



**Lincoln Unified School District
TK – 8th Grade
Parent/Student Handbook
2024 - 2025**

Lincoln Unified School District TK-8 Parent/Student Handbook



"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."

The Parent/Student Handbook is an annual publication containing updated information for the families of Lincoln Unified including rights and responsibilities, and district, local, state, and federal policies that impact all students. You'll find information on student and parent rights, expectations for behavior and attendance, parent involvement, calendar information and more.

Academic Integrity

It is the goal of the Lincoln Unified School District for all students to value academic integrity. Consequences for any of the following violations will be dependent on the number of offenses and can range from having the student redo the assignment, a reduction in points, detention, or a teacher suspension.

Definitions:

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| Academic integrity | Honest behavior in an academic setting |
| Cheating | Any attempt of dishonesty in order to gain an unfair advantage on an assignment or test |
| Plagiarism | Using someone else's work as your own |
| Obtaining an unfair advantage | Any act of dishonesty where you complete any assignment or assessment meant to be done independently through information provided by a peer or outside source. This includes sharing of information in-person or by electronic means |

Anti-Bullying Policy

Bullying is "typically an attempt to get power over another individual and tends to be repeated over and over. It occurs in four main ways: physical bullying, verbal bullying, relational bullying and cyberbullying." (*No Bully*, 2010).

Lincoln Unified School District has adopted several board policies to address any incidents of bullying as indicated in Board Policy 5137, Board Policy 5131.2, and Board Policy 5145.3. In addition, every teacher has been provided training in the No Bully (nobully.com) approach. We use Restorative Practices in resolving conflicts and help students identify alternative ways to express their emotions and restore a positive school climate.

Procedures for Reporting: If a child indicates they are being bullied, they need to tell their teacher or any administrator on campus. If a parent has a concern regarding their child being bullied, they may contact a site administrator or their

child's teacher. The principal and/or designee will complete an investigation according to Board Policy and District Administrative Regulations.

Attendance & Absence process (BP 5113)

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administration regulations. (Education Code 46010, 48216, 48205)

School attendance and class participation are integral to students' learning experiences. Parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

A student will receive an excused absence in accordance with Education Code section 48205 which include the following grounds:

- a. Due to the pupil's illness
- b. Due to quarantine
- c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California
- e. For the purpose of participating with performing arts organizations. (*Education Code Section 48225.5.*)
- f. A valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse. (*Education Code Section 48260*)

A student will receive an unexcused absence when:

- a. The student does not participate in any part of the learning activities for the day,
- b. The student has not checked in with the teacher, and
- c. The student's parent does not contact the site, teacher, or District office.

Lincoln Unified believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. Students who are identified as truant shall be subject to the interventions specified in law and administrative regulation.

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Back to School Nights

Back to School Night is an opportunity for parents and guardians to meet teachers and ask questions, and is also for teachers to explain grade level expectations and curriculum. Parent and Guardian attendance is strongly encouraged and sends a clear message to your child that his/her education is a priority to you and your family. Back to School Night is held every year in August.

Bikes, Scooters and Skateboards

Bicycles, skateboards, and scooters may be used to and from school. These items should not be used on any school campus and should be parked and locked in the bike rack. The school is not responsible for damages, lost or stolen items. Students riding a bike, skateboard, or scooter must wear a helmet, per California State law.

Birthday Celebrations

Classroom birthday celebrations are at the teacher's discretion, and communication with the teacher prior to the day is helpful for planning purposes. State nutrition laws require any treats brought for birthdays or other occasions to be store bought and in a sealed package. They cannot be homemade. No balloons are allowed.

Cell Phones (BP 5131.13)

Students will not be able to use their cell phones during instructional time. Students will be required to place their phones in an identified space in their classrooms, and their phones will need to be turned off. They will personally place them and retrieve them at the end of class. Students who use their cell phone as a medical device, documented in their health plan, will be able to maintain access to their phones but they must be put away and with the ringer turned off. Cell phones are not to be used during passing periods, recess, or the lunch period.

