

# LINCOLN HIGH SCHOOL



## 2011- 2012 Student Handbook

Lincoln High School - 6844 Alexandria Place - Stockton, CA 95207  
[www.lincolnhigh.org](http://www.lincolnhigh.org)

# Student Handbook

## Lincoln High School - Stockton, California

6844 Alexandria Place, Stockton, CA 95207  
2011 - 2012

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### STUDENT HANDBOOK STAFF

Debbi Holmerud/Vicky Trent  
Editors

Vicky Trent  
Typesetting, Layout and Graphics

LUSD Copy Center  
Printer

The mission of Lincoln High School is to educate all students to achieve their maximum potential and to prepare them to be responsible citizens.

*LHS...A Drug Free Zone*

August 2011

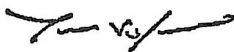
Dear Lincoln High School Students:

As you enter this new school year, I suspect you are still reflecting on your summer memories. Nonetheless, I hope you are focused on the opportunities before you. The opportunities that await you will undoubtedly come in the form of both facing new challenges and showcasing your successes.

During a recent text-message conversation with a disgruntled student, I received a response that caught my attention, "WE." I assumed he started to write a message to me and inadvertently hit send. When I inquired, he sent the identical response, "WE." I sought advice from a carload of teenagers during my daily carpool to school the following morning. They informed me WE is short for whatever when texting. Ironically, this student was texting me as a follow-up to a minor problem he caused by texting and by means of his apathetic attitude toward school. After receiving a text vocabulary lesson, I wrote back, "CMIIW, but UR EBKAC created this issue. IMHO, UR WE-attitude created this problem. EY!" Without hesitation, he wrote, "What is EY?" I obviously created the EY acronym, and I finally had his attention. I responded, "EY = Engage yourself. You need to begin to EY, instead of thinking WE. Let's meet F2F ASAP. PLZ CM @ 953-8712".

EY is my message to you. I implore you to engage yourself in your education. While the path of least resistance may be to dismiss important decisions or opportunities with a whatever-approach, stand up and say, "This is what I think! What is your opinion?" I challenge you to fully engage yourself with the learning opportunities before you. Don't allow your high school experience to be passive. Fully engage yourself in the arts. Fully engage yourself in athletics. Fully engage yourself in a club or student council. Fully engage yourself in rigorous courses. Fully engage yourself in constructive relationships with peers and staff members. Occasionally, put away the social networking devices and constructively interact with your peers with a meaningful, personal conversation about your experiences. Failure to fully engage yourself will lead to a future based on ... well, WE.

Best wishes in the new year!



Tom Uslan  
Superintendent

P.S. The first five students to format the text conversation in the second paragraph above into a grammatically correct passage with perfect spelling and syntax will receive free admission to five Lincoln athletic events, concerts or plays. Submit your phone number, name and passage to Lisa Walker in the Superintendent's Office.



Thomas Uslan  
*Superintendent*

Mr. Ted Bestolarides  
Mrs. Van Ha To-Cowell  
Mrs. Susan Lenz

## 2011 Governing Board

Mr. Don Ruhstaller  
Mr. George Conklin  
Mardie Agnew, Student

### DISTRICT ADMINISTRATION

Mr. Tom Uslan, Superintendent  
Ms. Janet Petsche, Associate Superintendent, Educational Services  
Mrs. Rebecca Hall, Associate Superintendent, Business Services  
Mrs. Michele Tatum, Associate Superintendent, Human Resources

August 2011

Welcome to Lincoln High School!

In the pages ahead you will find all of the information you will need to navigate yourself successfully through the coming year at Lincoln High School. You will find information about academic support systems, academic recognitions, graduation requirements, college entrance requirements, athletics, expectations for your behavior, guidelines for appropriate dress, consequences for inappropriate behavior, extra and co-curricular activities, and most importantly, the names of those on campus who are here to help you.

Teachers, staff and administrators work at Lincoln High School because we care about helping students. We have involved ourselves in activities both in and out of the classroom in order to provide a high school experience we believe will make a difference in your life after you graduate.

We hope you will take advantage of the many opportunities provided for you. Getting involved and getting to know others on campus – both adults and students – will strengthen your experience and preparation for the coming year. This handbook is designed to help you do that.

This will be an interesting year. I am excited about it, and I look forward to all that is ahead. I hope you are, too.

Sincerely,



Debbi Holmerud  
Principal



Debbi Holmerud  
*Principal*

## Administration

Debbi Holmerud, Principal

Joseph Hancock, Vice Principal  
Katherine Bender, Assistant Principal  
Scott Denero, Assistant Principal



Kelly Flanagan, Assistant Principal  
Josef Schallberger, Athletic Director

Dear LHS Trojans,

I am overjoyed to welcome all of you to the 2011-2012 school year! I am honored to be serving as your ASB President and wish nothing but success to each and every one of you. I cannot stress enough how vital your involvement and participation at Lincoln will be in making the most of your high school experience. There are an overwhelming amount of activities to take part in, including our athletics program, clubs, student government, as well as numerous spirit days, rallies, and dances organized for YOU. High school is a short four years and in order to take full advantage of your time at Lincoln, involvement is extremely important.

Today the media portrays far too many misconceptions of high school and I am here to confirm that Lincoln has a safe and fun learning environment. We have an amazing staff willing to go the extra mile for any student. Our amazing school at times resembles a small, bustling city. This fast-paced campus of 2,600 students can be intimidating to anyone unfamiliar with this kind of atmosphere. I am pleased to inform you that this controlled chaos will quickly become second nature. The biggest mistake one can make is becoming just another student at Lincoln. Speaking as an exceedingly involved student, I can confirm that I have made the best memories through involvement in athletics, clubs, student government, and simply attendance at school functions. As ASB President it is my sole duty to represent the student body, and to make school a place that you look forward to attending each and every day.

This school year is going to be amazing and filled with interesting, exciting, and fun-filled memories. High school is said to be a time in which children begin their evolution into adults and simultaneously learn about themselves; this holds to be incredibly true. With that, I wish all of you a successful school year and once again, welcome to Lincoln High School!

Sincerely,

Mardie Agnew  
ASB President



Mardie Agnew  
*ASB President*

## LINCOLN HIGH SCHOOL 2011-2012 Student Council

Mardie Agnew.....	ASB President	Maddie Boucher.....	Jr. Class President
Dunia Mardini.....	ASB Vice President	Marlena Hudson.....	Jr. Class VP/Treasurer
Yen Tran.....	ASB Secretary	Vacant.....	Jr. Class Secretary
Isabella Rosania.....	ASB Treasurer	Vandrea Foronda.....	Jr. Class Publicity
Lameace Dredar.....	ASB Publicity		
Lanzo Small.....	Commissioner of Assemblies	Nasser Saleh.....	Soph. Class President
Neco Johnson.....	Commissioner of Rallies	Dylan Gadeke.....	Soph. Class VP/Treasurer
Courtney Seawell &		Allison Dial.....	Soph. Class Secretary
Emily Ornellas.....	Staff/Student Recognition	Nikki Drake.....	Soph. Class Publicity
Sabrynah Nguyen.....	PTSA Representative		
Stephanie Santiago.....	Multicultural Representative	Sara Bryson.....	Fresh. Class Representative
Yoo Kim.....	Multicultural Representative	Julian Gotamco.....	Fresh. Class Representative
Chris Kim.....	DJ	Kristen Mendoza.....	Fresh. Class Representative
Mardie Agnew.....	LUSD Student Trustee	Amanda Parker.....	Fresh. Class Representative
Camira Williams-Liggins.....	Historian/Technology		
James Connelly.....	Sr. Class President	Stephanie Clendenin.....	Activities Director
Maile Britton.....	Sr. Class VP/Treasurer	Jayne Chiccone.....	Assistant Act. Dir.
Jessica Nichols.....	Sr. Class Secretary		
Meghan Harper.....	Sr. Class Publicity		

# Phone Numbers

## ADMINISTRATION OFFICE

953-8921	Debbi Holmerud	Principal
	<i>Evaluator:</i> Math Department	
953-8921	Vicky Trent	Office Supervisor
953-8924	Josef Schallberger	Athletic Director
	<i>Evaluator:</i> Athletics, PE, Cheerleading	
953-8916	Maria Costa	Staff Secretary/ Computer Support
953-8920	Linda Chadwick	Acct Clerk/Staff Secretary
953-8915	Debra Dunne	Registrar
953-8924	Pat Galindo	Clerk, Athletics

## INDEPENDENT LEARNING CENTER

953-8774	Julian Girouard	Teacher
953-8432	Donna Kosich	Clerk Typist

## STUDENT SERVICE CENTER

### A-E

953-8933	<b>Kelly Flanagan</b>	<b>Asst. Principal</b>
	<i>Evaluator:</i> Social Science, ELD	
	Randee Quilantang	Staff Secretary

### F-L

953-8932	<b>Joseph Hancock</b>	<b>Vice Principal</b>
	<i>Evaluator:</i> Strategies, World Languages	
	Suzanne Krenecki	Staff Secretary

### M-R

953-8934	<b>Scott Denero</b>	<b>Asst. Principal</b>
	<i>Evaluator:</i> Career & Tech Ed, Educational Planning Center, Science	
	Cathy Tirapelle	Staff Secretary

### S-Z

953-8935	<b>Katherine Bender</b>	<b>Asst. Principal</b>
	<i>Evaluator:</i> Activities, English, Library Visual/Performing Arts	
	Carol Della Maggiora	Staff Secretary

## COUNSELORS

<i>A-Cas</i>	Sabrina Eshaghi	Counselor
<i>Cat-Gal</i>	Carrie Hake	Counselor
<i>Gam-Joh</i>	Kelly Jensen	Counselor
<i>Joi-Mik</i>	Iris Bouchard	Counselor
<i>Mil-Ral</i>	Jane Burhoe	Counselor
<i>Ram-Ste</i>	Teresa Garcia	Counselor
<i>Stf-Z</i>	Vanessa Shuping	Counselor

## ACADEMIC SUCCESS CENTER—953-8935

Lanisha Redic, Counselor  
 Jamie Ward, Teacher  
 Jon Gillig, Teacher  
 Tony White, Outreach Worker

## ATTENDANCE OFFICE

(A-L)	Anne Whitaker	953-8926
(M-Z)	Bea Chase	953-8927
(A-Z)	Voicemail	953-8928

Call this number and leave a message to report absences after school hours.

