

CLAUDIA LANDEEN SCHOOL

HOME OF THE MARINERS

Parent/Student Handbook

2022-2023



**4128 Feather River Drive
Stockton, CA 95219
(209) 953-8660**

CLAUDIA LANDEEN MISSION STATEMENT

Our mission is to develop student understanding of the role education plays in future opportunities, to empower students to envision limitless possibilities, and to educate the whole child to be prepared for success in a changing world.

LINCOLN UNIFIED SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.

School Staff

Principal:	Marla Carrillo-Kelly
Assistant Principal:	Jeff Fleak
Office Supervisor:	Joni Howard
Office Clerk:	B. Vasconcelos
Safety Officer:	Maggie Genest
Focus Center:	Raymond Bragg
Library Aide:	Noemi Bautista
Lead Custodian:	Rose Lockhart
Custodians:	Caleb Corpus
Campus Monitors:	Raymond Bragg Mariah Leonard Tina Staggs (TBD)
CNS:	Camille Corpus Sunshine Luman Christina Ortiz Michael Aragon
Counselors:	Seema Sharma
Psychologist:	Kirsten Javernick
Outreach Worker:	Abigail McIntosh
Title 1 Teacher:	Janet Olmstead
Intervention Teachers:	Kathy Litts
Bilingual Interpreter:	Belen Andrade
Paraprofessiona, Bilinguall:	Berenice Zavala
Resource Teachers:	Lauren Taylor Julie Whitehouse
Speech and Language Teacher:	Kristen Stevenson
Resource Paraprofessionals:	Lisa Dondero Bee Sen
Music Teachers:	Jack Chivers Jason Ryan
Grades 4/5/6 P.E. Teacher:	Andrew Mangindin
ASES Lead Instructor:	(TBD)
ASES Paraprofessionals:	(TBD)

Lead Preschool Instructor:	Olivia Leal
Associate Preschool Instructor:	Katora Mimmitt
Preschool Paraprofessional:	Ana Tornero
Kindergarten Teachers:	Tiffany Shibata Kim Vocker
First Grade Teachers:	Sylvia Casillas Nancy Smith
Second Grade Teachers:	Suzanne Bylow Tracey Tariska
Third Grade Teachers:	Kristin Clark Diana Jensen-Diaz Michele Stirton
Fourth Grade Teachers:	Kate Morales Josh Zamora
Fifth Grade Teachers:	Valerie Maurice Neely Ponte
Sixth Grade Teachers:	Michelle Simas Jennifer Teravskis
Middle School SDC Teacher: SDC Paraprofessionals:	John Green Iman Sariah Tina Staggs
Middle School Teachers:	Shylo Eaton Theron Garst Christy Johnson Sara Servin Michael Stern
Middle School AVID Tutors:	Lisa Dondero
County SDC Program:	Christine Padayhag Lorena Tovar Soukthomg Thairak Brittney Morgan

Welcome to Claudia Landeen - Home of the Mariners! Our vision at Claudia Landeen School is for all students to understand the importance of determination, relationships, and community as they strive for personal excellence. Our mission is to develop student understanding of the role education plays in future opportunities, to empower students to envision limitless possibilities, and to educate the whole child to be prepared for success in a changing world. We accomplish this mission by providing a program focused on literacy and college and career readiness, offering students opportunities for enrichment through a music program, and providing a comprehensive Wellness Center staffed with a counselor and an outreach worker. Our fifth through eighth grade teachers implement Advancement Via Individual Determination (AVID) to support students in building the skills and mindset necessary to be high school and college ready. Claudia Landeen offers fourth through eighth grade students the opportunity to participate in a play and all students the opportunity to perform in a talent show.

Claudia Landeen's goals are centered on improving outcomes for all students and closing the opportunity gap. The actions of the goals are aimed toward improving academic achievement through a multi-tiered system of support, developing a professional learning community, implementation of trauma informed practices, focusing on college and career readiness, and providing outreach to families.

Monitoring of progress toward goals is achieved through weekly grade level collaboration on reviewing data and analyzing summative assessments. Quarterly data regarding attendance, discipline, and middle school grades are reviewed by administration and counselors.

At Claudia Landeen we aim to help the whole child grow - academically, physically, socially and emotionally!

CLAUDIA LANDEEN SCHOOL

PARENT INVOLVEMENT POLICY AND HOME/SCHOOL COMPACT

Claudia Landeen School and the parents of the students participating in activities, services, and programs funded by Title I, 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

Claudia Landeen 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 Advisory 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.

Claudia Landeen 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 in an ongoing revision of the Title I policy and program through various meetings.
- Providing parents with information about the Title I program/services through the Parent Square, digital marquee, 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

Claudia Landeen 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 students will be supported through opportunities for small group instruction based on student needs. Middle School students have the opportunity for support through AVID. 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 or wish to observe 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 teacher according to the needs of the classroom. Observations of classrooms should be arranged with the principal or 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, or by mail and responding, as appropriate.
- Asking my middle school child to share their binder 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 Advisory Committee (ELAC), the Parent, Teacher, Student Association (PTSA), or other school 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 being at school everyday and 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 to my parents or the adult who is responsible for my welfare, all notices and information received by me from my school every day.

