



CLAIRMONT ELEMENTARY SCHOOL
2024-2025

The Clairmont staff is dedicated to providing all students the balance of a strong, standards based education with the life skills needed for good citizenship in a safe and positive environment.

We take pride in the involvement of our parents and community in the education of our students. Our goal is to prepare our students to be successful in their school career and beyond.

Principal	Directora	Ms. Shaunté Shorter
Vice Principal	Subdirectora	Mrs. Nanci Johnston
Office	Oficina	209.953.8267

CLAIRMONT SCHOOL WIDE EXPECTATIONS

A copy of the school wide expectation matrix will be posted in each classroom along with the individual teacher's classroom expectations.

At Clairmont Elementary School we are creating a safe, respectful, responsible, and kind community through teaching expectations for student behavior. Our purpose is to be proactive about managing behaviors and to establish a climate where appropriate behavior is the norm. The school has adopted four behavioral expectations that are positively stated and easy to remember:

Be Respectful, Act Responsibly, Remember Safety, Kindness Matters

Our staff will teach the school wide expectations, similar to the core curriculum. We also encourage parents to use this language at home when talking with students about school, so they are hearing the same message from school and home. This helps us encourage a positive school community with clear and consistent expectations, acknowledging appropriate behaviors, and teaching social skills.

VIOLATIONS OF THESE EXPECTATIONS WILL RESULT IN ONE OR MORE OF THE FOLLOWING: WARNINGS, OFFICE REFERRALS, CONFLICT MANAGEMENT, PARENT CONTACT, LUNCH DETENTION, IN SCHOOL OR HOME SUSPENSION; AND IN EXTREME SITUATIONS, EXPULSION FROM SCHOOL – PER E.C. 48900 & E.C. 48915.

ATTENDANCE

EVERY DAY COUNTS!

Good attendance is one of the keys to success in school. Any time a student is absent, that absence must be cleared by sending a note with the student when he/she returns, or by calling the office between 7:30 AM and 3:30 PM.

Please include the first and last name of the student, the date of the absence, the reason for the absence and the grade. Our Child Welfare and Attendance Department will contact parents by letter or home visits when absences have not been verified after 10 days. Parents are reminded that it is their legal responsibility to see that their student attends school and are on time.

Absences for such reasons as family vacation and family business are discouraged and unexcused. Absences must be cleared within 10 school days or they cannot be excused. This is the law.

State law legally excuses absences only for the following reasons:

1. Illness
2. Medical Appointment
3. Death of an immediate relative
4. Quarantine
5. Pre Arranged Independent Study

Unexcused absences/tardies can include:

1. Trouble with Transportation
2. Oversleeping, etc.

Note: Students cannot leave campus after arriving at school until the final dismissal bell. This is a closed campus. Parents are asked to make appointments outside of the school time whenever possible. Vacations and other activities taken during school time almost always affect grades/learning and are discouraged.

AUTOMATED CALLS

Lodi Unified School District uses an automated telephone message system to keep in touch with families about school events and student attendance. If a student is marked absent and you have not called to clear it, you will receive a call from the automated system. Please take advantage of this reminder and call us back as soon as possible to clear your student's absences.

It is also important, if you block unidentified callers to your home, that you add our Clairmont phone number to your list of permitted callers. Our office number can be found in the front of this agenda. Thank you for keeping your phone numbers current.

PRE-ARRANGED ABSENCES

Pre-Arranged Absence Forms, and Independent Study Contracts (No less than 5 days and no greater than 14 days of absence) can be picked up from the office. Parents may request a pre-arranged absence form from school for justifiable personal reasons, religious observances, or other activities. Pre-arranged absences can only be excused for the reasons listed on the back of the form. Forms must be completed prior to the absence and signed by the Principal. Once approved, students will take the form to their teacher for a list of work to be completed. The form is then returned by the student to the office prior to the absence or they may not be recorded.

BICYCLES/ SCOOTERS/ SKATEBOARDS

Bicycles

Bicycles must be parked in the outside bike rack. The school will make all reasonable attempts to protect the bicycles. The school CANNOT assume any financial responsibility for a bicycle.

Scooters/Skateboards

Skateboards/Scooters, if used for transportation, must be carried onto campus. If you ride or stand on your board on campus or in the parking lot, your board will be confiscated, and you will lose the privilege of riding it to school. Parents will be required to pick it up.