## EDUCATIONAL PLANNING CENTER

Carmel Hernandez, Clerk Typist 953-8949

## REGISTRATION

Visit [www.lincolnhigh.org](http://www.lincolnhigh.org) to request transcripts and immunization records.

Debra Dunne, Registrar 953-8915

## DEPARTMENTS

Activities.....	953-8931
Career & Technical Education.....	953-8937
Educational Planning Center.....	953-8949
Journalism/Newspaper.....	953-8948
Library.....	953-8984
Library Media Center.....	953-8983
Multilingual Center.....	953-8942
Music/Band/Choral.....	953-8919
Psychologist.....	953-8952
Safe & Drug Free Schools.....	953-8939
Strategies.....	953-8961
Student Store.....	953-3301
Theatre.....	953-8957
Yearbook.....	953-9513

## TEACHER MESSAGES..... 953-8508

For confidentiality purposes, please leave only your name, your child's name, and number at which you can be reached.

Lincoln High School  
 Web Site  
<http://www.lincolnhigh.org>  
 with links to the following sites:

Daily Bulletin  
 The Link Parent Newsletter  
 Aeries Website  
 Updated Calendar of Events  
 Football Schedules  
 Sports Schedules  
 And more...

# Important Information

Get answers to all  
of your questions!



<b>If You Need</b>	<b>Where to Go</b>	<b>If You Need</b>	<b>Where to Go</b>
Absence notes .....	Attendance Office	LINK (Monthly Parent Newsletter) .....	V. Trent
Accident Forms (Student) .....	Student Service Center	Lockers (gym) .....	P.E. Instructor
Back to School Night .....	S. Denero/V. Trent/M. Costa	Lockers (school) .....	Student Activities Office
Check out of school (appointments) .....	Attendance Office	Lost and found .....	Student Service Center
Check out of school (illness, injury) .....	Student Service Center	Message for Student .....	Student Service Center
Cheerleading / Dance .....	D. Dunne	Orientation .....	S. Denero/C. Tirapelli
Coaches (off-campus) mailboxes .....	Athletic Office	Parking Permits (students) .....	C. Tirapelli
Club information .....	Student Activities Office	Parking Permits (visitors) .....	Administration Office
Colleges/Universities .....	Ed. Planning Center	Passes .....	Student Service Center/Attendance Office
Course Catalog .....	J. Hancock/M. Costa	Personal Data .....	D. Dunne, Registrar
Dances .....	Activities Office	P.E. Medical Excuses .....	Counselor
Delta Forms .....	Student Service Center	Power School .....	J. Hancock/M. Costa
Delta Signatures .....	D. Holmerud/S. Denero	Registration .....	Registrar/Attendance Office
Diplomas .....	D. Dunne, Registrar	Report Cards .....	D. Dunne, Registrar
Discipline .....	Alpha Assistant Principal	Saturday School .....	Alpha Assistant Principal
Drug, Alcohol, Tobacco Info .....	T. Cunningham	Schedule Correction .....	Counselor
First Aid .....	Student Service Center	Scholarships .....	Counselor/Ed. Planning Center
Free & Reduced Lunch Forms .....	Any LHS Office	School Site Council .....	D. Holmerud/V. Trent
Gifts to District .....	V. Trent	Science Camp .....	K. Flanagan/R. Quilantang
Grades .....	Teacher/Counselor	Security .....	Student Service Center
Graduation .....	J. Hancock/S. Krenecki	Student Activities .....	Student Activities Office
Handbooks .....	D. Holmerud/V. Trent	Testing (CAHSEE) .....	J. Hancock/S. Krenecki
Hearing Screening .....	K. Flanagan/R. Quilantang	Testing (STAR) .....	K. Flanagan/R. Quilantang
ID Cards .....	Student Service Center	Testing (AP & PSAT) .....	K. Bender/C. Della Maggiora
Illness at school .....	Student Service Center	Theft Report .....	Student Service Center
Independent Study Contracts .....	K. Bender	Transcripts .....	D. Dunne, Registrar
Independent Study P.E. .....	Athletics Office	Transportation Fees .....	Athletics Office
Insurance (student) .....	Administration Office	Use of Facilities .....	Athletics Office/Adm Office
Insurance (athletic) .....	Athletic Office	Work Permits .....	Educational Planning Center

## Regular Schedule

1 Period .....	7:20 - 8:15
2 Period .....	8:20 - 9:15
3 Period .....	9:20 - 10:15
4 Period .....	10:20 - 11:20
Lunch .....	11:20 - 12:05
5 Period .....	12:05 - 1:00
6 Period .....	1:05 - 2:00
7 Period .....	2:05 - 3:00

## Monday Schedule

1 Period .....	7:30 - 8:15
2 Period .....	8:20 - 9:05
3 Period .....	9:10 - 9:55
4 Period .....	10:00 - 10:50
Lunch .....	10:50 - 11:35
5 Period .....	11:35 - 12:20
6 Period .....	12:25 - 1:10
7 Period .....	1:15 - 2:00

## Double Third Period Assembly Schedule

1 Period .....	7:28 - 8:15
2 Period .....	8:20 - 9:10
3A Period .....	9:15 - 10:02
3B Period .....	10:07 - 10:54
4 Period .....	10:59 - 11:46
Lunch .....	11:46 - 12:29
5 Period .....	12:29 - 1:16
6 Period .....	1:21 - 2:08
7 Period .....	2:13 - 3:00

## RIGHTS AND RESPONSIBILITIES

### ADMINISTRATORS

#### Rights

- To hold pupils to strict accountability for any disorderly conduct during the school day, at school-sponsored events, or on their way to and from school.
- To take appropriate action in dealing with students guilty of misconduct.
- To recommend suspension, exemption, exclusion, or expulsion as the situation demands.

#### Responsibilities

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among students.
- To request assistance in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
- To grant access to pupil records by parent/guardian or others with proper authorization.

### TEACHERS

#### Rights

- To expect students to behave in a manner which will not interfere with the learning of other students.
- To have parental support related to academic and social progress of students.
- To expect students to put forth effort and participate in class in order to receive a passing grade.

#### Responsibilities

- To inform parents through report cards, phone calls and conferences about the academic progress, attendance, and behavior of their children.
- To conduct a well planned and effective instructional program, consistent with State, district, school and departmental curriculum standards.
- To initiate and enforce a set of classroom regulations consistent with school and district policies, rules and procedures.
- Update Aeries at least every two weeks.

### STUDENTS

#### Rights

- To remain enrolled in school until removed under due process conditions as specified in the Education Code.
- To have access to school records upon reaching the age of sixteen.
- To be informed of school rules and procedures.

#### Responsibilities

- To attend class daily and to be on time.
- To obey school rules and procedures.
- To respect the rights of school personnel and other students.
- To be prepared for class with appropriate materials and work.
- To help maintain a clean and orderly campus.
- To drive safely on campus.
- To monitor academic progress and attendance regularly via Aeries.

### PARENTS

#### Rights

- To be informed of district policy and school rules and procedures related to their children.
- To be informed of all facts and school action related to their children.
- To inspect their child's records with the assistance of a certificated staff member for proper explanation.
- To visit their child's classrooms after giving the teachers 24 hours notice.
- To visit school periodically and to participate in conferences with teachers, counselors, or administrators on the academic and behavioral status of their children.

#### Responsibilities

- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children.
- To be familiar with and supportive of district policies and school rules and procedures.
- To make certain their students attend school daily.
- To model appropriate behavior for their students, including safe driving on school campuses, and working positively with school staff.
- To provide the school with accurate emergency information at all times.
- To monitor academic progress and attendance regularly.

## Lincoln High School

### Core Beliefs

- All students can learn.
- Graduation must reflect a clearly defined level of achievement.
- Parents are an integral, formative part of the educational process.
- Students and teachers have multiple intelligences and learning modalities.
- People are life long learners.
- An effective learning environment requires all in the learning community to adhere to high academic and social standards.
- An atmosphere of mutual respect is essential to learning.
- Learning is enhanced when students are connected to a community.
- Students have a responsibility to positively contribute to the learning process.
- Students have a responsibility to the greater community.
- Diversity is valued.
- The educational needs of students should be the driving force of all educational and management decisions.
- Students and staff are entitled to a safe environment.

### Pledges

- Decisions on class size will be based on ensuring a quality education.
- Scheduling philosophies must be developed from a basis of educational need not management need.
- Students will be provided positive, nurturing relationships with adults.
- We will foster and develop critical thinking, responsibility, independence, and problem solving abilities in all students.
- We will involve every parent in the educational process.
- We will offer programs that address all learning styles.
- We will provide a challenging environment for all students.
- We will provide a variety of opportunities which will allow every student to find a productive niche.
- We will take each student to her/his potential.
- We will treat all students as capable of learning.
- We will value academic and vocational programs equally.
- We, as a community, will hold ourselves accountable.
- When a student has graduated, the diploma and/or certifications will reflect a clearly defined level of academic achievement.
- Our community will be accepting of all our cultures and diverse populations.
- Staff will behave in a respectful and responsible manner.