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SCHOOL HOURS

Office Hours

The office is open from 7:30 a.m. to 4:00 p.m.

School Hours

Arrive by 7:45! *There are adults to monitor children starting at 7:45 a.m.* Grades 7 and 8 classes begin at 8:00 a.m. Grades 1 through 6 classes begin at 8:10 a.m.

Grades 1 through 8 students will be dismissed on **Mondays at 1:25** and on Tuesdays through Fridays at 2:25.

AM Kindergarten Schedule: 8:00 a.m. - 12:05 p.m.

Lunch: 11:45 - 12:05

PM Kindergarten Schedule: 10:20 a.m. - 2:25 p.m.

Lunch: 11:30 - 11:50

AM Preschool Schedule: 8:00 a.m. - 11:00 p.m.

PM Preschool Schedule: 12:00 a.m. - 3:00 p.m.

ARRIVAL AND LEAVING

Please follow the direction 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.

The small parking lot is reserved for **staff parking only and buses**. Children may not be dropped off or picked up in this small lot. Please do not park in spaces marked for staff. Tickets may be issued by campus security.

Visitors, including parents, may park in the large parking lot. Spaces for persons with disabilities require a DMV tag or license plate. In the large parking lot, **the lane closest to the street is a pass through lane only**. It is intended for cars to travel nonstop or enter and exit parking spots. The lane next to the curb closest to the buildings is a "Kiss and Go" lane to drop off your child.

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.

ATTENDANCE

Tardiness

Arrive by 7:45! 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 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 GUIDELINES ALL PARENTS MUST SELF-SCREEN FOLLOWING THE SELF-SCREENING CHECKLIST EACH MORNING BEFORE SCHOOL.**

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 Early and Entering Late

All students must report to 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 in Claudia Landeen 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 residency requirements will be

de-enrolled. Please contact the office or 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 an 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 the 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.**

NOTE: DUE TO COVID GUIDELINES A MORE FORMALIZED INDEPENDENT STUDY MAY BE AVAILABLE TO YOUR CHILD DUE TO HEALTH REASONS RELATED TO POTENTIAL EXPOSURE TO COVID OR DUE TO COVID RELATED ILLNESS/EXPOSURE. PLEASE ASK TO SPEAK WITH THE PRINCIPAL IF YOU HAVE A REQUEST FOR THIS TYPE OF INDEPENDENT STUDY.

SCHOOL SPIRIT

Each Monday is *Let's Go Lincoln*. Wear red, gray, or black to show school spirit for Lincoln Unified! **Each Tuesday is *College and Career Day*.** We fly our college flags outside our classrooms and encourage wearing college clothing, colors of the college or clothing that represents careers in some way. For example, we have had students wear button down shirts on this day because that is what a parent wears to work. (Costumes are not allowed on this day.) **Don't forget to wear our school colors every Friday, which are navy or dark blue and white or gray.** Officer Genest and Principal Carrillo-Kelly are always on the look-out for students showing school spirit!

ACADEMICS

The Claudia Landeen 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.

Beyond the core program, all Middle School students will receive tools and strategies across all courses that help them learn how to be a student and how to be better prepared for college and career readiness and success after high school. Students in Middle School have the opportunity for acceleration in math if they meet district requirements and have the opportunity to take honors science. Elective courses in

Technology, Yearbook, Leadership, Film Studies, Visual Arts, Drama, Business Applications, Weightlifting, and Music (band, strings, or choir) may be offered. Middle School students who are recommended and have parent approval will be invited to enroll in our AVID elective. AVID stands for Advancement Via Individual Determination. This elective will continue the work of all courses to further prepare students for college readiness. Students who are not meeting academic standards may be enrolled in AVID Strategies for extra support with their classes.

Fifth and eighth grade students may participate in the Spelling Bee. Students in grades 4 through 8 have the opportunity to participate in the school play. 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 class. The following is an average of the amount of time students spend on homework:

TK/Kindergarten	15 minutes per day
Grade 1	30 minutes per day
Grade 2 & 3	45 minutes per day
Grades 4 & 5	60 minutes per day
Grade 6	90 minutes per day
Grades 7 & 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.

Student Progress Grades K-6

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

Student Progress Grades 7 and 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.** *Please review the Middle School Addendum at the end of the handbook for more information on grades and eligibility.*

OUR BELIEFS ABOUT STUDENT CONDUCT

Students are expected to follow all 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 the teacher, counselor, and/or school administrator 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. Part of being successful is to be able to acknowledge how our behavior impacts those around us. We must be willing to take responsibility for our behavior when we physically or emotionally hurt another person, or cause damage to another person's property. Having to face those we hurt, repair damage we have caused and hear how we caused others to feel helps to be better able to take responsibility for our behavior. It helps us make different choices the next time we are upset about something. LUSD believes that by addressing discipline in this way - a way that restores and repairs relationships - our students will be better prepared for success when they graduate from our schools.

Lincoln Unified District Vision for Focus Centers

LUSD for Focus Centers are places for students to reflect on their misbehavior, while receiving support for making better choices in the future. They are also a place where students are required to work on and complete their school work, so they do not fall behind in their classes.

