

# **CLAUDIA LANDEEN SCHOOL**

## ***HOME OF THE MARINERS***

### **Parent/Student Handbook**

#### **2018-2019**



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

#### **CLAUDIA LANDEEN MISSION STATEMENT**

*The mission of Claudia Landeen School is to cultivate an optimum climate and range of opportunities to maximize academic, emotional, and social growth for all students. Staff, parents and students will be involved in providing a healthy, safe and nurturing environment.*

#### **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:	Veronica Tigert
Assistant Principal:	Paul King
Office Supervisor:	Debbie Dunne
Office Clerk:	B. Vasconcelos
Safety Officer:	Maggie Genest
Focus Center:	Aidan McCowan
Library Aide:	Andrea Tohlen
Lead Custodian:	Marcia Gascon
Custodians:	Chongyin Her Eleazar Montoya
Campus Monitors:	Raymond Bragg Jonathan Joint (TBD) (TBD)
Counselors:	Toni Louie Seema Sharma
Psychologist:	Kirsten Javernick
Outreach Worker:	Willisha Beatty-Cherry
Title 1 Teacher:	Danette Bungalon
Intervention Teacher:	Nancy Smith
Bilingual Interpreter:	Belen Andrade
Paraprofessionals:	Shallene Chavez Melissa Samiengo Berenice Zavala (TBD)
Resource Teachers:	Roseanne Powers Lauren Taylor
Speech and Language Teacher:	Kristen Stevenson
Resource Paraprofessionals:	Lisa Dondero Bee Sen
Music Teachers:	Anthony Kolafa Chris Steffanic
Grades 4/5/6 P.E. Teacher:	Valerie Maurice
Child Care Instructor:	Abigail Cruz-Sanchez
Child Care Paraprofessional:	

Preschool Teachers:	Jessica Martinez Cindy Hitchcock
Preschool Paraprofessional:	Jessica Trujillo
Transitional Kinder Teachers:	Mary Louise Sonnenburg
Kindergarten Teachers:	Shirley Sakai Tiffany Shibata
First Grade Teachers:	Sylvia Casillas Sandra Sanchez
Second Grade Teachers:	Suzanne Bylow Kristin Clark Tracey Tariska
Third Grade Teachers:	Diana Jensen-Diaz Michele Stirton Jennifer Teravskis
Fourth Grade Teachers:	Kate Morales Josh Zamora
Fifth Grade Teachers:	Rebecca Decker Neely Ponte Michelle Simas
Sixth Grade Teachers:	Brittany Bobrow Pam Engilis
Middle School Teachers:	Theron Garst John Green Christy Johnson Steve McGill Michael Stern Jamie Vernon-Sanguinetti
Middle School SDC Paraprofessionals:	Iman Sarieh Esmeralda Rico
Middle School AVID Tutors:	Wilisha Beatty-Cherry Lisa Dondero Esmeralda Rico Angelica Tristan

CLAUDIA LANDEEN ELEMENTARY SCHOOL  
**PARENT INVOLVEMENT POLICY AND HOME/SCHOOL COMPACT**

**Claudia Landeen Elementary 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 school year 2018-2019. The term parent applies to any legal guardian of the child.

**PARENT INVOLVEMENT POLICY**

**Claudia Landeen 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 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 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 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 school newsletter, phone messages, 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 Elementary School** will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating 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. TK through grade 6 students will be supported through opportunities for small group instruction based on student needs. Middle School students will be afforded the opportunity for additional help after school. All second through eighth grade classrooms will be equipped with a computer for each student. All TK through first grade students will have access to shared computers in each classroom.***

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 late September and in late January. An informational meeting on high school requirements and registering for courses will be held for eighth grade students and parents in January or February.***

3. Provide parents with frequent reports on their child's progress.

***TK through grade 6 standards based report cards will be sent home with the child on January 22 and on June 1. Middle School letter grade based report cards will be mailed home quarterly on October 24, January 17, March 27, and June 12. 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.)***

#### **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 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.

## DAILY 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 7:35 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 Preschool Schedule: 8:00 a.m. - 11:00 p.m.

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

AM TK and Kindergarten Schedule: 8:00 a.m. - 11:00 p.m.

PM TK and Kindergarten 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. Spaces for persons with disabilities require a DMV tag or license plate. Tickets may be issued by campus security.

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.

## 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 **even to walk children to classes**. 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.

## 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 **only 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 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.)

### 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 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.

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.**

## **ACADEMICS**

The Claudia Landeen staff provides a comprehensive academic program according to California Common Core State Standards and through district approved curriculum. Grades TK 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 1 through grade 8. Grades TK and Kinder have sets of Chromebooks for student use.

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 band. 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, and Music (band, strings, or choir) are 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.

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.

Title 1 programs serve the needs of students to help improve academic achievement.

Reading and math Intervention is provided during the school day and after school to those students who qualify based on needs.

Special education support is provided to students who have an Individualized Education Plan (IEP).

Counseling is available to students individually and in group settings.

Gifted and Talented identification happens at the end of grade 3. Students who qualify are offered differentiation in the classroom. Differentiation is a way of teaching in which teachers proactively modify curriculum, teaching methods, resources, learning activities, and student products to address the needs of individual students and/or small groups of students in order to maximize the learning opportunity for each student in the classroom.