### Objectives

- We will develop a system of certification which correlates with student achievement.
- Every student that graduates will be prepared to take a productive next step and should be able to identify what that step is.
- We will have a system that meets each student's needs.
- We will have career paths for our students.
- We will develop an evaluation process that shows student progress toward graduation.
- We will foster and encourage communication between staff, students, and parents.
- We will teach students how to reflect and self-evaluate on one's work and one's actions.
- We will teach students to become independent learners.
- Learners will see themselves as valuable contributors to both the school and the larger community.
- Students and staff will be held accountable for mutually responsible and respectful behavior.

### Strategies

- Prior to graduation, each student must demonstrate knowledge/mastery of the core curriculum.
- Prior to graduation, each student must demonstrate the skills and awareness necessary to become a responsible citizen.
- We will provide students with a framework of what is expected of them academically and socially.
- Staff will encourage regular feedback from students while adjusting methodology as needed to ensure improvement.
- We will cooperate with the feeder schools on an ongoing basis to ensure students a smooth transition to the high school.
- We will integrate peer observation strategies into all programs to encourage self-reflection.
- We will use the community as a resource in the development of career paths.

## ACADEMICS

### RECOGNITION, INFORMATION AND RESOURCES

#### ACADEMIC RECOGNITION

At Lincoln High School we identify and emphasize academic merit and behavioral excellence. Student achievement, academically and behaviorally, is the hallmark for creating a supportive environment in which all students can develop into young adults and lifelong learners.

The following recognitions are available to all students:

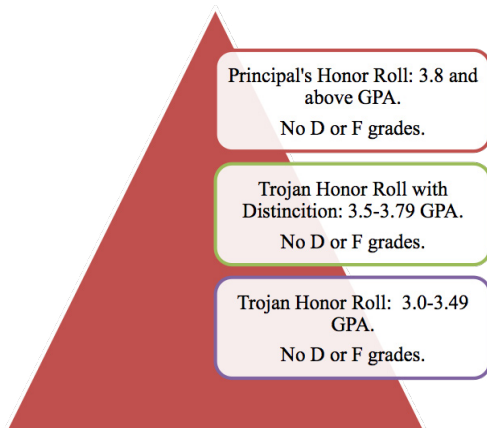
##### Academic Block “L” Letter

- The Block “L” will be awarded to students who earn a GPA of 3.8 or above for two consecutive semesters. Students who accomplish this at the end of the ninth grade will be awarded their Block “L” the Academic Awards Ceremony of the following year.
- LHS Lamp of Learning, which can be added to the Block “L”, will be awarded to students who earn a GPA of 3.8 or above for two additional consecutive semesters (four total semesters).
- LHS Torch, which can be added to the Block “L”, will be awarded a GPA of 3.8 or above for two additional semesters (six total semesters).
- These awards will be presented during the Academic Awards Ceremony held in May of each year.

##### California Scholarship Federation (CSF)

CSF is a statewide organization to honor outstanding high school students. Applications for semester membership are taken each semester after report cards have been received. To be eligible for membership a student must earn at least 10 points based on the previous semester grades, and not have any grades lower than a C. Students must reapply for membership each semester. To apply for membership, the student needs to bring his/her semester report card and \$5 to Mrs. Landucci.

Students who are members of CSF for at least 4 out of their last 6 semesters (one of those semester memberships must be earned with senior grades) meet the requirements for Life Membership.



Students who earn an incomplete grade in any coursework at the end of the semester are not eligible for Honor Roll recognition.

The benefits of life membership are the following: receiving the official CSF life membership pin, the Federation chapter seal on their diploma and indication on permanent academic records and transcripts, the Federation chapter seal on the life membership certificate, and a gold tassel and stole to be worn at the graduation ceremony.

##### Honor Roll

At the end of each semester, students who have earned a minimum GPA of 3.0 or above earn Lincoln High School Honor Roll recognition. Lincoln High School utilizes a three-tiered recognition model for honor roll.

##### Senior Scholars

Seniors earning an overall GPA of 4.0 or above shall be designated as “Senior Scholars.” These students will be recognized at the Academic Awards Ceremony in May and awarded a gold medallion to wear over their robe during the graduation ceremony.

##### Distinguished Seniors Scholars

Seniors who have earned an overall GPA of 4.0 or above and have received no letter grade less than A, except in an Advanced Placement or UC approved honors course, will be designated “Distinguished Senior Scholars.” These students will be recognized at the Academic Awards Ceremony in May and awarded a gold medallion to wear over their robe during the graduation ceremony. These students will also be the speakers during the graduation ceremony along with the Valedictorian.

##### Valedictorian

Among the Distinguished Senior Scholars, the student with the highest CSU GPA (calculated using only UC/CSU approved courses) will be named Valedictorian. This student will be recognized at the Academic Awards Ceremony in May and awarded a gold medallion to wear over his/her robe during the graduation ceremony. This student will also be a speaker during the graduation ceremony along with the Distinguished Senior Scholars.

##### Community Service Award

The Lincoln High School Community Service Award is available to all Lincoln students in grades 9-12. Students must complete 100 hours of documented community service involvement within one academic year. For the purpose of this award, community service is defined as work completed for no financial or personal gain, performed beyond the community of Lincoln High School unless it serves a greater good for our school, city, nation, or world, and be in addition to the 10 hours per semester required for the senior level government/economics class. All but 8 hours must be served outside of the school day. Students must submit a community service performance evaluation form, outlining the work that was done, the number of hours completed, and the person supervising the work.

## GENERAL INFORMATION

### CALIFORNIA PUBLIC UNIVERSITIES

Below are general guidelines for eligibility to the California State University (CSU) and the University of California (UC) systems. Students who meet the guidelines will be eligible for, but not guaranteed, admission to any campus or program. As a general rule, the stronger the student's overall record the better that student's chances for admission. Meeting the minimum eligibility requirements may not get you accepted to the college or program of your choice. For information about specific programs and colleges, visit the LHS Educational Planning Center.

The State of California supports two university systems. The University of California consists of nine campuses. The California State University system consists of 23 campuses. Both university systems require the completion of minimum subject requirements. These subjects are referred to as the "a through g requirements."

- a. History: 2 years. 1 year of U.S. History or U.S. History and American Government, and 1 year of World History.
- b. English: 4 years.
- c. Mathematics: 3 years. (IMP 1, 2, 3 or Algebra 1, Geometry, and Algebra 2). 4 years recommended.
- d. Laboratory Science: 2 years. 1 year of Biology, Environmental Science, or Anatomy/Physiology, and 1 year of Chemistry or Physics. 3 years recommended.
- e. Foreign Language: 2 years required. 3 years recommended (must be in the same language).
- f. Visual/Performing Art: 1 year.
- g. Advanced course: at least 1 year of an additional UC/CSU course.

D and F grades in "a-g" subjects must be repeated or validated.

UC and CSU compute the College GPA by averaging grades for UC/CSU-approved courses completed after freshman year. Students may increase their college GPA by completing AP and UC approved honors classes. Refer to the college websites, course catalogs, or admission packets for an explanation of the College GPA and weighting guidelines.

In addition to the a – g requirements, college entrance examinations are required. CSU requires completion of the SAT Reasoning Test (formerly the SAT I) or the ACT. The UC requires completion of the SAT Reasoning Test or ACT, plus two SAT Subject Tests (formerly SAT II). Typically, entrance examinations are completed junior year. Check with the Educational Planning Center for specific information and dates of the college entrance examinations.

The "Eligibility Index" is a combination of a student's College GPA and entrance examination scores. Students with higher eligibility index scores have a greater chance of acceptance, especially at competitive campuses and in competitive majors. As a general rule, the stronger a student's overall record (rigorous classes, high GPA, solid test scores), the better chances that student will be accepted.

### CREDIT DEFICIENCY

A student shall have earned no fewer than 60 units per year, in each of the first three academic years of high school, in order to be considered as progressing satisfactorily toward meeting the minimum competency requirements for high school graduation. (Board Policy 5124.2) The following credits are necessary at the start of the school year to be considered "on track" for graduation:

- 10th Grade: 50
- 11th Grade: 110
- 12th Grade: 170

Students must attend summer school if they fail classes in order to avoid becoming credit deficient. Students who have not earned 100 credits will not be allowed the privilege of leaving campus for lunch.

### DELTA COLLEGE COURSES

It may be possible for students to begin taking college-level classes at San Joaquin Delta College while still in high school. Students who wish to take a SJDC class must meet minimum requirements (2.0 overall gpa, good attendance, no suspensions) and must have their counselor fill out an "Early Start" form. Students wishing to take a class during the summer must have the form completed before the school year ends as counselors are not available during the summer to sign these forms.