1st violation- warning

2nd violation- call home

3rd violation- phone will be confiscated and the student's parent or guardian will be responsible for retrieving it

After School Program (ASES/ELOP)

The Lincoln Unified School District After School 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 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 program 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 After School 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. For more information, contact the Lincoln Unified Early Childhood Education department at: (209) 953-9745.

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 a replacement.

Classroom Assignments

When assigning students to specific courses and classes the principal or designee may consider the following criteria as appropriate for the grade level and course:

1. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors
2. Skills and classroom management style of individual teachers
3. Student skill level as indicated by multiple objective academic measures, such as a student assessment results, grade point average, and grades in prerequisite courses
4. Balance of high, medium, and low academic achievers
5. Student interests, readiness, behavior and motivation
6. Student/teacher ratios and, if relevant, class size reduction considerations

The principal or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which may be taken into account when determining his/her child's placement.

During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Communication

Lincoln Unified School District encourages frequent communication to parents/guardians about student progress. The principal and teacher may communicate by means of ParentSquare, conferences, newsletters, mail, telephone, e-mail, and/or school visits by parents/guardians. It is the Parent/Guardian's responsibility to ensure that the school has current, accurate contact information by completing the Aeries data confirmation each school year.

In addition, the district shall send parents/guardians all notifications required by law. All notices and other communications to parents must be provided in English and in the parents' primary language to the extent required under Education Code section §48985. Interpreters are available for parents/guardians whose primary language is not English.

Students and parents may access student attendance records and current grade information by logging on to Aeries. To create a new account, you will need an email address, the phone number associated with the student in Aeries, the student's ID number, and a verification pass code (may be obtained from the school secretary or enrollment services).

Counseling / Mental Health Services

Lincoln Unified offers counseling services 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.

Students may access additional mental health services within the community through any agency listed on this website <https://lusdface.weebly.com/community-based-resources.html> or by asking for resources from the school site counselor. 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. (Education Code § 49428).

Digital Citizenship

Digital citizenship refers to the responsible and equitable use of any type of digital tool, such as computers, tablets, smartphones, or any other internet accessible devices, to engage online with society at any level. Families and educators must provide a clear definition of what digital citizenship looks like and be vigilant in promoting and encouraging our students to become conscientious digital citizens.

To promote Digital Citizenship, Lincoln Unified School District staff members will:

- Take time to incorporate digital citizenship into their curriculum
- Make opportunities to promote digital citizenship schoolwide
- Recognize teachable moments to stress the importance of being a responsible digital citizen

To practice Digital Citizenship, Lincoln Unified students will:

- Complete safe and accurate searches while completing classwork
- Maintain the security of their passwords
- Put research in their own words (avoiding plagiarism)
- View age-appropriate material while online
- Respect physical property such as Chromebooks, chargers, and headphones
- Respect intellectual property such as music, videos, images, and other copyrighted materials
- Interact appropriately on all social media platforms

Discipline

Lincoln Unified School District is determined to provide the best educational atmosphere possible. To ensure this happens Lincoln Unified School District and the California Education Code policies are in effect during the regular day and

at all school-related events and activities. The school administration may deviate from these guidelines when appropriate to do so, as determined by the principal. In the event of extreme or repeated offenses, any misconduct may result in exclusion from school activities, suspension, notification of law enforcement agencies, and/or recommendation for expulsion. See [APPENDIX A](#).

Lincoln Unified supports a restorative approach to discipline. When a student falls short of our school's expectations, a school administrator will determine the action that will most help the student acknowledge their 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 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 the ability 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 us 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.