CAFETERIA

Universal free meals will be offered at no cost to any student enrolled in the Lodi Unified School District, when they are in attendance. The California Universal Meals Program will provide students access to breakfast and lunch during each school day free of charge regardless of their income or eligibility. No application is needed for meals, but we do request that you complete a Household Family Survey or Parent Data confirmation in Aeries to help qualify your school for supplemental program funding. Lodi Unified participates in the National School Lunch and Breakfast Programs, as well as the Child and Adult Care Food Program for after school meals. For additional information about our programs, menus, special diet forms, P-EBT eligibility, nutrition education and fundraisers please visit <https://foodservice.lodiUSD.net>.

ARRIVAL POLICY

Students are allowed on campus beginning at 7:30am, if they are eating breakfast. Students should not arrive prior to that as there is no supervision before 7:30.

DISMISSAL POLICY

All students that do not participate in the afterschool program need to leave campus immediately following their teacher's release. Students waiting to get picked up by a parent or guardian need to stand on the blacktop on the southeast corner of the school. Students are to walk while departing school using sidewalks & walkways, and cross the street using the crosswalk only. This includes walking bicycles, skateboards, rollerblades, and scooters while exiting campus. Students participating in one of our after school educational programs (Bridge, tutoring, clubs, etc.) need to arrive at their after school program promptly after the dismissal bell.

Cell phone usage will only be permitted after exiting the main gate. Students who fail to comply with afterschool cell phone policy will have their phone confiscated.

Early Dismissal- A student must be signed out in the office if it is necessary to leave school early. The school will release a student only to the legal parent/guardian or an adult over the age of eighteen listed on the student's emergency card. ***Photo ID is required before a student can be released.***

DISRUPTIVE ITEMS

Disruptive items (phones, smart watches, iPods, tablets, cameras and any other item deemed disruptive per administration) are not allowed at school. Exception: Students may carry cell phones and use them after school when they are outside of the main gate, but are required to turn them off during school hours and keep them in their backpack. Violation of this school rule will result in discipline consequences. Parents are required to pick up the items from administration. Permanent markers will be confiscated and not returned. Clairmont Elementary School is not responsible for items lost, stolen, and/or damaged at school.

DRESS CODE

The Clairmont administration has the right to determine appropriate dress. Violations of the dress code will result in requests for a parent to either bring appropriate clothes to school or students will be given school clothing. Students will not return to class dressed inappropriately.

ALL STUDENTS ARE REQUIRED TO FOLLOW THE SCHOOL DRESS CODE

The appearance of students while at school has a direct impact on behavior and learning. Our goal is to promote a safe and wholesome academic environment with concern for the health, safety, and well-being of students and the avoidance of distractions to learning.

Dress standards include, but are not limited to the following guidelines:

1. **Pants, Shorts and Skirts:** The appropriate length of shorts and skirts has been determined by the administration to be reasonably modest. Students should wear shorts and skirts that come to a comfortable length on the thigh that would allow for all classroom activities to be physically possible without becoming revealing. Waistbands must be worn at or above the hip bone. Undergarments worn beneath shorts and pants should NOT be visible.
2. **Tops:** All tops must cover tops of shoulders, stomach, and cleavage. Tank tops, tube tops, halter tops, off-the-shoulder, sleeveless and spaghetti straps are NOT permitted. Bra straps must be completely covered. Sweatshirts may be hooded, but hoods are not to be worn inside.
3. **Shoes:** Open toe sandals and Crocs are not permitted.

4. Headwear: Hats, caps, hairnets, bandannas, scarves, durags, beanies, etc. are prohibited indoors. Only solid colored hats/caps are permitted to be worn outside.

ONLINE STUDENT EMERGENCY INFORMATION

Our student data system provides on-line access to update emergency contact information. The parent must provide their home phone number, parent's work phone numbers and at least one (although two is preferred) name of a friend or relative who can take responsibility for signing the student out of school in case of emergency. The name, current address and telephone number of a doctor must also be provided.

In order to keep our emergency information up to date, it is the parent's responsibility to update any changes via our on-line system at the start of each school year.

FIELD/STUDY TRIPS

Some classes offer field/study trips to places that connect to their curriculum. The criteria for all field trip participation will be established by the sponsoring teacher and/or group and support district discipline guidelines. Permission slips must be signed by parent/guardian and returned timely. This criterion will be in effect until the time of departure for each trip. All field trip monies earned by fundraising are non-refundable.