### FINANCIAL AID & SCHOLARSHIPS

Financial Aid includes: (1) Federal Student Aid; (2) State Aid; (3) Scholarships and Grants; (4) Loans and; (5) Work Study

1. Federal Student Aid is sometimes referred to as FAFSA (Free Application to Federal Student Aid). It is recommended that all students applying for student aid complete a FAFSA. This application is the "doorway" to the federal loan application process and may determine if you are eligible for other sources of aid. The priority filing period is between January 1 and March 2 of senior year.
2. State Financial Aid is sometimes referred to as Cal Grant. This is an entitlement award based on household income and the grade point average. Submitting a GPA verification form is required for State Financial Aid. Priority filing period is between January 1 and March 2 of senior year.
3. Scholarships and Grants come in several forms. Scholarships are categorized as local, national, and institutional. The Lincoln High School Career Center houses the scholarship database for many local and national scholarships. It is also recommended that students utilize the Internet in their scholarship search. Web sites such as fastweb.com can be extremely helpful in this process. The majority of grant awards are determined by the post-secondary institutions (colleges/universities) after a FAFSA is filed. All institutional-based aid can be found on the college/university web sites under "undergraduate financial aid." NOTE: Students must be very proactive in their scholarship search process, as it is extremely time consuming.
4. Loans. Generally, the federal loan process offers student loans with very low interest rates. Most of the time students will begin to pay off these loans after they have graduated from college. The Free Application For Student Aid (FAFSA) is the first step in securing a federal loan.
5. Work Study and student employment are final methods of obtaining money for college. Students need to check with the post-secondary institutions for details on their programs.

## FOREIGN EXCHANGE STUDENTS

We believe that a year learning our culture and developing English language skills is valuable. However, we will not be able to translate or analyze foreign transcripts. Foreign exchange students will not be eligible to receive a LHS diploma, nor will they be allowed to participate in the graduation ceremony. Upon completion of the foreign exchange year, students will receive a LHS transcript which lists only those courses taken at LHS. Students must be under the age of 18, and have not completed their senior year in their home country. Students will be registered as juniors and enrolled in junior-level courses.

## GRADUATION CEREMONY

Graduation is a joyous occasion for everyone. Students are moving forward in pursuit of personal goals, and teachers and staff share in that experience. It is a time of immense pride for all.

The ceremony that accompanies the graduation is intended to be uplifting and to honor the students' and their families' accomplishments. For those reasons, the ceremony is to be taken seriously by all, and is limited to those students receiving a diploma or a certificate of completion. Students must attend all three mandatory practices and are required to dress and act appropriately in order to take part in the celebration. In addition, students are expected to be considerate of their fellow students and their families and friends by not disrupting the ceremony so that it may be enjoyed by all. Consumption of alcohol, use of drugs, wearing of inappropriate clothing, and other inappropriate behaviors will warrant the removal of a student from the graduation exercises.



## GRADUATION REQUIREMENTS

The California Education Code and the Rules and Regulations of the State Board of Education, require instruction in certain specific topics in all California public high schools. The Lincoln Unified School District Board of Trustees has adopted additional requirements for graduation from high school.

A diploma of graduation shall be granted upon completion of the following minimum subject/credit requirements:

Courses	Credits
1. English.....	40
2. Mathematics .....	20
(at least one year in college preparatory math)	
3. Physical Education .....	20
4. Science.....	20
Physical Science .....	10
Biological Science.....	10
5. Social Sciences.....	40
Health /Psych / World Geography .....	10
World History .....	10
U. S. History .....	10
Am. Govt./Economics .....	10
6. Fine Arts/Foreign Language.....	10
7. Electives .....	80
Total	230
8. Pass the High School Exit Examination in language arts and math.	

## INCOMPLETE GRADES

Under special circumstances, such as an extended illness, a teacher may issue a grade of "incomplete". This mark indicates that there is a potential to receive a passing grade if certain requirements are met within a mutually agreed upon period of time. If the student does not complete the required work within the time period, the grade will be changed to an "F". Incomplete grades must be cleared no later than the following grading period.

## PROPER CITATION OF SOURCES

The following is a list of websites from the Internet Public Library for Teens website (<http://www.ipl.org/div/teen/>) to help students avoid unintentionally plagiarizing an author's work and create proper citations when including quotations in their writing:

### Paraphrasing, Summarizing and Plagiarism

Using Research Sources (Hamilton College) - <http://www.hamilton.edu/writing/style/research.html>

Introduction to Using Source Materials (U Richmond) - <http://writing.richmond.edu/writing/wweb/source.html>

Avoiding Plagiarism (Hamilton College) - <http://www.hamilton.edu/writing/style/plagiarism/plagiarism.html>

Using Paraphrases (U Richmond) - <http://writing.richmond.edu/writing/wweb/paraphrs.html>

Quoting & Paraphrasing (U Wisconsin-Madison) - <http://www.wisc.edu/writing/Handbook/QuotingSources.html>

### Using Quotations

Creative Use of Sources (U Richmond) - <http://writing.richmond.edu/writing/wweb/creatsrc.html>

Incorporating Quotations (U Richmond) - <http://writing.richmond.edu/writing/wweb/introquo.html>

Effective Direct Quotes (U Richmond) - <http://writing.richmond.edu/writing/wweb/dq.html>

Integrating Quotations into a Literary Analysis Paper (U Wisconsin-Madison) - <http://www.wisc.edu/writing/Handbook/QuoLiterture.html>

### Styles of Citation

Citation Maker-Secondary (Oregon Public Education Network Clearinghouse) - <http://www.openc.k12.or.us/citeintro/citeintro.php?Grd=Sec>

Documentation Styles (U Wisconsin-Madison) - <http://www.wisc.edu/writing/Handbook/Documentation.html>

MLA Documentation - <http://writing2.richmond.edu/writing/wweb/mladocu.html>

Guide to Turabian's Manual for Writers (U Richmond) - <http://writing2.richmond.edu/writing/wweb/tura.html>

APA Documentation (U Richmond) - <http://writing2.richmond.edu/writing/wweb/apadocu.html>

Citing Electronic Resources (Internet Public Library) - <http://www.ipl.org/div/farq/netciteFARQ.html>

## REPEATED CLASSES

Some classes require a “C” grade to proceed to the next level of a course (such as most foreign language and math classes).

Students who earn a “D” grade may repeat the course to raise the grade. The D credits will be recoded as elective credit, and the new grade will replace the original D. Students may remediate a D grade only once per course. A maximum of two courses (20 credits) may be repeated for elective credit.

### SCHEDULE CHANGE POLICY

The schedule change policy is one that should be carefully read by students and parents alike. All students must put serious consideration into their course selection during the spring registration process - remember, classes are intended to be year long. It is important to understand that when you change a class it affects other student’s classes and teachers. At the beginning of the school year, counselors are typically building schedules for new students or fixing errors (for example: a student is missing a class period, or a student who is enrolled in a class he/she has already completed). Therefore, the class change policy has been established to help minimize movement once your classes are selected.

1. **Timing of schedule change requests:**

A Schedule Correction Request Form may be submitted during the first 5 school days of first semester. Forms are available in the Administration Office. There is no guarantee a student’s schedule can be changed. Changes are dependent upon availability of classes. Students must attend their official schedule until a counselor confirms that a change has been made.

2. **Late requests:**

Requests for schedule changes after the above guidelines are generally not approved. Requests after this timeline will be considered only if there is a hardship.

3. **After five weeks of each semester:**

Any student dropping a class after five weeks of any semester will receive an F for that course.

## SENIOR MINIMUM DAY

Senior students may enroll in a minimum day, which is defined to be 5 full credit courses. Senior students are eligible if they meet the following criteria:

- The student must be “on target” for graduation.
- The student must have 180 credits at the beginning of the first semester.
- The student must have earned a 2.0 GPA in the preceding semester.
- The student must have written parental permission to take only 5 classes.
- Students need to consider eligibility requirements when they are enrolling in a minimum day schedule.

## TRANSCRIPTING COURSEWORK TAKEN at OTHER INSTITUTIONS

Credits completed at other schools will not be added to the LHS transcript without the specific approval of the principal, given in advance, and only under extenuating circumstances.



## TUTORING

English, math, science and social science tutoring is offered by LHS teachers every Tuesday, Wednesday and Thursday in the library from 2:05 p.m. to 3:00 p.m. and from 3:05 p.m. to 4:00 p.m.

Students who are failing or in danger of failing a class are expected to attend at least two sessions per week.

Students should report to the library, but may be directed to a teacher’s classroom. See “After-School Tutoring” on page 13 for additional information.

In addition, math tutoring is offered by Mu Alpha Theta math club students during lunch in Ms. Landucci’s room, 1510.

## ACADEMIC RESOURCES

Numerous support systems exist on campus for the purpose of helping every student be successful and to accomplish their goals. Students and parents are encouraged to take advantage of these services and to ask for help when needed.

### After-School Tutoring

- Tutoring is available after school every Tuesday, Wednesday and Thursday at 2:05 and 3:05 in mathematics, English, science and social science.
- Students may attend by choice or will be assigned to attend by their teachers when their grades fall to a D or an F.
- 15 hours of documented attendance at tutoring will count towards 1 unit of elective credit. Students should keep track of their hours using the “Student Tutoring Log”.
- Students who are assigned detention may serve their detention at tutoring, after signing in for detention.
- Any student who is disruptive to the tutoring process will be asked to leave and not given credit for their attendance on that day.

### Academic Success Center (ASC)

Two part-time teachers and one full-time counselor provide intensive academic and counseling support to targeted 9th grade students. Organizational skills, reading strategies, writing skills, basic math skills, note-taking, communicating with teachers, homework, and study habits will be addressed. Parents will be asked to attend individual conferences with staff and parent information nights. Students will be provided assistance with their daily class and homework, and have access to computers, textbooks, tutoring and other resources as needed. If you feel your freshman would benefit from this program contact the ASC counselor at 953-8935.