District Transportation

In order to help ensure the safety and well-being of students, bus drivers, and others, the Lincoln Unified School District expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. Students found to be in violation of the district's bus conduct rules ([English](#), [Spanish](#)) shall be subject to discipline.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Lincoln Unified will require all students riding a bus to have a bus pass. The passes allow the District to more effectively monitor who is getting on and off our buses, including time and exact locations. If your child will be riding the bus, please complete a bus pass application for each student at [Bus Pass Application](#) (English) and [Bus Pass Application](#) (Spanish). The pass must be with your child every day they ride the bus. If your child loses or damages their pass, a replacement can be obtained for \$8.

Dogs and other animals

Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. The district assumes no liability for the safety of animals voluntarily brought to school.

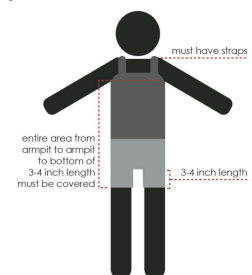
Seeing-eye dogs and service dogs may accompany students and staff at school as needed.

Dress Code

Lincoln Unified respects students' rights to express themselves in the way they dress. All students who attend Lincoln Unified schools are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in pants/shorts should be below 3 to 4 inches in length from the inseam.



- Shoes must be worn at all times and should be safe for the school environment.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Electronic Devices

Electronic devices include personal radios, MP3/iPods, CD, DVD, cellular phones, walkie talkies, electronic games, tablets, AirPods, and Apple Watches, and paging devices (Education Codes 51512, 48901.5). Students are encouraged to leave these items at home. The school is not responsible for personal electronic devices, acknowledging the importance for students to be careful, to not lend their device to others, nor leave a device unattended at any time. Smartphones or any electronic device should never be used in a bathroom, respecting the privacy of all.

Enrollment

Lincoln Unified School District Enrollment Services will accept enrollment packets between 8:00 a.m. and 4:00 p.m., Monday - Friday at 6225 Harrisburg, Suite B, Stockton, CA 95207. **Details and downloadable registration packets can be found at <https://ca50010933.schoolwires.net/Page/307>.**

A student may not be allowed to register without current immunizations. For more information, please visit [ShotsForSchool.org](https://shotsforschool.org) or contact the [local health department](#).

Federal Title I Funds

Each year the district shall ensure that its parent involvement strategies are jointly developed with the parent/guardians of students participating in Title I programs. The district will consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. The district shall also involve parents/ guardians of participating students in decisions regarding how the district's Title I funds will be allocated for parent involvement activities.

The district will ensure that each school receiving Title I funds develop a school-level parent involvement policy. The district shall coordinate Title I funded programs for the purpose of coordinating and integrating parent involvement programs and activities. The district shall also promote parent resource centers in district schools that encourage and support parents/guardians.

Federal Complaint Procedure

Federal law requires the school district and county office to adopt and notify parents and guardians of the district's complaint procedures for state and federal educational programs, including the opportunity to appeal to the state department. The district must investigate and seek to resolve complaints at the local level and follow Uniform Complaint Procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination for failure to comply with the law.

Focus Centers

Site-based 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.

Foster Students

This determination is for pupils who are placed within the boundaries of the school district in a regularly established licensed children's institution, a licensed foster home, or a court ordered placement. [Education Code 48204 (a)(1)(A)] Per AB 490, foster youth have the right to remain in their school of origin when they enter foster care or move (if in their best interest) and be immediately enrolled in a new school (even without health/education records). (Education Code 4885.0-4855.5) To receive more information about foster youth services and services, contact Eva Ballestrasse at eballestrasse@lusd.net

Head Lice BP 5141.33

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and any siblings of affected students or members of the same household. If live lice are found, the student shall be allowed to stay in school and at the end of the school day excluded from attendance.