EXPECTATIONS FOR STUDENT CONDUCT

Academic Integrity Policy

Academic integrity is highly valued and any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual/group assignment or a final grade **is not permitted**. The following is a list of forms of cheating, plagiarism, and other forms of dishonesty. If you have any doubt whether a particular act constitutes academic dishonesty, please ask the teacher.

Academic dishonesty includes, but is not limited to:

- giving or getting improper assistance on an assignment meant to be individual work
- plagiarizing or copying part or all of another person's work and submitting it as your own
- copying answers found online
- having/using a cheat sheet
- altering a graded assignment and re-submitting it for a higher grade
- working together on a take home exam unless approved by the teacher

- failing to properly cite paraphrased materials with in-text citations and work cited page
- citing non-existent sources
- making up data for an experiment
- having/using notes, formulas or other information on an electronic device when not given permission
- having/using a communication device to send/receive information when not given permission
- gaining or providing access to unauthorized materials
- using the services of another student or a company to complete assignments or projects

Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device, even if it is not used, is an act of academic dishonesty and will be dealt with as such.

Students who violate the Academic Integrity Policy will receive consequences, which may include a failing grade on an assignment and/or loss of privileges. Please refer to the Middle School Addendum for consequences for seventh and eighth graders.

Bicycles/Skateboards/Rollerblades/Scooters

Bicycles, skateboards, rollerblades, or scooters must be walked on campus. All bikes and scooters must be parked and locked in the bike rack. **The school is not responsible for damaged, lost or stolen items.** *“Wheelie” type shoes are not allowed.* It is the state law that all children wear helmets. Please help ensure the safety of your child by having him or her wear a helmet. **It is the parent’s responsibility to ensure children have and wear a helmet, not the school’s.**

Bike Rack

Students are not allowed to be inside the bike rack area unless they are arriving or departing from school and have a bike or scooter they have placed inside. Bikes and scooters need to be locked. **The school is not responsible for damaged, lost, or stolen items.**

Bullying

Bullying occurs when someone attempts to get power over another individual and is **repeated over and over**. Bullying occurs in four main ways: physical bullying, verbal bullying, relational bullying, and cyber-bullying.

Bullying must be reported by the individual who is experiencing it or a witness.

Bullying can be reported by coming to the office to talk with a school administrator or the safety officer. Bullying can be reported by a parent phone call but in order for an investigation to take place, the school administrator or safety officer must talk to all students involved.

LUSD has taken a strong stand against bullying and has provided training in the No Bully (nobully.com) approach. The first step in resolving bullying will be for the students to participate in a Solutions Team with the counselor or outreach worker to help build empathy and restore positive relationships among the students. Continued acts of bullying will result in discipline.

Cell Phones

Cell phones can be used outside the school gate before and after school hours. **During school hours, cell phones must be turned off and kept in the bottom of the student's backpack at all times. Cell phones cannot be kept in pockets or anywhere other than the bottom of the child's backpack. The school is not responsible for damaged, lost or stolen items.** The following disciplinary actions will be taken when a student is using a cell phone during class without permission from the teacher or using on the playground:

- If a student is using a cell phone on campus or is carrying a cell phone in a pocket or anywhere else besides a backpack, the staff member will ask the child to take the cell phone to the office and turn in to Ms. B. Ms. B will keep the cell phone until the end of the day when the child can pick up. When the student has a second offense for not having the cell phone at the bottom of the backpack, the student will be required to serve a lunch detention. When the student has a third offense for not having the cell phone at the bottom of the backpack, the parent

will be required to pick up the cell phone from the office. Any additional offenses with a cell phone will require a meeting between an administrator, the parent, and the student and further school disciplinary action.

Chromebook

Every child is provided with a Chromebook and charger to use for school and educational purposes during school and at home. Students must have regular access to the Chromebook in order to fully participate in their education. Students must charge the Chromebook overnight so they are prepared for school the next day. Students are to follow directions by the teacher on how to use the Chromebook during class. **Students who continue to not follow directions provided by the teacher are in violation of the technology agreement and may receive discipline directed by the teacher and administration.** Students are expected to take care of the Chromebook and charger. Lost or broken devices will require the parent or guardian to pay a fine or pay for replacement.

Dangerous Objects

Students may not possess, sell, or otherwise furnish any knife, explosive, or any other dangerous object. Students are hereby informed not to bring any of the following items to campus or any school-related activity (including but not limited to): gun, rifle, pistol, revolver, and semi-automatic weapon. **Firearms represent a danger to the safety and security of the school and students in possession must be recommended for a mandatory expulsion.**

Students may **not** possess, including but not limited to, the following items: BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun," model rifle, taser, model semi-automatic weapon, toy semi-automatic weapon, knife, locking blade knife, switchblade knife, butterfly knife, Swiss Army knife, pen knife, keychain knife, kitchen knife, box-knife, Exacto knife, dirk, dagger, ice pick, razor, razor blades, bombs, pipe bombs, time bomb, containers of flammable fluids, clubs, billy club, blackjack, slingshot, nunchuck, sandclub, sandbag, metal knuckles, any plate with radiating points with one or more sharp edges and spiked jewelry or clothing, chains (including wallet chains), shock pens, pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, pressurized cartridges, ammunition, replica weapon and replica ammunition, and the using or flashing of laser pointers or laser pens. **Possession of these dangerous objects or any others not listed may be cause for a recommendation for expulsion.**