### Aeries

Students and parents may access their attendance records and current grade information by logging on to Aeries via our school’s website, [www.lincolnhigh.org](http://www.lincolnhigh.org). Click on Aeries on the left hand side of the page under Quick Links.

### Communication with Teachers

Parents may contact their students’ teachers either by email or by phone. For your convenience teachers’ email addresses are listed at the back of this handbook. Parents requesting regular communication with their students’ teachers are encouraged to initiate the email to teachers on a weekly basis. Parents wishing a phone call may leave a non-confidential message at 953-8508. Please leave the name of the teacher for whom you are leaving the message, your name and the name of your student.

### Counseling

LHS offers a comprehensive counseling program with 6.5 counselors, each of whom work with a specific part of the alphabet as outlined below:

A-Cas	Sabrina Eshaghi	Mil-Ral	Jane Burhoe
Cat-Gal	Carrie Hake	Ram-Ste	Teresa Garcia
Gam-Joh	Kelly Jensen	Stf-Z	Vanessa Shuping
Joi-Mik	Iris Bouchard		

Counselors work with their students through their four years at LHS helping them to set goals for life after high school, scheduling new students into appropriate classes, providing guidance in course selection to help students meet these goals, monitoring credits and graduation credits, navigating the college application process (including writing letters of recommendation) tackling the job application process, and providing crisis counseling as needed.

Counselors distribute information to students and parents via The Link, College Night (each October), Curriculum Fair (each spring), classroom presentations, grade-level flyers, and college/financial aid booklets (available in the Educational Planning Center and on the LHS website). Counselors also work to be a resource for teachers and parents when a student is not being successful. The goal of each counselor is to help students to realize their potential and to help students to be successful and productive citizens after they leave high school.

### Educational Planning Center (EPC)

The EPC is located in room 1418 and is available to all students and teachers. The Center is open daily during lunch, 6th period, 7th period, and for one hour after school. The EPC contains valuable resources for researching the major career clusters, numerous occupations, many post-secondary schools, colleges and universities, and various armed service programs. Parents and community members are invited to visit either with students or on their own to become acquainted with the numerous resources. Classroom visits are arranged during the year to give students an opportunity to learn about the Career Center’s resources and services.

During the year, the EPC provides speakers and programs on a wide variety of topics such as scholarships and financial aid for post-secondary education, college admissions, trade and vocational school admissions, armed services programs, getting and keeping a job, exploring career fields, volunteer and community service opportunities, summer youth employment and other timely information. It also maintains a “Job Order” board listing part-time opportunities for students.

The EPC also provides Career Interest Tests which will allow you the opportunity to explore careers or vocational interests. If you are interested in the armed services, you may arrange for an on-campus appointment with a recruiter from any of the armed services.

### Lunch Tutoring

The majority of our teachers make themselves available daily during the lunch period to help their students. All of our teachers will meet with their students during lunch, when a student makes arrangements with them in advance. Students are encouraged to take advantage of this support. It is particularly helpful to use this time to go over homework a student does not understand prior to going home and struggling with it or before the start of an afternoon class.

### Multilingual Center

All English Language Development services are provided through this program. This resource, located in the classroom next to the A-L side of the Student Service Center, provides access to computers, tutoring, translators and CELDT testing.

### School Website

Go to [www.lincolnhigh.org](http://www.lincolnhigh.org) and find information about daily bell schedules, school calendar, athletics schedules, daily bulletin, locker registration, School Site Council, PTSA, counseling services and Spanish resources, Student Handbook, current and archived volumes of our monthly school newsletter, The LINK and our course catalog.

### Weekly/Daily Progress Reports

Parents wishing to receive a written update on their student’s progress and/or behavior in class may require their student to bring home either the weekly or daily progress report forms available to all students on both sides of the Student Service Center. Students should pick up the form and present it to each teacher asking him/her to fill it out. The student must take responsibility for initiating this request, but teachers are very willing to provide this information by completing these forms.

## ACTIVITIES CO-CURRICULAR and EXTRA CURRICULAR

### CLUBS and CO-CURRICULAR ADVISORS

A for Africa .....	P. Griley
Academic Decathlon .....	T. Lanter-Skokan
Auxiliary .....	TBA
Band Council .....	TBA
BSU .....	B. Roberson/Ware-Mitchell
C.A.F.E. ....	G. McAuley
Chinese Cultural Student Society .....	TBA
Choir Council .....	P. Kimball
C.S.F. ....	S. Landucci
Cheer/Dance .....	D. Dunne
Conflict Management .....	T. Cunningham
Cordoba .....	D. Dickerson
Culinary Arts .....	L. Lundgren
Dance .....	E. Alvarez
Diabetes Awareness .....	TBA
Drama .....	C. Shary
Filipino .....	B. Kaiser
F.O.C.U.S. ....	M. Trucco
Filipino Club .....	B. Kaiser
Friends of Special Olympics .....	F. Bohnett/M. Bishop/B/ Kaiser
Future Builders .....	J. Wright
Gay, Lesbian, Straight Alliance .....	T. Lanter-Skokan
Habitat for Humanity .....	M. Malloy
Healthy Habits .....	P.J. Rapisura
Helping Hands .....	M. Teeters
Interact .....	E. Alvarez
Italian Club .....	S. Mariani
Japanese Club .....	K. Keeling
Key Club .....	R. Wurgler
Khmer /Cambodian Club .....	D. Ware/P. Miech
LEO's .....	K. Jensen/C. Hake
Mathletes .....	L. Green
MECHA .....	A. Rosas/T. Garcia/R. Vargas/I. Lopez
Melange (Literary Magazine) .....	P. Griley
Movie .....	D. Dabaco/D. Dunne
Mu Alpha Theta Math .....	S. Landucci
Newspaper .....	L. Layfield
Pink Ladies .....	B. Hodson/ S. Whaley
NJROTC .....	M. Williams
Science Club .....	R. Harper
Spanish Club .....	TBA
Speech/Debate .....	B. Heinrich
Student Council .....	S. Clendenin/J. Chiccone
Students' Rights Awareness .....	C. Shary
Vietnamese Club .....	W. Phan
Yearbook .....	B. Seibert

### ASB DISCOUNT "Punch"

An ASB Discount "Punch" is available during orientation or later in the Student Activities Office. The price is \$25 during orientation and \$35 thereafter. Possession of a sticker has many advantages to the holder because it allows reduced admission to at-home regular league football and basketball games, and school dances. The cost of the sticker will quickly pay for itself.

### DANCES

1. Dances are a privilege. All school rules apply.
2. Bids are non-transferrable and will be honored for only the person whose name they are in. The student must be present at the time of purchase.
3. No dance shall start until all assigned chaperones have arrived.
4. Lincoln High School dances are closed to non-students with the exception of the Winter Formal and the Prom. Guest bid passes must be completed and turned into administration one week prior to the last day of bid sales. Guests may be no older than 20 years old.
5. All students must show their current LHS ID to be admitted to all dances.
6. Admission to a dance will be allowed for only one hour after the dance has started unless the student has made prior arrangements with administration.
7. Appropriate attire will be worn all evening.
8. A student who leaves a dance before it is over will not be readmitted. Parent notification may be made.
9. No "freak" or other sexually suggestive dancing. First offenses will result in placement in the "penalty box" for 10 minutes. A second offense will result in the student being asked to leave the dance.
10. All dances will end no later than 11 p.m. with the exception of Homecoming, the Winter Formal Junior Prom, and Senior Ball which may end at 12 a.m.
11. All students must be picked up within 30 minutes after the dance is over. Students will not be left unattended, but will be transported to the Stockton Truancy Center by LUSD Security, administration or Stockton Police.

### 2011-2012 Events

October 10-14	Spirit Week
October 14	Homecoming Game
December 10	Winter Formal
March 23	International Night
April 27	Powderpuff Game
May 12	Prom
May 17-18	Senior Disneyland Trip

### TRANSPORTATION DONATIONS

Lincoln Unified School District Transportation Policy #3250 requests that every participant who is financially able, pay a transportation donation for each activity or sport in which they participate. A \$75.00 donation is requested for each sport.

All donations for students participating in band, auxiliary, choir or orchestra may be paid directly to the director of these programs. A receipt will be provided.

## ELIGIBILITY STANDARDS

Lincoln High School offers a wide array of activity programs in which you can become involved. High school activity programs are where you learn lifelong lessons – get involved for your future!

### SOME BENEFITS OF INVOLVEMENT IN ACTIVITIES INCLUDE:

- Activities Support the Academic Mission of Schools. They are not a diversion but rather an extension of good educational programs. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- Activities are Inherently Educational. Activity programs provide valuable lessons for many practical situations – teamwork, sportsmanship, winning and losing, hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.
- Activities Foster Success in Later Life. Participation in high school activities is often a predictor of later success – in college, a career and becoming a contributing member of society.  
All students participating in an extra-curricular activity must meet the academic eligibility standards set forth by Lincoln High School.

All students participating in an extra-curricular activity must meet the academic eligibility standards set forth by Lincoln High School.