The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Homeless Students

LUSD will be surveying all families upon enrollment about their housing status, in order to readily identify students and families that may qualify for additional support and services. The Homeless Services program supports the enrollment, attendance, and achievement of homeless students to ensure they receive equal access to educational opportunities. Per the McKinney-Vento Homeless Assistance Act, Subtitle B of Title VII, Education for Homeless Children and Youths (U.S.C § 11431 et seq.), homeless students lack a fixed, regular, and adequate nighttime residence. They have the right to remain in their school of origin or be immediately enrolled in their school of residence (per their best interest), as well as other rights and protections. To receive more information and to sign a student up for homeless student rights and protections, contact the district's Homeless Program Coordinator Eva Ballestrasse at eballestrasse@lusd.net.

Home Hospital

Parents/guardians have the right to have their child receive individual instruction if attendance at school is impossible or inadvisable due to a temporary disability. Parents must inform the district if their child is hospitalized or unable to attend school. Individual instruction may be provided at the child's home, in a hospital, or other residential health facility. If the hospital or facility is located in another school district, that district will provide individual instruction. (Education Codes 48206.3 et seq and § 48208) Find more information about the home hospital program on the Lincoln Unified School District website under Student Services.

Homework Policy (BP 6154)

Lincoln Unified recognizes that homework contributes toward building responsibility, self-discipline, and life-long learning habits, and that time spent on homework directly influences students' ability to meet district's academic standards. Students, parents/guardians, and staff are expected to view homework as a routine and important part of students' daily lives.

Administrators and teachers will develop and implement effective homework plans at each individual school site.

Hot Breakfast and Lunch

Breakfast and Lunch for all will be free for all students through the 2026-2027 school year. (Note: Parents still need to complete the income verifications form in AERIES.)

Maximizing instructional time is a priority. Parents, guardians or family members who must drop off a lunch or other items must deliver it to the main office. DoorDash and other food delivery services are NOT allowed on campus.

Illness

If your child becomes sick or hurt during the school day, the child should report to his/her teacher who will send him/her to the office. Office staff will contact parents to take their child home. If the parent cannot be reached, the emergency contact person(s) will be called to take the child home.

Your child should remain at home until the contagious period of the illness has ended. This is for the health and safety of all the children. Your child may return if:

- There have been no symptoms of illness for 24 hours (without the use of medication).
- The child has been on prescribed medication, such as antibiotics, for at least 24 hours.
- A physician's statement is provided verifying that the student is no longer contagious.

Immunizations

Students entering a district school or child care and development program shall present an immunization record which shows at least the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

A transfer student may be conditionally admitted for up to 30 school days while the student's immunization records are being transferred from the previous school. If these records do not arrive within 30 school days, the student will present written documentation by a physician, nurse, or clinic, showing that the required immunizations were received. If such documentation is not presented, the student will be excluded from school until immunization requirements are met.

Children must be immunized against certain diseases before being admitted to school unless a medical exemption has been provided by a medical doctor. The school district may offer immunizations to prevent communicable disease to students with parent or guardian consent.

Dismissal

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it is necessary for you or someone else to pick up your child during the school day, you must come into the office and sign the student out. Only persons listed on the child's emergency card will be allowed to sign out a child, unless the parent provides written permission for someone else. Anyone signing out a child must provide a valid photo identification card. Please try to keep early pick-ups to a minimum since it is important for your child to be in class every day, all day. When possible, schedule appointments after school hours.

Library

Our libraries carry an extensive inventory of diverse books within a variety of reading levels. Books may be checked out for one week and may be renewed. Students are encouraged to renew their books or turn them in on time. Lost or damaged books must be paid for. Final report cards may be withheld until such books are returned or paid for and students may lose the privilege of participating in the "end of the year" events if outstanding balances are not paid.

Lost and Found

Items will be stored in the lost and found. The school does not assume responsibility for any lost or stolen items. Parents are strongly encouraged to write their child's name on backpacks, lunchpails, water bottles, and clothing items. All unclaimed items will be given to charity several times each year.

Medical Insurance & Accident Insurance

LUSD is committed to ensuring that all students have access to affordable health care. For further information, please contact

For information regarding Student Accident Insurance, please visit www.lusd.net or contact Bianca Thrasher at (209) 935-8716.