PBIS

Our Positive Behavior Intervention and Supports (PBIS) framework encompasses our community building and positive school culture. We have four core expectations that everyone is to follow: Be Respectful, Act Responsibly, Remember Safety, Kindness Matters. At the start of each quarter we teach all Bulldogs our behavior expectations for each area of our campus. Through PBIS we are also focusing on the positive choices' students are making around the campus and reinforcing them. The students receive BARK Bucks which they can use to purchase items from our BARK store. The focus of PBIS is to be proactive and preventative, through the various interventions we offer which address both academic and behavioral needs.

NO TOUCH POLICY

Students will not touch others in any way. This includes pushing, hitting, wrestling, play-fighting, holding hands, hugging, or any other touching. Consequences will range from warning to home suspension. Parent contact will be made for those unwilling to comply.

COMPUTER USE/ CHROMEBOOKS

Clairmont Elementary School's computer policy adheres to guidelines and requirements established by Lodi Unified School District. A copy of the Board Policy is available in the school office. Internet and computer access is a privilege. Students are to use the school internet access for schoolwork only. Downloading music, video clips or photos is permitted only for school projects. Students who deliberately access inappropriate materials or abuse the privilege will be forbidden to use the internet at school for up to one academic year and may be assigned other disciplinary action. Contact the school library media assistant for help.

LIBRARY

The Clairmont Library is available for use by all students. The books in the library cover an extensive range of subjects. Materials for recreational reading and for school reports can be found there. Students must pay for any books that are lost or damaged.

LOST AND FOUND ARTICLES

Students should mark clothing, books, equipment, etc., with some kind of identification. Each student is responsible for his/her own personal property. Check the lost and found for missing items. All unclaimed clothing will be given to charity.

LOCKDOWN PROCEDURE

BE SURE TO FOLLOW ALL STAFF DIRECTIONS AND REMAIN SILENT.

1. Staff should direct students to safe and secure locations, i.e., nearest open classroom/building or any other safe location.
2. If safe to do so, lock doors, close blinds/curtains, cover door windows and turn off the lights.
3. Teachers and students should remain silent and out of range of windows until the campus is cleared and deemed safe.

MEDICATION

Designated school personnel WITH THE WRITTEN CONSENT OF PHYSICIAN may administer certain prescribed medications for students. Unless there is a request by the students' doctor, the school is not allowed to administer medication of any kind. The request form for Physician's Consent For Medication in School may be obtained in the school office. This form is required for ALL medications. i.e., cough drops, eye drops, Tylenol, etc. Parents/guardians may come and give medication to their child.

OUT OF CLASS PASS POLICY

To create a more positive educational environment, teachers set up a pass policy in their classrooms. Students must always have a pass to be out of their classroom.

PARENT/TEACHER CONFERENCES

The week prior to the October break is designated as parent/teacher conference week, and we strive to have 100% participation. Outside of this week, parents are welcome to come and talk with any teacher, administrator, or counselor by making an appointment via e-mail or through the school office.

PROHIBITION OF HARASSMENT (Board Policy 5145.5)

It is the policy of the Lodi Unified School District to maintain a learning and working environment that is free from racial, sexual, religious, sexual orientation, or disability harassment. The District prohibits any form of harassment or bullying. For a complete copy of the policy, please call the school office at 209.953.8267.

PROMOTION & RETENTION POLICY

The Clairmont Elementary School's promotion/ retention policy reflects the guidelines and requirements established by Lodi Unified School District Board Policy. A copy of the Board Policy is available in the school office.

REPORT CARDS

Report cards are used to inform students and parents about student progress in school. Report cards are issued three times per year.

SAFETY

Students are responsible for their behavior from the time they leave their home until they return home after school. School rules, which are broken by students on the way to school or on the way home from school, will result in school disciplinary action.

Students should follow these guidelines:

1. Stay off all private property when coming to and going from school.
2. Bicycle riders and walkers should follow crossing guard directions near the school and follow bicycle safety rules.
3. Pedestrians must walk on the provided walkways. Pedestrian and bike riders are to cross Le Mans Avenue ONLY at designated crosswalks provided.
4. Students are not allowed on other school campuses while they are in session.
5. Students should NOT walk through the school parking lot.

SPECIAL EDUCATION Referral and Assessment (Ed. Code 56301-56303 & 56321)

The district has special education programs for any child with special needs, from birth to age 22. The Special Education Department can be reached at 209-331-7080. This department will seek to determine if the district can be of service to the child. Parents of such children should consult the Principal, Counselor or Resource Specialist at the child's school about special education and the referral process. Before a child can be placed in special education, an assessment of the child's needs must be conducted with written parental consent. A copy of the Board Policy is available in the school office.