- 1.0 Extra-curricular activities are defined as:
- 1.1 Any club, organization, or sport activity that is not directly related to a specific class during the regular instructional day.
- 1.2 Extracurricular activities, which require eligibility clearance, are as follows:
- |                                   |  |
|-----------------------------------|--|
| a. Dances                         | e. Powder Puff Football                          |
| b. Homecoming/Spirit Week Royalty | f. Science Camp Counselors                       |
| c. Senior trip to Disneyland      | g. Senior/Staff Competitions                     |
| d. Athletics                      | h. Participation in Assemblies                   |
|                                   | i. Other activities determined by administration |
- 2.0 Not meeting the criteria would result in a student not being eligible to participate in any activity considered extracurricular until such a time as eligibility is established. Participation is defined as taking part in practice, contests, shows, events, holding office, etc. Guest passes for LHS students to attend other school's dances will not be issued for students who do not meet LHS eligibility requirements. No students may participate in co-curricular or extracurricular activities during a period of suspension.
- 2.1 Academic Criteria
- 2.1.1 All students who desire to be eligible and to participate in co-curricular and extra-curricular activity programs must be enrolled in six (6) full-credit courses (five for eligible seniors) or the equivalent each quarter. A student is scholastically eligible if:
- a. The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
- b. The student has maintained during the previous grading period a minimum of passing grades which is defined as at least a 2.0 grade point average in all classes or the equivalent on a 4.0 scale, with no Fs.
- 2.1.2 Grades A, B, C, D, and P are passing grades and accrue full credit to the student except in courses where variable credit may be earned and notice has been provided to the student and to the student's parent(s) or guardian(s). Advanced Placement classes, and UC approved honors courses, will receive a one point "bump".
- 2.1.3 Students' grades shall be reviewed at the end of each quarter (i.e., when grades are available).
- 2.1.4 Summer school credits shall be counted toward making up scholastic deficiencies incurred in the grading period (semester) immediately preceding.
- 2.1.5 Students who successfully repeat failed course(s) during summer school may regain their eligibility.
- 2.1.6 A student who becomes ineligible to participate in co-curricular and extracurricular activities as a result of one or more "I" grades being assigned may regain eligibility for that term upon fulfillment of the terms and conditions for completion and having earned a passing grade and full credit.
- 2.1.7 A grade change that moves a student from below a 2.0 to a 2.0 or above will only become eligible if an administrator determines that the grade change was not made for eligibility reasons.
- 2.1.8 Independent Learning Center students must be enrolled in at least 25 semester credits of work. They must also have passed 25 semester credits of work and must have maintained a 2.0 G.P.A., during the previous grading period.
- 2.1.9 Transfer students from other schools must only meet C.I.F. standards for initial eligibility purposes.

## 2.2 Attendance Criteria

- 2.2.1 Students who participate in extracurricular activities, excluding athletics, must meet the following attendance criteria:
- No more than 7 unexcused single-period absences during the previous quarter
  - No more than 10 unexcused tardies during the previous quarter
  - Students are responsible to see that their attendance is accurate on a regular basis
  - 10 hours of Saturday School may be served to clear up to 5 absences over the 7 single period limit. 2 hours of Saturday School will clear 1 period of unexcused absence.
  - 1 Saturday School may be served to clear up to 4 tardies per quarter.
- 2.2.2 Students must attend a minimum of 4 class periods the day of an athletic competition to participate in athletic events.
- 2.2.3 Fourth quarter attendance will impact eligibility for senior activities such as Disneyland.

## 2.3 Other Criteria

- 2.3.1 No outstanding fines may be owed to the school for, but not limited to, library, textbook, replacement fees for ID badges, athletic uniforms, band uniforms or instruments, and damage to school property.
- 2.3.2 No more than 10 detentions or 3 Saturday Schools (Does not apply to athletics)
- 2.3.3 Any student who is suspended for more than 3 days for a single incident will become immediately ineligible for extracurricular activities and athletics for 30 calendar days from the day the student returns to school, BUT can and will be expected to practice. The student will be benched from any competition for 30 calendar days, but will remain on the team for the purpose of practicing, conditioning, receiving guidance from the coach, etc. The student may not travel with the team to away games or suit up for competition.
- 2.3.4 Any student who loses his/her eligibility due to a substance abuse violation must complete 6 consecutive weeks of substance abuse counseling on campus. If the 6 weeks of counseling are not completed, the student will once again be ineligible until the 6 weeks of counseling are complete.
- 2.3.5 After an athletic team has been selected, the athlete must receive the coach's approval before dropping from the sport. If the student does not receive this approval and quits, or is dropped from the team for disciplinary reasons, he/she will forfeit his/her award and/or credit and will not be allowed to participate on another team until the completion of the sport's season and until the student has the approval of the athletic director.
- 2.3.6 More than 3 days of suspension during fourth quarter will impact eligibility for senior activities such as Disneyland.

## 2.4 Procedure

- 2.4.1 Eligibility will be determined four (4) times annually following each grading period.
- 2.4.2 Once a grading period has concluded and grading data have been compiled, a list of students who are eligible for the next grade report period will be generated and made available to all staff. It will be the responsibility of the advisor or coach to check all participants for eligibility.
- 2.4.3 Students declared ineligible following a grading period will not be eligible to participate in any extracurricular activities until they meet the minimum eligibility standards required by the school as shown on the next grade reporting date.
- Ineligible students who meet these standards may become eligible on the last day of any grade period by hand carrying an Eligibility Certification Form to all classes in which they are enrolled. The instructors in these classes may certify on this form the grade that the student will receive on the official grade report form.
  - The Eligibility Certification Form may be picked up in the Athletic Office and must be returned to the Athletic Director for verification prior to participating in any extracurricular activities.
  - It is the advisor's responsibility to check with the Athletic Director to verify the student's eligibility prior to the student being permitted to participate.

## ATHLETICS

### ATHLETICS CODE OF CONDUCT

All Lincoln High School spectators/participants are expected to be positive role models. Students shall demonstrate sportsmanship at all times by displaying self-control before, during and after all contests. Students who display unsportsman-like conduct will be removed from the contest and may be denied entrance to subsequent athletic events as determined by school administration. The Lincoln High School Conduct Code and discipline policies apply before, during and after all events.

#### ATHLETES

- Attendance in all classes is very important for all student athletes.
- Must emphasize sportsmanship, ethical conduct and fair play.
- Must perform to emphasize the values of the game which include fair play and courtesy to visiting teams, officials, and fans.
- Must act as cordial hosts.
- Must respect the integrity and judgment of officials.
- Must adhere to the rules of the game and standards of eligibility.
- Must lead, use initiative and good judgment as a player and school leader.
- Must show recognition of the purpose of athletics to promote physical, mental, moral, social, and emotional well being of each player.
- Must remember that an athletic contest is no more than a game – not a matter of life and death for a player, coach, school, official, fan, community, state, or nation.

#### LHS CHEERLEADERS

- Attendance in all classes is very important for all spiritleaders.
- Lead organized yells which are complimentary and appropriate; profane language is unacceptable.
- Discourage individual and spontaneous yells.
- Be polite while opposing school spiritleaders perform their yells and routines.
- Lead yells for injured players, regardless of team affiliation.
- Give official recognition to visiting spiritleaders.
- Respect customary school tradition of singing school songs at the conclusion of events.
- Organize and conduct campaigns to emphasize good sportsmanship several times per year.

#### ADULT AND STUDENT RESPONSIBILITIES AT GAMES

Members of the student body and their families must:

- Remain in the rooting section during the game.
- Cooperate with Spiritleaders from both schools.
- Treat opponents, game officials, visiting students and other guests as they would guests in their own home.
- Always demonstrate sportsmanship through self-control and civilized behavior before, during, and after any Lincoln High School event.
- Respect public and private property.

### MEN'S AND WOMEN'S SPORTS BY SEASON

#### MENS' SPORTS

Fall: Cross Country, Football, Soccer, and Waterpolo  
 Winter: Basketball, Wrestling (Co-ed)  
 Spring: Baseball, Golf, Swimming, Tennis, Badminton, and Track & Field, Lacrosse (Co-ed)

#### WOMENS' SPORTS

Fall: Cross Country, Tennis, Volleyball, Waterpolo, and Golf  
 Winter: Basketball, Wrestling (Co-ed)  
 Spring: Soccer, Softball, Swimming, Badminton, Track & Field, Lacrosse (Co-Ed)



### Varsity Head Coaches

#### Men's

Cross Country	Gene Hart
Football	Brian Gray
Soccer	Chris Handsor
Waterpolo	Matt Thomas
Basketball	Gary Greeno
Wrestling	TBA
Baseball	Everett Rey
Golf	Matt Teeters
Swimming	Matt Thomas
Tennis	Bob Klinger
Badminton	Thoeun Bun
Track & Field	Craig Pearce
Lacrosse (Var & JV)	TBA

#### Women's

Cross Country	Karen Lease
Tennis	Bob Klinger
Volleyball	Gina Cano
Waterpolo	Andrew Brooks
Golf	Matt Teeters
Basketball	TBA
Wrestling	TBA
Soccer	Chris Handsor
Softball	Thomas Harper
Swimming	Craig Norman
Badminton	Thoeun Bun
Track & Field	Gene Hart
Lacrosse (JV)	TBA

To Lincoln  
Alma Mater  
This Hymn We Now  
Do Raise  
For Every Son and Daughter  
Thy Honor More to Praise  
We'll Treasure Every Memory  
Recalling How and Why  
Thy Wisdom Lives Eternal  
Forever Lincoln High.