Medication at School

It is the responsibility of the parent/guardian to provide medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606) Any student who must take prescribed medication at school and who desires assistance

of school personnel must submit a written statement of instruction from the physician or surgeon and a written statement by the parents/guardians indicating their desire to have the school assist in administering the physician's instructions. (Education Code 49480) Any student who carries and self-administers prescription auto-injectable epinephrine and/or inhaled asthma medication must submit a written statement of instruction from the physician that includes confirmation that the student is able to self-administer the medication and a written statement by the parent or guardian that (1) consents to the self-administration; (2) provides a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise regarding the medication; and (3) releases the school district and school personnel from liability if the student suffers an adverse reaction as a result of self-administering the medication. The written statements required for any medication at school shall be provided at least annually and more frequently if the medication, dosage, frequency, or reason for administration changes.

Non-Discrimination Policy

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 Engagement Board Policy

Lincoln Unified believes that family and community engagement is a fundamental component to student success and achievement. When families are engaged at home and at school, student achievement increases. The engagement of families and community members in the education of students creates a positive bond between the home and the school.

Each school provides the following parent involvement opportunities:

- Parent, Teacher, Student Association (PTSA)
- School Site Council
- Classroom Volunteerism
- Field Trip Chaperones

Parent Rights and Responsibilities

Lincoln Unified School District recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children. Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school (Education Code 51100).

The District believes that the education of our students is a shared responsibility. The District will work with parents/guardians to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

PTSA

Every school in Lincoln Unified has an active and involved Parent Teacher Student Association (PTSA). PTSA is a national organization dedicated to schools and their communities. We encourage all students and family members to join. A strong PTSA can do “together” what each cannot do individually.

Personal Items and Toys

No toys or personal items may be brought to school. This includes all toys, electronic games, audio equipment, and any items not necessary for classroom learning. Please be sure your child understands this. You can help by monitoring what’s in your child’s backpack each morning.

Photographs/Videography

The district requires parent/guardian permission before use of student images or student work by the district in any official publication or website. Parents/guardians who have an objection to their child’s image or student work appearing in any district or school official publication or website need to check the “no” box and sign the permission form on the back to school notification form. Parents/guardians who do not have an objection do not need to check the box. Change to fit new Aeries data confirmation.

Physical Education

Physical education classes shall be conducted in the coeducational, inclusive manner prescribed by law. The district shall provide instruction in physical education that provides equal access and equal opportunities for participation for all students in grades 1-12 regardless of gender, gender expression, sexual orientation, and mental or physical disability. The district's program shall engage students in age-appropriate moderate to vigorous physical activity, including aerobic, muscle-strengthening, and bone-strengthening activities.

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

Promotion Requirements

Lincoln Unified holds promotion ceremonies for students completing 8th grade in good standing. In order to promote with their class and attend end of year activities/ field trips, an 8th grader must:

Earn a **cumulative** GPA of 2.0 or higher and a 2.0 in the 4th quarter

Not have any F’s in the current quarter

Have no more than 3 days of suspension during the 4th quarter

Reporting of Student Progress

Lincoln Unified School District reports student progress to parents through report cards available on Aeries twice per year (semesters) in grades K through 6 and through parent-teacher conferences. For Grades 7 and 8, student report cards will be posted four times (quarterly) during the school year. Parents, teachers, and students will conference a minimum of one time per school year. However, a conference may also be scheduled on an as-needed basis. Parents/guardians are encouraged to communicate any concerns to the teacher.

Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus

sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator Nicole Merolla, Director of Student Services for Lincoln Unified School District; 1700 Porter Way, Stockton CA 95207; (209) 953-8727; nmerolla@lusd.net.

Students with Exceptional Needs or Disabilities

Lincoln Unified School District is committed to meeting the educational needs of all students, including students with exceptional needs. State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Please contact the Director of Special Education at (209) 953-8726 for specific information. (Education Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District 504 Coordinator, Joe Hancock, is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone: 3225 Deer Park Drive Stockton, CA 95219 - (209) 953-8726.