TEXTBOOKS & CHROMEBOOKS

Textbooks are issued free of charge to all students. All textbooks are checked out in the library via a bar code ID process. Students will be required to pay for books and chrome books that are lost, damaged, or not returned in good condition. However, if the item lost has been paid for is found and returned in good condition, the money will be refunded. Students who have missing books or unpaid fines will not participate in the high school graduation ceremony.

CHROMEBOOK CARE PLAN

Insurance for the Chromebooks is available for \$25 per school year. Payments of cash can be made in the library. Insurance covers accidental damage. It does NOT cover loss of Chromebook or charger. For full details of coverage, see the Chromebook Care Plan information at <https://www.lodiUSD.net/parents/chromebook-care-plan>

UNIFORM COMPLAINT PROCEDURES-(District policy 1312.3)

Board Policy 1312.3 contains information regarding the districts uniform complaint procedures (as required by Title 5 of the California Code of Regulations). the uniform complaint procedures have been adopted to ensure that the district complies with state and federal law in specific programs, including allegations of discrimination and sexual harassment.

Copies of the Uniform Complaint Form may be obtained from the district office. The person filing the complaint may pursue action in the civil court. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. A copy of the Board Policy is available in the school office.

USE OF THE OFFICE PHONE

The office telephone is for school business purposes. Students are to obtain an out of class pass from their teacher and obtain permission from the office to use the phone.

DISTRICT VISITOR POLICY

ALL VISITORS MUST REPORT TO THE FRONT OFFICE. A VISITOR'S PASS WILL BE ISSUED AND MUST BE VISIBLE AT ALL TIMES.

1. Students from other schools are not allowed on campus.
2. Clairmont students are not allowed on campus when school is out of session unless special arrangements are made and agreed upon by the administrative staff and parental approval is obtained.
3. Names of scheduled visitors (pre-arranged) will be on file in the office. Upon arriving, a visitor's pass will be issued from the office staff.
4. Students are not allowed to bring visitors on campus due to liability.
5. Violators are considered trespassers. PC 653

KEEP YOUR SCHOOL SAFE. REPORT CRIMES AND DANGEROUS ACTIVITIES TO SCHOOL OFFICIALS OR POLICE.

PROGRESSIVE DISCIPLINE

A copy of the LUSD Rule 5144 is available in the school office.

Before a student is referred to the office, the teachers and staff will attempt to do one or more of the following:

1. Counsel with the student about the problem in private/verbal warning.

2. Work with the counselor regarding the problem (if appropriate).
3. Discuss the problem with the parent (phone and/or written communication) by the teacher prior to office referral and/or after the issuing of the referral.
4. Assign other appropriate consequences as determined by the teacher or office referrals.

In case of non-emergency office referrals to the administration, the following consequences will be imposed at the discretion of the administration:

- A. Warning/Parent contact
- B. Detention
- C. Community Service
- D. Restorative Justice
- E. Class Suspension
- F. In School Suspension
- G. Suspension (out of school)

Serious behavior problems (fighting, willful destruction of property, students under the influence of drugs/alcohol, extreme defiance, threats or assaults on another student or staff) should be referred directly to the Principal or Vice Principal for disciplinary action.

Teachers will send an email promptly when referring students to the office. In the case of a teacher suspension of a student from class, the teacher will contact the parent/guardian on the day the suspension is issued.

Administration reserves the right to suspend students whose behavior has not changed after these alternative consequences in order to preserve the educational environment for others.

Consequences assigned will be at the discretion of the administrator and will consider circumstances of current misbehavior, past referrals, and consequences as outlined in the Student Conduct Code located on our District website. For some infractions, the student may be suspended on the first offense if it is determined that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

DISCIPLINE - LUSD RULE 5144

The District's goal is to ensure that it provides all of its students with schools that are safe and that have an environment that is conducive to learning. The District is committed to nondiscrimination in discipline and to treating all students fairly and equitably in the Administration of discipline, without regard to race, color, or national origin. It is critical that students learn and are reinforced in appropriate behavior so that they are engaged in the District's education program, rather than its disciplinary system. Therefore, to the maximum extent possible and permitted by and consistent with the law, the District strives to adopt and implement student discipline policies that equitably implement research-based alternatives to exclusion; and use exclusionary discipline only as a last resort.