Dress Code

The dress code policy exists to improve and maintain safety for all students and to prevent distraction in the classroom so students can focus on academics rather than fashion. Clothing will not detract from or interfere with the educational process, environment, instructional program or general morale of the school. (Board Policy 5132)

Students not following the dress code standards will be asked to change into school provided clothing, if available, modify the clothing so it is school appropriate (e.g. turn a shirt inside out or have a zip tie placed on pants) or call a parent to bring a change of clothes. Continuing to violate the dress code will result in discipline by school administration.

The following must be followed at all times:

- Clothing must cover breasts, chest, and all of midriff.
- Clothing must cover all undergarments.
- Shorts must completely cover buttocks in a sitting, standing, or bending position and during physical education activities.
- Tanktops are allowed **if the straps are no less than one inch** in width. No muscle shirts that show the chest/breast area.
- Skirts and dresses **must be at least mid-thigh** and long enough for students to participate in physical education and cover buttocks in a sitting, standing or bending position.
- Students must wear their pants on their hips. **No sagging that shows undergarments**. Administration may use ties to secure pants at the waist.
- Caps, hats, hoods, etc. can be worn outside only. Religious/cultural head attire can be worn at all times.
- Shoes must be worn at all times and **must be closed-toed**. No open toed sandals, no flip-flops, no slides, no slippers, no high heels. Crocs must be worn in sport mode. **Students must be able to participate in physical education with their shoe choice.**
- No holes or fraying **in the groin or buttocks area** of jeans, pants, or other bottoms. Administration may offer duct tape to cover areas if a change of clothes is not available.
- No jewelry or lanyards that create a safety hazard.
- No tights worn alone.
- No pajamas unless it is a school sponsored Spirit Day. Pajamas worn on Spirit Day must follow all dress code rules (e.g. cover undergarments).
- No gloves or mittens worn inside.

- No transparent, sheer, or see-through clothing.
- No decorative or costume masks, or any article of clothing or make-up that interferes with the identification of a student or is disruptive to the learning environment.
- No excessive make-up, hair dye, or hairstyles that are disruptive and/or distracting.
- No articles of clothing related to a group or gang, which may provoke others to acts of violence or cause others to be intimidated by fear of violence shall be worn on campus or at any school activity.
- No articles of clothing related to drugs, alcohol, profanity or obscenities.
- Due to COVID guidelines, the wearing of medical or cloth masks may be enforced or students, under a parent's direction may choose to wear this type of face covering. **However, students may not wear skull caps or ski masks that completely cover the head and face, except the eyes.** Students who wear head coverings for religious/cultural purposes are allowed to wear that type of head covering and a separate mouth and nose mask for medical purposes.

Drugs and Alcohol

Illegal Substances: Drugs, Alcohol, Drug Paraphernalia

All drugs (including marijuana), alcohol, and drug paraphernalia is strictly prohibited from being on campus. Students may be subject to disciplinary action for being under the influence, use of such items on campus, and/or in possession of such items. Discipline may include suspension and/or expulsion. There may also be a requirement of substance abuse counseling, loss of extracurricular eligibility, and referral to a law enforcement agency.

Vaporizers

Vapor pens, Hookah pens, e-cigarettes or any smoking device are prohibited on campus. When any of these items are used with an illegal substance, the consequences outlined for illegal substances will be imposed. Discipline may include suspension and/or expulsion. There may also be a requirement of substance abuse counseling, loss of extracurricular eligibility, and referral to a law enforcement agency.

Tobacco, Use / Possession

Lincoln Unified School District is a non-smoking / no tobacco use district. All tobacco products, including rolling papers, will be confiscated. All forms of smoking materials are prohibited on campus and at any school event. Discipline may include suspension and/or expulsion. There may also be a requirement of substance abuse counseling, loss of extra-curricular eligibility, and referral to a law enforcement agency.

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew,, or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502). Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco products include:

- (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff.
- (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
- (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

Electronic Devices

Air Pods, cameras, smart watches, iPads, and other electronic devices are not allowed on campus. These items distract students from learning and are often stolen or broken.

The school is not responsible for damaged, lost or stolen items. Students will be provided wired headphones for Chromebook use in class or may bring their own wired headphones to use with Chromebooks. Students who bring these items to school **will be asked by staff to store them in their backpack and not bring them to school again.** **Continued defiance with using these items on campus will be referred to school administration for disciplinary action.**

Front of School

Students are to walk onto campus and be completely off all bikes, scooters, and skateboards. This includes the stretch of sidewalk that runs along the front of the campus, the sidewalks leading onto school grounds, and all parking lots.

Students are to stand and talk with friends when waiting for school to open or a ride home.

Students riding the bus are to wait in line at designated areas.

Students are to enter campus through the main gain and **NOT** hang out at the front of the school.