Surveillance Cameras

Lincoln Unified is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The District also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft. Security surveillance cameras are used on District property to promote a safe and secure environment, and the enforcement of District Board Policies.

Security surveillance cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Outside of these areas, there is no expectation of privacy and surveillance cameras may be used. Any audio capability on the District's surveillance equipment shall be disabled so that sounds are not recorded, unless authorized by the Superintendent. Video recordings may be shared with outside law enforcement authorities. Images that capture minors shall not be shared with the exception of situations noted in District policy. Nothing in district policy shall preclude the use of body worn cameras by law enforcement or safety officers as outlined in Board Policies and Administrative Regulations 3515.3.

Tobacco Free Schools (BP 3513.3)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property.

Tobacco Use/Possession & E-Cigarettes/Vapor Pens:

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

Volunteers (BP1240) and Visitors (BP1250)

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board also encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. Volunteers shall act in accordance with district policies, regulations and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or principal, an appointment should be set with the teacher during non-instructional time. No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512) In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

All volunteers/visitors must check in with office staff upon arrival at any site and have a current, valid photo ID.

Video Recording

Student use of any electronic listening or recording device in elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. (Education Code 51512)

Filming and posting fights is a form of aiding physical injury. Students who record other students fighting are perpetuating the conflict. Any student caught video recording a fight will be subject to discipline.

Websites

Each Lincoln Unified School maintains a website which includes school calendars, bell schedules, lunch menus, monthly newsletters, and links to policies and procedures.

CODE OF CONDUCT

When a student falls short of the school’s expectations, a school administrator will determine the action that will most help the student acknowledge his/her wrong doing, 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 us to be better able to take responsibility for our behavior. It helps us make different choices the next time we are upset about something. Lincoln Unified School District 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.

Grounds for Disciplinary Action

Should your child’s school determine the need for progressive disciplinary measures, the following actions may be taken by the school:

| Consequence | Description |
|---|---|
| Loss of Privileges | Limitations on a student’s participation in school activities |
| Community Service | Schools may assign community service on the school campus |
| Out of School Detention *Includes Friday/Saturday School | A detention assigned outside of the instructional day |
| In-School Detention | A detention assigned inside of the instructional day |
| Class Suspension | Removal from a particular class by the teacher |
| Warning | Student notice as to imposed consequences of any subsequent offense |
| Time-Out | A short period of time used to self regulate and reflect |
| Parent Contact | Written or verbal communication between the school and parent or guardian |
| Behavior Contract | An agreement between the student, teacher, and parent or guardian |

Grounds for Suspension & Expulsion

Mandatory Expulsion Recommendation:

The principal shall immediately suspend and shall recommend expulsion of a student determined to have committed any of the following acts.

| Code | Offense |
|--------------|---|
| EC §48915(c) | 1. Possession / Furnishing a firearm |
| EC §48915(c) | 2. Brandishing a knife at another person |
| EC §48915(c) | 3. Sale of drugs |
| EC §48915(c) | 4. Committing / attempting sexual assault / committing sexual battery |
| EC §48915(c) | 5. Possession of an explosive |

Discretionary Expulsion Recommendation:

The principal shall recommend the expulsion of a student for any of the following acts unless the principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

| Code | Offense |
|-----------------|---|
| EC §48915(a)(1) | A. Causing serious physical injury to another person |
| EC §48915(a)(1) | B. Possessed of a knife or other dangerous object of no reasonable use to the student |
| EC §48915(a)(1) | C. Unlawful possession of controlled substance |
| EC §48915(a)(1) | D. Robbery or extortion |
| EC §48915(a)(1) | E. Assault or battery upon any school employee |

Suspension:

The principal may suspend a student, for a first time offense, unless the principal determines that under the circumstances, other means of correction are not feasible or have failed to bring about proper conduct.

| Code | Offense |
|--------------|--|
| EC §48900(a) | (1) Caused/attempted/ threatened physical injury (2) Willfully used force/ violence, except in self defense |
| EC §48900(b) | Possessed / used / sold / furnished dangerous weapon / dangerous object |
| EC §48900(c) | Possessed/used/sold/ furnished/under influence of controlled substance/ alcohol/intoxicant |
| EC §48900(d) | Offered/arranged / negotiated sale of controlled substance/ alcohol/intoxicant or look-alike substance |
| EC §48900(e) | Committed/attempted robbery or extortion |

Permissive Suspension:

The principal shall suspend when other means of correction have failed to bring about proper conduct or the violation is so egregious in nature, the student can be considered a threat to the physical safety of others.

| Code | Offense |
|--------------|--|
| EC §48900(f) | Caused / attempted damage to school / private property |
| EC §48900(g) | Stole / attempted to steal school or private property |
| EC §48900(h) | Possessed / used tobacco / tobacco products / nicotine products |
| EC §48900(i) | Committed obscene act or engaged in habitual profanity / vulgarity |
| EC §48900(j) | Possessed / offered sale of drug paraphernalia |
| EC §48900(k) | Disrupted school activities or otherwise willfully defied the valid authority *Must use other means of correction grades K-12 |
| EC §48900(l) | Knowingly received stolen school/private property |
| EC §48900(m) | Possessed imitation firearm |
| EC §48900(n) | Committed / attempted sexual assault or committed sexual battery |
| EC §48900(o) | Harassed / threatened / intimidated a student witness |
| EC §48900(p) | Offered / arranged / negotiated sale of SOMA |

| | |
|---------------------------------|--|
| EC §48900(q) | Engaged in, or attempted to engage in hazing |
| EC §48900(r) | Engaged in the act of bullying, including but not limited to bullying by means of electronic act |
| EC §48900(t) | Aided / abetted infliction / attempted infliction of physical injury |
| EC §48900.7 | Made terroristic threats against school staff/property |
| EC §48900.2 Grades 4-12 only | Committed Sexual Harassment |
| EC §48900.3 Grades 4-12 only | Caused / Attempted / threatened / participated in act of hate violence |
| EC §48900.4 Grades 4-12 only | Intentionally harassed / threatened / intimidated students or staff |

Other Means of Correction:

Other means of correction provide an opportunity for students to reflect on their behavior and learn the skills they need to not engage in such behaviors again. They may be used separate from or in conjunction with discipline.

Other means of correction include, but are not limited to, the following.

| Code | Other Means of Correction |
|-------------|---|
| EC §48900.5 | 1. A conference between school personnel, the student, and the student's parents |
| EC §48900.5 | 2. Referral to school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling. |
| EC §48900.5 | 3. Intervention-related team to develop and implement an individualized plan to address the behavior in partnership with the student and parents |
| EC §48900.5 | 4. Referral for a comprehensive psychological psychoeducational assessment |
| EC §48900.5 | 5. Enrollment in a prosocial behavior or anger management program |
| EC §48900.5 | 6. Participation in a restorative justice program |
| EC §48900.5 | 7. A positive behavior support approach with tiered interventions that occur during the school day on campus |
| EC §48900.5 | 8. After school programs that address specific behavioral issues or expose students to positive behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. |
| EC §48900.6 | 9. Community service on school grounds or, with written permission of the parent or guardian of the student, off school grounds, during the student's nonschool hours |
| | 10. Substance abuse counseling |
| | 11. Peer mediation/ restorative conversations combined with conflict resolution strategies |

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|--|--|
| | 12. Behavior/ alternative discipline contract or compact |
| | 13. Mini-lessons with the goal of student reflection |
| | 14. Check-in system |
| | 15. Letter of apology |
| | 16. Mentor |