**Alma Mater**

## SPORTS LEGEND

Visit these web sites for sports schedules:

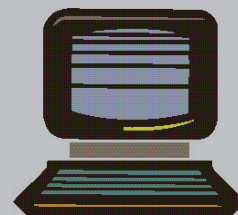
[www.highschoolsports.net](http://www.highschoolsports.net)

[www.lhstrojans.com](http://www.lhstrojans.com)

<http://tinyurl.com/5jgb74> (LHS calendar of events)

Mbase.....	Baseball
BADMTN.....	Badminton
CC.....	Cross Country
FB.....	Football
Fbase.....	Frosh Baseball
FFB.....	Frosh Football
F/S.....	Frosh/Soph
Golf.....	Golf
MBB.....	Men's Basketball
MS.....	Men's Soccer
MT.....	Men's Tennis
SOFTB.....	Softball
SWM.....	Swimming
TRK.....	Track
VVB.....	Varsity Volleyball
VB.....	Volleyball
W.....	Wrestling
WBB.....	Women's Basketball
WG.....	Women's Golf
WP.....	Water Polo
WS.....	Women's Soccer
WT.....	Women's Tennis

**Visit these websites frequently for the most up-to-date information, sports schedules and calendar events!**



[www.lusd.net](http://www.lusd.net) (District Website)

[www.lincolnhigh.org](http://www.lincolnhigh.org) (LHS Website) with links to the following sites:

Football Schedule  
Sports Schedules  
Calendar of Events  
The LINK (Monthly Parent Newsletter)

Aeries  
Lincolnian (School Newspaper)  
Daily Bulletin  
Course Catalog

## NCAA ELIGIBILITY STANDARDS

Students who wish to qualify for an athletic college scholarship must register with the National Collegiate Athletic Association (NCAA Clearinghouse). Students must meet minimum eligibility requirements before colleges/universities can offer athletic scholarships. Students may receive more information about this process at Lincoln's athletic office.

Eligibility for college freshmen:

1. Satisfy high school graduation requirements
2. Earn a GPA of not less than 2.0 in 16 core courses.
3. Earn a combined SAT or ACT sum score that matches your core course grade point average and test score sliding scale. (For example, a 2.0 core course grade point average needs a 1010 SAT or a sum score of 86 on the ACT.) See the Athletics Office for a copy of the sliding scale.

16 Core Courses:

1. 4 years of English
2. 3 years of math at the Algebra 1 level and above
3. 2 years of college preparatory science (including 1 lab)
4. 2 years of social science
5. At least 1 additional course in English, math, or science
6. At least 4 additional academic courses

Eligibility standards for the students beginning college in 2008 have increased to 3 years of college prep math and 4 additional academic courses - for a total of 16 core courses. Students are responsible for registering for the appropriate courses and for monitoring their progress toward NCAA eligibility.

Students should check the NCAA Clearinghouse web site ([www.ncaa.org](http://www.ncaa.org)) to get a list of approved NCAA courses at Lincoln High School.

If you intend to participate in Division I or II athletics as a freshman, you must register and be certified by the NCAA Initial-Eligibility Clearinghouse. In order to be registered with the Clearinghouse, you must complete the registration process found at <http://www.ncaaclearinghouse.net>. After completing the online Web application, print a copy of the completed registration form. You will receive two copies. Give both copies to the Athletic Office. They will send a copy, along with an official high school transcript to the Clearinghouse. The Athletic Office will keep the second copy on file.

## SPORTS INSURANCE

A prospective athlete must have parental consent, a physical examination, and specific insurance coverage in order to participate.

California law prescribes that students participating in inter-scholastic sports must carry a minimum of \$1,500 accident/health insurance. Supplying and verifying coverage is a parental responsibility, not a school responsibility. Before you may participate in a LHS sport activity, your parents will need to examine (or have your insurance agent examine with you) your insurance policies and certify on the Parental Consent and Athletic Eligibility Card the type of policy, the company's registered number of the policy, if any, and the limits of coverage. This certification process should be started well in advance of the first day of practice.

If you do not already have the necessary coverage under your parents' insurance, the required minimum insurance may be purchased through the Athletic Office. The school makes available minimum requirement student insurance policies at no profit to the school. This policy covers approximately 80% of medical expenses. The state no longer requires a student to have life insurance before participating in school athletics. Student insurance will offer an optional life insurance policy for those who wish to purchase life insurance. The Parental Consent and Athletic Eligibility Card is available in the Athletic Office. With parent signature, the card indicates certification of the required insurance coverage and approval of a student's participation. It is filed in the Athletic Office before you may begin practice.

## A PARENT'S GUIDE to DEALING WITH TEACHER-COACHES

### What you deserve to hear from the teacher-coach:

- The basic requirements, such as equipment needed, fees, school and team rules, and off-season expectations
- When and where practices and games will take place
- The coach's expectation of our child and other players
- The coach's baseline policies, such as rules on who gets to play
- What the team will do if your child gets hurt

### What the teacher-coach deserves to hear from you:

- Advance notice of any schedule conflicts
- Concerns about your child or the coach's philosophy expressed *at the proper time and place*

### What concerns you can discuss with the coach:

- Any relevant topic that does not include playing time

### What concerns you CAN'T discuss and must leave to the coach's discretion:

- Overall team strategy
- Individual play calling
- Each athlete's playing time
- Situations dealing with other student-athletes

### To discuss a concern with the coach, follow these steps:

- Contact the coach and arrange an appointment
- If you can't reach the coach, call the athletic director and ask him or her to set up a meeting with the coach
- If you are not satisfied with your meeting with the athletic director, you may request a meeting with the principal
- The final appeal on any matter rests with the superintendent

([www.charactercounts.org](http://www.charactercounts.org) ULTIMATE Sportsmanship Toolkit, Interscholastic Edition © 2005 Josephson Institute)

## TRANSPORTATION DONATIONS

Lincoln Unified School District Transportation Policy #3250 requests that every participant who is financially able, pay a transportation donation for each activity or sport in which they participate. A \$75.00 donation is requested for each sport.

All donations for students participating in any athletics team, including cheer leading, may be paid in the LHS Athletics Office and will be collected after team rosters are complete for each season. A receipt will be provided.

## ATTENDANCE POLICY

### WE BELIEVE:

- That regular and punctual attendance is expected and essential for all students.
- That participation and timeliness may be counted in your grade.
- That your parent(s)/guardian(s) and you must share the responsibility for school attendance.
- That all assignments missed due to an excused absence may be completed for full credit.

California Education Code 48205 states that absences from school may be excused for only the following reasons: illness, quarantine, medical/dental appointments, jury duty, attendance at the funeral of an immediate family member, or other justifiable reasons approved IN ADVANCE by administration. Because family vacations are not considered excused absences, we encourage you to schedule them outside of the regular school year. If it is necessary for your child to miss school during the school year, arrangements may be made through administration to make up the absences via Saturday School.

All absences must be excused by a note or phone call from the parent/guardian as listed on the registration form. These absences must be excused within 48 hours (2 school days) of the student's return to campus. It is the student's responsibility to make sure all absences are cleared in the proper amount of time, as well as, making arrangements for all make-up work with teachers. These absences cannot be cleared after 48 hours. Students and parents may check their attendance via Aeries or by contacting the appropriate alpha secretary or the attendance office.

### CLOSED CAMPUS

Lincoln High School is a closed campus with the exception of the lunch hour. Lincoln High School is an "open" campus at lunch only for 11th and 12th grade students. The campus is closed for 9th and 10th grade students at all times. This means that once students arrive on the LHS campus they are expected to remain here unless prior arrangement by a parent or guardian is made through the Attendance Office. Students leaving campus will be required to show their student identification card.

### HALL PASSES

At their discretion teachers may give a student permission to leave the classroom with a hall pass. Students should NEVER be out of class without a pass. If students are found out of class without a valid excuse they will be considered truant.

### INDEPENDENT STUDY CONTRACT

The State of California will only provide funding (ADA-Average Daily Attendance) when students are accounted for in the classroom. Therefore, students who miss 5 or more continuous days of school for reasons other than illness must make arrangements with an assistant principal, *at least two weeks in advance* to complete an Independent Study Contract for the time of the absence. Completed work is due on the first school day after the contract ends. Failure to complete the Independent Study Contract will result in absences being marked as unexcused.

### SWENSON PARK

Students are not permitted at the park, golf course, parking lot, snack bar, or in the clubhouse from 7 a.m. - 4 p.m. Students found on the property will be considered truant. Saturday School may be assigned, followed by suspension for repeat offenses.

### TARDIES

Students are expected to be in class ON TIME. A bell will ring for a two-minute warning prior to the start of class. Any student who fails to make it to class by the second bell will be considered tardy. One hour of detention will be assigned and parents will be notified. Teachers may admit students to class late, but they will still be assigned one hour of detention. Students more than 10 minutes late may be sent to their assistant principal and assigned Saturday School.

### TRUANCY

A truancy is any absence which is not excused. Students may not be allowed to make-up work missed in class for absences not cleared by a parent / guardian. Students who are truant will be assigned Saturday School. Students more than 30 minutes late to class will be considered truant for that class period, per CA Ed Code 48260.

### CONSEQUENCES FOR POOR ATTENDANCE

Lincoln High School supports the philosophy that when "You Miss School – You Miss Out." Daily attendance and punctual arrival to all classes is expected. Students who choose to cut classes or arrive late to class will face the following consequences:

- Attendance Office Contact – The Attendance Office calling machine makes an attempt to contact you on a daily basis.
- Teacher Contact with Parents – Teachers will contact parent / guardian directly whenever tardies or unexcused absences are excessive.
- Doctor's Note - Habitual truancy or tardies may require clearance from a doctor.
- Attendance Referral – Teachers will submit a referral for excessive unexcused absences. This referral may result in the assignment of four hours of Saturday School, as well as a truancy letter to parent / guardian.
- Loss of Activity Eligibility/Work Permit - Students who accumulate seven or more single period unexcused absences or ten or more tardies within a quarter will lose the privilege participating in co-curricular and extracurricular activities for the next quarter. Additionally, they will not be eligible for a work permit.
- School Attendance Review Board – If students and parent / guardian receive multiple letters of truancy, the student and parent/guardian will be required to attend a hearing with the School Attendance Review Board (SARB). The student and parent / guardian will be required to commit to a plan of improved attendance. If the student is not successful under this plan, the Board will have authority to refer the student and parent / guardian to the District Attorney's Office for prosecution.