Students are to **NOT** hang out across the street or on the greenbelt before or after school.

Students are to **NOT** stand, sit, or walk on neighbors' lawns or property.

Library Policies

The library is to be used for checking in and out books, school research, school work, and designated library activities. Students will be expected to treat the library as an indoor learning space. Students may participate in collaborative activities in the library but may **not** use playground voices. Students are expected to treat all books and technology with care and respect. Students who do not follow the directives of the librarian will be asked to leave the library and may receive discipline from school administration.

Students may use the library after school until 3:45 to complete homework, read, research, or other learning activities. Students must be mature enough to follow the policies and procedures of the library. **Students who do not follow the directives of the librarian after school or are not picked up by parents by 3:45 will not be allowed to continue to access the library.**

Students are required to pay for any lost or damaged book or lost or damaged Chromebook. Outstanding fees remain on the student's account until the fee is paid. Library privileges are revoked until the situation is resolved. **If the account has not been cleared by the end of the school year, the student's library privileges will continue to be denied the following school year.** Outstanding account information is shared with other schools when a student transfers or is promoted to high school. Seniors in high school must clear all fines to receive official transcripts and diploma.

Loitering

Students are not to loiter in the hallways, on the walkways, or inside the restrooms.

Students should respect others by stepping aside when appropriate. Students are not

allowed to loiter on campus before or after school. **For safety reasons, students should not arrive before 7:45 AM.** Unless your student has a sibling at another school, he/she should not be present at that school before or after school. Disciplinary actions will occur if students continue to loiter before and/or after school.

Multi Use Room

Students will be trained in all procedures on entering and exiting the Multi Use Room and are expected to follow all procedures. Students must also remain seated when eating, use indoor voices, and clean their area by throwing away trash and uneaten food.

Outdoor Spaces

Courtesy and attention to safety is expected. **Students are expected to not walk through flower beds or on our neighbors' property. Crosswalks must be used at all times** and students must listen to the directives of adults who are managing crosswalks, streets, and parking lots. Safety is a top priority and students who continue to not follow directions will be referred to administration for discipline.

Photography and Video Recording

The photography or video recording of other students or events on campus is strictly prohibited at all times, including before or after school. Each family's and child's own sense of privacy must be protected. Use of a phone to record people without their consent is against the school policy and may be illegal. Teachers and school administrators may take photos and videos for educational purposes of students whose parents approve.

Playground Areas

- Students are to play in areas designated for their grade level only.
- Students are to walk around games or activities in progress.
- Students need to walk on the blacktop. Running is only allowed in games such as basketball.
- Students can play **touch tag on grass areas only.**
- Basketball games may be played with five players on each team or less.
- Students must only go down any slides while sitting on their bottom.
- Students must only use the swings to swing in the direction facing the main building.
- Students must not stand on top of railings on play structure.
- Students must not jump from railings on play structure.

- Students can only kick a ball on the blacktop if participating in an activity directed by a teacher as part of PE.
- Students can play on grass only when weather conditions permit safe use.
- Students can play **touch** football.
- Games should be open to any participants but students may not enter a game that is already in progress unless permission is granted.
- Any games that involve shoving, pushing, tripping, tackling, and any other unsafe actions are **NOT** allowed at any time.

Telephone Use

The phone in the office is for business use only. Students may ask to use the phone in emergency situations with permission from the teacher or an administrator.

Restrooms

Students are to only use designated restrooms and water fountains for their grade levels unless directed by a staff member. Students are expected to use the restrooms for their intended purpose and to help maintain the cleanliness of the restroom.

Students must **NOT** use the restroom as a place for playing or hanging out. Students not following the rules for restroom use may receive discipline from campus monitors, teachers, or school administration. **Backpacks/bags are not allowed in the restroom.**

Valuables and Personal Equipment

Students should not bring large amounts of money, trading cards, collectibles, expensive clothing, or anything of significant value to school. Sports equipment or personal toys should not be brought to school from home without teacher permission.

The school is not responsible for damaged, lost, or stolen items. The safety officer will take a report, but limited resources will be used to investigate lost or stolen items.

GENERAL POLICIES

Balloons and Flowers

Balloons and flowers are **not** permitted on campus, as they are disruptive to the educational process. If they are brought to school, they will remain in the office until the end of the school day.

Classroom Treats

It is the law that any food served must be store bought and not prepared at home.

Parents must contact the teacher ahead of time to make arrangements to bring

special treats. This allows the teacher time to adjust the schedule. Items will be served after lunch. Parents must leave items in the office. All items must be individual like cupcakes or cookies.

Emergency Information through Aeries

All emergency contact information will be reviewed and updated online through Aeries this year. Please review and complete the emergency contact information for each of your children. These need to be done as soon as possible, when the Aeries window opens. If you do not have an Aeries account, please set one up as soon as possible. More information in the AERIES Section of the student handbook. If any changes happen during the school year, please contact the office to notify the school as soon as possible.

Insurance

An opportunity to purchase student accident insurance is offered annually. Two types of insurance policies are offered. One policy provides insurance coverage for accidents occurring during the school day or at school-sponsored activities. The other policy provides 24-hour accident insurance. Details about coverage, cost of the policy, and enrollment procedures are announced at the beginning of the school year.

