (o) 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.
- §48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug **Soma**.
- §48900 (q) Engaged in, or attempted to engage in, **hazing**. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- §48900 (r) Engaged in an act of **bullying**. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying means any severe or pervasive physical or verbal act or conduct, including **communications made in writing or by means of an electronic act**, and including one or more acts committed by a pupil or group of pupils as defined in **§48900.2, §48900.3, or §48900.4**, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in **fear of harm** to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially **detrimental effect** on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial **interference** with his or her **academic performance**.
 - (D) Causing a reasonable pupil to experience substantial **interference** with his or her ability to **participate in or benefit from the services, activities, or privileges provide by a school**.
- (2) (A) "Electronic Act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to any of the following:
- (i) A **message, text, sound, or image**.
 - (ii) A **post** on a social network Internet Web site including, but not limited to:
 - (I) Posting to or creating a **burn page**. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation means to knowingly and without consent **impersonate a pupil for the purpose of bullying the pupil** and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a **false profile** for the purpose of having one or more of the affects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (2) (B) Not-with-standing paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

§48900 (t) 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 sub but is not limited to, electronic files and databases.

§48900 (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

§48900 (w) It is the intent of the Legislature that **alternatives to suspension** or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

§48900.2 In addition to the reasons specified in §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed **sexual harassment** as defined in §212.5. For the purposes of this chapter, the conduct described in §212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. *This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.* (Added by Stats. 1992, c. 909 (S.B. 1930), §2.)

§48900.3 In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, **hate violence**, as defined in subdivision (e) of Section 233. (Added by Stats. 1994, c. 1198 (A.B. 2543), §6.)

§48900.4 In addition to the grounds specified in §48900, §48900.2, and §48900.3, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has 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 classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or **hostile educational environment**. (Added by Stats. 1994, c. 1017 (A.B. 2752), §1.)

§48900.5 (a) Suspension, including supervised suspension as described in §48911.1 shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to §49069. However, a pupil, including an individual with exceptional needs, as defined in §56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in §48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of §48900 or that the pupil's presence causes a danger to persons.

§48900.5 (b) Other means of correction include, but are not limited to the following:

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, and child welfare attendance personnel, or other school support services.
- (3) Study team, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U. S. C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in §48900.6.

§48900.6. As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform **community service** on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to §48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

§48900.7 (a) In addition to the reasons specified in §48900, §48900.2, §48900.3, and §48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made **terroristic threats** against school officials or school property, or both.

§48900.7 (b) For the purposes of this section, "terroristic 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. (Added by Stats. 197, c 405 (A.B.307), §1.)

BOARD MUST FIND CONDITIONS TO EXPEL

§48915 (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

(A) Causing **serious physical injury** to another person, except in self-defense.

P.C. 243 (f) (5) "Serious bodily injury" means a serious impairment of physical condition including, but not limited to following: loss of consciousness; concussion, bone fracture; protracted loss or impairment of function of bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

P.C. 243(f) (6) "Injury" means any physical injury which requires professional medical treatment. (Amend.Stats.Ch.421)

(B) Possession of any **knife, or other dangerous object** of no reasonable use to the pupil.

(C) Unlawful possession of any **controlled substance**, listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

NOTE: "Not under the influence- marijuana must be over an ounce."

(ii) The possession of **over-the-counter medication** for use by the pupil for the medical purposes or medication prescribed for the pupil by a physician.

(D) **Robbery or extortion.**

(E) **Assault or battery**, as defined in Sections 240 and 242 of the Penal Code, **upon any school employee.**

§48915 (a)(2) If the principal, or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

NOTE/INFORMATION ONLY:

A decision to expel under **§48915(a)(1)(A-E)** must include additional findings of one or both of the following:

§48915 (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of §48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of §48900.

A decision to expel shall be based on a finding of one or both of the following:

(1) **Other means** of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing **danger** to the physical safety of the pupil or others.

§48915 (c) The principal or superintendent of schools shall immediately suspend, pursuant to §48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possession, selling, or otherwise furnishing a **firearm**. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal, or the designee of the principal. This subdivision applies to an act of possessing a firearm, only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of §48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) **Brandishing a knife** at another person.

(3) Unlawfully **selling a controlled substance** listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a **sexual assault** as defined in Subdivision (n) of §48900 or committing a **sexual battery** as defined in Subdivision (n) of §48900. [CWA must send out letter to parent/guardian informing the victim of his/her rights].

(5) Possession of an **explosive**.

§48915 (d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision

(c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

§48915 (e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of §48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of §48900, or §48900.2, §48900.3, §48900.4 and either of the following:

- (1) That **other means** of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing **danger** to the physical safety of the pupil or others.

§48915 (f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision of (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or another elementary school, and the only option for placement is at another comprehensive middle, junior, or senior high school, or at an elementary school.

§48915 (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with a blade that locks into place, or a razor with an unguarded blade.

§48915 (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

the 1990s, the number of people in the world who are under 15 years of age has increased from 1.1 billion to 1.5 billion, and the number of people aged 65 and over has increased from 300 million to 400 million (United Nations 2002).

As a result of the increase in the number of young people, the number of young people in the labour force has increased from 1.1 billion in 1990 to 1.4 billion in 2000. The number of young people in the labour force is expected to increase to 1.8 billion by 2015 (United Nations 2002).

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