## 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 TK-6

A goal setting parent conference will be held in the fall to review assessments, progress, and class expectations. Parents will receive report cards 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 receive official letter grades. Parents of middle school students will receive a report card at the end of each quarter and a progress report midway of each quarter. **However, parents are highly encouraged 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, detention, in school suspension, 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. Middle School students who violate the Academic Integrity Policy may be placed on Academic Probation which could result in not meeting requirements for Grade 8 promotion.**

### 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 law that all children wear helmets. Please help ensure the safety of your child by having him/her wear a helmet.

### 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. 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:

- First Offense: Written referral to administrator; Review school policy with student. Mail referral home.
- Second Offense: Written referral to administrator; Review school policy with student. Phone call to parent. Mail referral home.
- Any Further Offenses: Confiscation of phone; Phone call to parent; Parent must pick up phone from administrator or office supervisor at the end of the school day; Discipline as determined by administrator.

## Dances

When dances are scheduled, students will be expected to remain at the dance until its conclusion or until a parent arrives to pick up the student. School dress code rules apply at all dances. Students dancing inappropriately or violating school rules will be asked to call home, and additional disciplinary actions may be taken.

## Dangerous Objects

Student 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 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 nor 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, 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.
- Skirts and dresses **must be at least mid-thigh** and long enough for students to participate in physical education.
- Students must wear their pants on their hips. **No sagging.** 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 slippers, no high heels.
- 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 masks or any article of clothing interfering with the identification of a student.
- 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.

## 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.

1st offense 2-5 days suspension, possible recommendation for expulsion and referral to appropriate law enforcement agency, 6 weeks of substance abuse counseling, confiscation, loss of extra-curricular eligibility for 30 days

2nd offense 5 days suspension, confiscation, recommendation for expulsion, and possible referral to appropriate 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.

1st offense 6 weeks substance abuse counseling, confiscation

2nd offense 1 days suspension, confiscation

3rd offense 2 days suspension, confiscation

### **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.

1st offense 6 weeks substance abuse counseling, confiscation

2nd offense 1 day suspension, confiscation

3rd offense 2 days suspension, confiscation

## Electronic Devices

I-Pods, cameras, Smart Watches 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 who bring these items to school will be referred to school administration, and students who continue to defy the rules will receive disciplinary actions.

## 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 before or after school.

Students are to **NOT** hang out or be picked up from school at the crossing guard corner across from the school.

Middle School students and their siblings may wait for rides home along the grass strip on Feather River Road. All other students must wait for rides home in designated areas closer to the gate.

## 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 on Tuesdays, Wednesdays, and Thursdays 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. Fees not only represent the cost of the book, but also costs for billing, ordering, and processing. Outstanding fees and overdue books remain on the student's account until the fee is paid or the book is returned. 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.

## 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 7:35 AM.** Unless our 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. Food served by the cafeteria may not be taken outside the Multi Use Room unless directed by a staff member to do so.

## Outdoor Spaces

Courtesy and attention to safety is expected. Games should be open to any participants but students may not enter a game that is already in progress unless permission is granted. **Students are expected to not walk through flower beds or on our neighbors' grass. 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.

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.

Any games that involve shoving, pushing, tripping, tackling, and any other unsafe actions are **NOT** allowed at anytime.

## Telephone Use

The phone in the office is for business use only. Students may 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.

## 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.

### **Breakfast and Lunch Program**

Breakfast is free to all students. Lunch at all K-6/K-8 sites will be \$2.60. Sierra Middle School, Lincoln High School and Village Oaks High school will be \$3.10. Those students qualifying for free or reduced lunch need to have parents complete the form every school year. Menus are available online at Child Nutrition Services website found on [www.lusd.net](http://www.lusd.net). Parents may also sign up on the website to have the menu automatically emailed each month. A limited amount of hard copies will be available in the office for parent to pick up.

### **Classroom Treats**

It is the law that any food served must be store bought and not prepared at home. **Parents must contact 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 unless arrangements have been made to enter the classroom. (Refer to policies on Volunteers and fingerprinting.)

### **Emergency Form**

Please review and complete the emergency form for each of your children. These need to be immediately returned. Please notify the office if information changes throughout the school year.

## 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.

## 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.

## Musical Instruments

Musical instruments are the responsibility of the student. **The school is not responsible for damaged, lost, or stolen items.**

## Newsletter

The school newsletter will be distributed once a month.

## 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](mailto: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.

## 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 new security cameras may or may not be monitored at any time. If you have any questions, please contact the school 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.

# **STUDENT CODE OF CONDUCT ADDENDUM**

## **7/8 GRADE ADDITIONAL POLICIES**

## **Student Code of Conduct Addendum 7/8 Grade Additional Policies**

### **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.

### **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, field trips, student council, class parties, variety show/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.***

In order 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 suspensions 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.**

### **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 advisory period every Monday during electives to help students stay on track with classes. We offer after school Homework Club on Tuesdays, Wednesdays, and Thursdays.

**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 if I have any questions
- ensure that my student arrives at school on time and is well rested/nourished
- ensure that my student has a minimum 95% 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.

## The Dress Code

**The Dress Code Policy will be fully and fairly enforced (see School Handbook above).**

## 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.

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. Offenses will be referred to school administration.

## 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 are disruptive and compromise the academic integrity of the classroom. **Students are allowed three tardies per quarter. Upon the fourth and subsequent tardy, lunch detentions will be issued.** Please help your student plan ahead so that they arrive to school on time.