Item/Food deliveries

Items dropped off at the school site will ONLY be accepted from parent/guardians or emergency contacts of a student. Deliveries from DoorDash, GrubHub, UberEats or any food delivery company will NOT be accepted at the school site.

Lost and Found

All lost and found items are placed in the Multi Use Room. Please mark all of your child's possessions with their first and last name. Items that are not claimed are donated to charity. Students should turn found items into the office. **The school is not responsible for damaged, lost, or stolen items.**

Medication

No medications, prescribed and/or over the counter (e.g. aspirin or cough drops) are to be administered or brought to school without written approval from a physician. Forms are available in the office. If it is necessary for your child to take prescription and/or over the counter medication during the school day, you must have a written statement from the physician detailing the method, amount and time schedule by which such medication is to be taken. Both the physician and the parent must sign this form. Any medication taken to school must be furnished in its pharmacy-labeled container.

Mental Health Services Notification

Students may be able to access mental health services and support through school. Please reach out to our school site counselor for more information. You are able to independently initiate services if you are 12 years of age or older by directly contacting the mental health agency or with the help of your parent/guardian. (Ed. Code § 49428)

Musical Instruments

Musical instruments are the responsibility of the student. **The school is not responsible for damaged, lost, or stolen items.** Any instruments that are borrowed from the school are the responsibility of the student. Any damages to school instruments will be the responsibility of the parent to repair or replace.

Nondiscrimination Statement

Lincoln Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits unlawful 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 group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, or for inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator, or Michele Tatum, Associate Superintendent Human Resources Lincoln Unified School District; 2010 W. Swain Road, Stockton CA 95207; (209) 953-8817; mtatum@lUSD.net.

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 for any property belonging to the school district and loaned to the minor student and willfully not 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.

Public Displays of Affection

Public displays of affection are prohibited in all areas of the Claudia Landeen 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. Students will be reminded of this policy but continued offenses will be referred to school administration.

Security Cameras on School Grounds

Please be advised that Lincoln Unified School District has video cameras to monitor school grounds outside school buildings. These cameras are intended to increase the safety of students by fortifying school security and discouraging disruptive behavior. Students should be aware that their movements may be recorded. Our priority, first and foremost, is to always ensure safe campuses for our students and employees. We believe that the cameras will assist us with the security of our campuses in many aspects.

The District's Board Policy 3515 provides further information concerning video camera surveillance. In locations in which security cameras are in operation, the District will post written notices to reasonably apprise students, employees, and the public that cameras are in use and that they do not have a reasonable expectation of privacy in such areas. Cameras will not be placed in areas where students, staff, or the public have a reasonable expectation of privacy. To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent or designee will ensure that images are accessed, retained, and disclosed in accordance with law, Board Policy, and any applicable collective bargaining agreements.

The security cameras may or may not be monitored at any time. If you have any questions, please contact administration at 209-953-8700.

Smoking Policy

All campuses, **including parking lots and curbsides** are no smoking areas. Please do not smoke in these areas or smoke in your car when you are parked in these areas.

Student Messages

Messages to students that require us to call the classroom are disruptive to the learning of all students. Please only ask to send messages that are emergencies. **We cannot guarantee messages will be received, especially at the end of the school day.**

Visitors and Volunteers

We appreciate those who can make the time to visit and volunteer at our school. However, we also have a responsibility to keep all children safe and to have an educational program with as minimal interruptions as possible. All visitors and volunteers, including parents, must sign in and out at the office each time they come onto campus. **Every person must have their identification scanned into the Raptor system which identifies persons with criminal records of sexual offenses.** All volunteers in the classroom or on field trips must complete a Volunteer Packet, be fingerprinted through the LUSD office, and have their **fingerprints cleared before volunteering**. This only needs to be done once in LUSD, and the school office can check to see who has been cleared. Parents or legal guardians who are not fingerprinted will need to tell school administration **48 hours beforehand so arrangements can be made to provide an escort for your observation.** Parents or legal guardians who are fingerprinted should give at least a day's notice to observe a class so as to not interfere with scheduled times, such as testing. In order to maintain this safety, we ask that parents and others do not show up on field trips unannounced. All visitors and volunteers are expected to follow school and district policies and procedures and the direction of school personnel. **NOTE: DUE TO COVID GUIDELINES THERE MAY BE RESTRICTIONS ON VOLUNTEERS AND VISITORS INCLUDING PROVIDING PROOF OF VACCINATION OF PROOF OF COVID TESTING.**

SERVICES AND PROGRAMS

AERIES

All parents are encouraged to sign-up for an Aeries account to track attendance. Seventh and eighth grade parents need Aeries to track students' grades and progress in classes. Each middle school student also has an Aeries account. Teachers in sixth grade begin using Aeries and assigning letter grades so parents and students can become familiar with the process before middle school. Please follow the instructions on the following links to set-up your Aeries account. [Aeries Website](#)

[How to set up account \(click here\)](#)
[How to set up account \(video tutorial\)](#)

Advancement Via Individual Determination (AVID)

The AVID approach is implemented in grades five through eight. The goal of AVID is to close the opportunity gap in college graduation rates among diverse and underrepresented demographic groups. AVID practices aim to inspire students to take control over their learning by helping them to understand how to be a successful student.

After School Education

The Lincoln Unified School District After School Education and Safety (ASES) program is based on the theory that intellectual, social, emotional and physical development requires an environment where children feel safe and secure and are supported by qualified, caring adults.

Our vision for the ASES program in Lincoln Unified is to provide a safe, warm, welcoming environment after school while helping students to be successful and reach their maximum potential each day.

The purpose of the ASES programs is to provide academic, social and experiential 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 after school program.

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 for 20 students, remains with the students throughout the afternoon program.

Breakfast and Lunch Program

Breakfast and lunch are free for all students. Students will require a PIN when getting breakfast and lunch. Students will receive their pins the first day of school. These pins are unique for each student and should remain confidential. Please make sure your student does not share their pin with any other student.

California Junior Scholastic Federation

Middle School students can join CJSF, a statewide organization aimed at fostering high standards of scholarship, service, and citizenship. Membership offers students opportunities to participate in activities that benefit the student, such as educational field trips, and the school and the community by volunteering their time. In order to join, students have to maintain at least a 3.0 grade point average. Students who continue onto high school with CSF have the benefit of being a part of a state-wide academic honors organization that is recognized by colleges and universities.

Counseling Services

Counseling services are available to all students. We have fully credentialed school counselors available who meet the various social/emotional, mental health, and career/college awareness needs of our students. These services are provided through individual, small groups, whole class, or grade level/school site assemblies.

English Learner Advisory Committee

Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

The site ELAC meets regularly and is responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.

- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

District English Learner Advisory Committee

Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC), unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.

The LUSD DELAC meets regularly to advise the school district governing board on at least the following tasks:

1. Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
2. Conducting a district wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

English Learners and English Language Development

Lincoln Unified School District is committed to meeting the educational needs of all students by providing quality instructional programs.

LUSD is dedicated to closing the achievement gap and providing equal opportunities for all students. English learners are provided an educational program that recognizes their needs to learn English in addition to mastering the state's academic content standards.

The English learner Master Plan was developed by a group of English learner resource teachers and district administrators with input from the District English Language Advisory Committee (DELAC), the District Advisory Committee (DAC), and the Local Education Agency Plan Stakeholders Committee. Components of the plan are annually reviewed by DELAC, and updated as needed. The purpose of the Master Plan is to provide clear direction to all district staff and the school community regarding programs

for English learners. A common understanding of goals, definitions, and procedures ensures that English learners receive consistently implemented services designed to meet their linguistic and academic needs. The plan defines the district's goals for English learners, its assessments, placement, and reclassification procedure. It addresses parent involvement, professional development, instruction, and curriculum.

Lincoln Unified School District believes:

- English learners should develop English language proficiency within a reasonable amount of time.
- English learners have equal access to all parts of the core curriculum.
- English learners will succeed academically and socially.
- English learners will receive the support they need for academic success.
- English learners will be encouraged to develop proficiency in more than one language.
- All students will develop an appreciation for the diversity of all languages and cultures.
- Parents of English learners will be welcomed and encouraged to be involved in their child's education.

Lincoln Unified Goals for English Learners

- To develop language proficiency (listening, speaking, reading, writing) as efficiently and effectively as possible
- To provide equal opportunity for academic achievement
- To promote student's self image and cross-cultural understanding

Parent Square

We will use Parent Square to communicate with families regarding announcements, notices, reminders, and celebrations. Messages created through Parent Square are sent to parents' email. If parents sign-up for the Parent Square App, then parents can receive messages via a text to the cell phone. Parents can also send teachers messages through Parent Square and communicate to the office when a child is absent. The following are links on how to use Parent Square:

English: https://parentsquare.talentlms.com/catalog/info/id:132,cms_featured_course:1

Spanish: https://parentsquare.talentlms.com/catalog/info/id:133,cms_featured_course:1

PTSA

Please consider becoming a member of our Parent Teacher Student Association. All funds are used to support our students. PTSA does a variety of events throughout the year for families and students and we encourage families to get involved. The cost is \$10 for membership and \$1 processing fee. If 100 people joined, this would be \$1,000 that would go to supporting programs for Landeen students. More information to come on how to join.

Special Education

Lincoln Unified School District is committed to meeting the educational needs of all students by providing specialized services and supports that enable all learners to benefit from the instruction they receive. Services are provided and designed based on the unique needs of each student that qualifies for special education and related services. If you are concerned about your child and their educational needs, you may reach out to their teacher or a school site administrator to discuss your concerns. Parents are also able to write a letter to their school site principal, identifying their concerns and requesting assessment to determine if their child is eligible for special education through an Individualized Education Program.

Student Council

Students in grades 6 - 8 may run for a student council position in spring of each school year and serve in that position for the following school year. Student council works with their advisor to plan student events for the school.

Title 1 Program

The Lincoln Unified School District supports students with early reading intervention, through our Federally funded Title 1 program. Schools that receive Title 1 funding have a teacher on site to provide ELA intervention to students K-3 through pull-out and push-in support in classrooms based on student needs.

The Wellness Center

The Wellness Center runs out of room 30 and houses our school counselor, outreach worker, and focus advisor. The Wellness Center is a safe space for students and families to receive support.

STUDENT CODE OF CONDUCT ADDENDUM

7/8 GRADE ADDITIONAL POLICIES

Student Code of Conduct Addendum 7/8 Grade Additional Policies

Academic Success and Parent Responsibility

Claudia Landeen School is a standards-based, academically focused school. It is our goal to see that every student from Claudia Landeen School has the skills and knowledge to succeed in high school and then be successful in the college or career path of their choice. In order for our staff to achieve this goal, we must work together with every family. We share the responsibility of your child's educational success. We offer an after school Homework Club on Tuesdays, Wednesdays, and Thursdays after fall parent conferences. We also offer AVID Strategies a study skills class to assist students with assignments and staying on track.

I understand that, as a family, it is our responsibility to:

- create a quiet place for my student to study
- monitor the completion of homework assignments and projects
- regularly monitor my student's academic progress by checking grades on Aeries at least on a weekly basis
- communicate with teachers as needed
- support the school, its policies and efforts to maintain a safe appropriate academic environment
- monitor my student's internet and social media usage
- call the school or email a teacher if I have any questions
- ensure that my student arrives at school on time and is well rested and nourished
- ensure that my student has a minimum 96% attendance rate
- ensure that my student completes all assignments on time
- ensure that my student has all necessary materials in order to participate fully in each class
- ensure that my student is respectful
- ensure that my student does not cause or contribute to classroom disruptions
- ensure that my student follows all school rules and dress code

It is our expectation that with team effort between student, family, and school, we can ensure that all students learn and meet the goal of attaining the best education possible.

Eligibility Requirements and Academic Probation

Students are required to maintain a minimum cumulative GPA of 2.0 with no failing grade in any class to participate in all class and school activities (including but not limited to dances, student council, class parties, drama, and promotional activities).

A student failing to maintain a 2.0 average is placed on academic probation and restricted from activities **for the entire next quarter.** The student will be removed from academic probation at the end of said quarter **if their *cumulative GPA is raised to 2.0 and have no failing grades.***

Lincoln Unified School District has established a policy for students to participate in the promotion ceremony. Grade 8 students must have a 2.0 grade point average from all four quarters, earn no F's in the fourth quarter, and have no more than a 3 day suspension during the fourth quarter. **Students not meeting requirements for grade 8 promotion will not be allowed to participate in the promotion ceremony, may not be eligible to attend Lincoln High School and may be recommended to attend grade 9 at Village Oaks High School. This is Board approved district wide policy.**

Citizenship Policy

Middle school students at Claudia Landeen School are role models for the younger students and as such, are expected to exhibit proper behavior at all times. Students are expected to follow all rules and policies in the student handbook. Students who are not following rules and policies will be counseled to the extent possible and then school discipline will be enforced, which may include lunch detention, writing sentences, campus clean-up, removal from a class, all day in-school detention, loss of privileges, suspension, or expulsion.

Public displays of affection are prohibited in all areas of the Claudia Landeen 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. Students will be reminded of this policy but continued offenses will be referred to school administration.

Dress Code

The Dress Code Policy will be fully and fairly enforced (see School Handbook above). Students who continue to violate dress code regulations will be referred to administration for discipline.

Honor Roll

Each quarter, students who earn a grade point average (GPA) of 3.0 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. These students will be recognized by the school.

Plagiarism and Cheating

We recognize students are still learning but they must learn that plagiarizing and cheating are serious offenses. Copying someone else's work or providing answers to someone robs everyone of the opportunity to learn. Copying from the internet is a form of plagiarizing. When in high school incidents of plagiarism or cheating are recorded on the student's permanent record which may be reported to colleges and employers. The following will be the consequences for

any incidents of plagiarism or cheating. The incidents will be cumulative for the school year for all classes. Therefore, if the student cheats in math this is considered the first offense and then if the student cheats in language this is considered the second offense.

First Offense: The teacher will counsel the student and allow the student to redo the assignment for full credit. The teacher will contact the parent and report the incident to administration.

Second Offense: The teacher will counsel the student and allow the student to redo the assignment for half credit. The teacher will contact the parent and report the incident to administration. Administration will counsel the student.

Third Offense: The teacher will counsel the student and allow the student to redo the assignment for half credit. The teacher will contact the parent and report the incident to administration. Administration will assign school discipline.

Any Additional Offenses: The teacher will notify the student and the parent of the incident. The student will receive a zero on the assignment and be assigned school discipline.

Tardiness

Tardiness creates a significant disruption to the educational process. **Tardiness is not acceptable.** Absenteeism and tardiness may result in the reduction of a student's grade in the classes missed.

Students who arrive late for school must report to the office. Students who are habitually tardy miss important information for learning and cause a disruption. **Students are allowed three tardies per quarter. Upon the fourth and subsequent tardy, lunch detentions will be issued for every tardy thereafter within the quarter.** Please help your student plan ahead, so they arrive at school on time.