## CODE OF CONDUCT

The purpose and philosophy of this code is to outline practices, policies, and procedures that will help provide you with a safe, secure, and comfortable learning environment. Effective learning and teaching can only take place under such conditions. Lincoln High School is determined to provide the best educational atmosphere possible. To assure this happens, Lincoln High School and California Education Code policies are in effect during the regular day and at all school related events and activities.

The following is a listing of expected student conduct, as well as inappropriate student behaviors, and the guidelines for disciplinary actions. The application of the disciplinary action is at the discretion of school administration or administrators' designee, depending on the individual circumstances and student's disciplinary history.

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.

### GENERAL PROCEDURES and DEFINITIONS

#### Assemblies/Rallies

Students are required to attend assemblies/rallies scheduled during the school day, unless otherwise notified. Students should be punctual, seated promptly with their teacher, remain during the entire performance, and conduct themselves appropriately. Teachers will take roll at the assembly. Students who are not seated in their assigned area may be assigned detention. All school rules apply.

#### Billing

All textbooks and school equipment issued to you are to be returned in good condition. Failure to do so will result in you or your parent(s)/guardian(s) being billed for the total replacement cost, including handling charges. Grades, diplomas, and class registration schedules may be held until the return of the item(s), or payment in full, is received. Non-payment of fines or fees will result in the student being ineligible for extra curricular activities.

#### Computer Usage

Internet Agreements are available in the Student Service Center. All students are expected to be responsible and ethical users of school computers. Failure to adhere to all policies and procedures governing access and utilization could result in disciplinary action and or loss of computer access.

#### Contraband-Sniffing Dogs

Dogs trained in detecting contraband may be allowed on campus for the safety of students and staff. All classrooms, lockers, backpacks and vehicles on or within 1000 feet of the campus may be subject to search. Once a dog has alerted, the school has an obligation to investigate if there is a dangerous or unsafe object present. Students whose vehicles, backpacks and / or lockers are searched and in which an illegal substance or weapon is discovered will be considered to be in possession of that item and will face disciplinary action as outlined in the Guidelines for Student Disciplinary Actions of this handbook.

#### Detention

Monday	Tuesday - Friday
7:30 - 8:15 a.m.	7:20 - 8:15 a.m.
1:15 - 2:00 p.m.	2:05 - 3:00 p.m.
2:05 - 3:00 p.m.	3:05 - 4:00 p.m.

Students are required to serve the assigned detention on either the day after it is assigned or the following day.

Students are required to sign in with the staff person in charge.

Students are expected to have schoolwork to do during the assigned time.

Students who display poor behavior may be subject to other disciplinary action from administration.

Failure to serve after-school detention will result in an assignment of Saturday School.

The assignment of 10 or more detentions will result in the student being ineligible for extra curricular activities.

#### Electronic Devices

No digital or video cameras are allowed on campus without teacher/administration permission. CD/MP3 players are not to be seen or heard in the classroom or in the library without specific permission by the teacher. If they are seen or heard, they will be confiscated by staff, security and/or administrators. Parents will be required to meet with the assistant principal in order to have these items returned to the student. Neither LHS security nor administration will investigate the loss of these items.

#### Emergency Information

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

#### Expulsion

Students are excluded from attending school within the district. A principal recommends expulsion, a hearing is set before an administrative panel, the panel makes a recommendation to the Board, and the Board of Trustees makes the decision. A student may apply for readmission after meeting all conditions of the expulsion. (See California Ed. Codes 48900 and 48915 in this handbook, pages 32-34.)

### Flowers / Balloon / Candy Deliveries

Deliveries will not be accepted for students. Students in possession of balloons or flowers during the school day may be asked to take them to the Student Service Center until the end of the day.



### Lockers

Lockers will be available to all grade levels from 10:00am to 1:00pm during Orientation. (See “Locker Registration” below.) Lockers are available for student convenience only. The student is fully responsible for the contents and security of the locker and agrees to provide a suitable lock at his/her own expense, including a replacement if it becomes necessary for the school to remove the lock in case of an emergency. A student must register the locker with the Student Activities Office. The use of an unregistered locker will not be allowed. Misuse or abuse of the locker will result in cancellation of the student’s locker privilege. Lincoln High School is not responsible for personal or school property left in lockers, stolen or damaged. This includes textbooks.



#### Locker Registration

Bring a lock with you during Orientation. Locker registration forms will be available during Orientation at the locker registration table located in front of the school near the flagpole. Unregistered locks will be cut off daily.

### Loitering/Trespassing

Students from other campuses are not permitted to visit. Trespassers will be subject to arrest. Students are not to loiter on campus during class time. Students who do not have a 7th period class must leave campus. If waiting for a ride, students may not wait at Swenson Park, the golf course, clubhouse, or in front of the Sierra Middle School campus. Students may wait under the oak trees on Stanton Way, in front of the band room or stadium near the main parking lot, or under the gazebo near the End Zone. Students who cause a disruption will be subject to after school detention or Saturday School. Repeated violations will result in further discipline by administration.

### Mandatory Tutoring

Any student with a D or F in any class will be assigned attendance at tutoring by their teachers. Tutoring is offered during lunch or after school by making arrangements with the teacher. English, math, science or social science tutoring is provided after school on Tuesdays, Wednesdays and Thursdays at 2:05 and 3:05 in the library. Students may earn 1 unit of elective credit for every 15 hours of tutoring that is documented. A maximum of 10 units may be earned via tutoring.

### Medications at School

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

### Personal Property

PERSONAL PROPERTY OF IMPORTANCE OR VALUE, INCLUDING LARGE SUMS OF MONEY, SHOULD NOT BE BROUGHT TO SCHOOL. Loss, theft, or damage of personal property is not the responsibility of Lincoln High School or the Lincoln Unified School District. This includes personal property left in a locker.

### Prohibited Items and Behaviors

Lincoln High School has the right to confiscate any prohibited items found on campus and may not return these items. Lincoln High School administration and security will not investigate lost or stolen prohibited items, including pagers, iPods or cell phones. Lincoln High School administration also reserves the right to amend these prohibited items at any time based on the distraction to the educational environment.

- Aerosol paint cans/scribes, etching tools or any items that can be considered used for vandalism or tagging
- Magnum markers or any permanent marking pen (violation of Stockton Penal Code)
- Writing tag insignias on any items, including backpacks, papers, clothing or schoolbooks
- Any form of gambling or gambling paraphernalia, i.e., dice, playing cards, shooting quarters/pennies, etc.
- Candy or food sales on campus unless under the authority of student council (Applications to hold a food/candy sale may be obtained in the Student Activities Office.)
- Firearms or other weapons as defined in section 12020 of the California penal code and any knife as defined in 653k, and 626.10 of the California Penal Code (this includes any item that could be considered dangerous).
- Fireworks, other explosives or incendiary devices
- Glass bottles
- Laser light pens (without specific permission from a teacher)
- Littering
- Physical displays of affection (with the exception of holding hands)
- Riding of skateboards/rollerblades/scooters or bikes on campus
- Spitting
- Squirt guns, paint guns, and water balloons
- Toy and or look-alike weapons, including “brass knuckles”

Note: All knives will be considered weapons and are prohibited on campus. All weapons are prohibited on campus, in vehicles on campus, and at any school event. All forms of pepper spray or mace are considered dangerous objects and are prohibited on campus, as are fireworks and stink bombs. In addition, this includes any object that creates an inherently dangerous situation.

### Saturday School

Students will attend school in The Huddle or The End Zone on the Lincoln High School campus, from 8 a.m. to 12:00 p.m.

Students must be on time and bring school work and a book to read or they will not be admitted to Saturday School.

Students who do not successfully complete their Saturday School assignment will be suspended to home or the Academic Success Center. The assignment of 3 or more Saturday Schools in one quarter will result in the student being ineligible for extra curricular activities.

Saturday School will be held on the following dates:

August 21, 28; September 4\*, 11, 18, 25; October 2, 9, 16, 23, 30; November 6, 13\*; December 4, 11, 18\*; January 8, 15\*, 22, 29; February 5, 12\*, 19\*, 26; March 5, 12, 19, 26; April 2, 9, 30; and May 7, 14, 21, 28\*. \* Indicates a holiday weekend.

### Signs On Campus

Signs on campus must be approved through administration to be displayed. Commercial advertising flyers may not be distributed at school. Birthday posters & signs contribute to the litter problem on campus and will be removed every morning prior to the start of school.

### Student Service Center

Students may only come to the Student Service Center during class for the following reasons: illness, medical or personal emergency, disciplinary reasons, or a call slip from SSC personnel. All other inquiries are to be taken care of before school, during lunch, or after school. Students in violation of this policy will be assigned one hour of detention. Continued offenses will result in further disciplinary action as determined by administration.

### Suspension

Students are sent off campus under the supervision and responsibility of parents/guardians (1 to 5 days per offense). Parents will be notified. Suspension of 20 days will result in a recommendation for expulsion. Stockton City municipal ordinance requires that all students on suspension remain home during school hours. Violations of this ordinance may result in a curfew suspension by Stockton Police Dept. Students are excluded from participation in and attendance at, extra curricular activities and from being on or near the school grounds during the period of suspension. Students suspended for drug or alcohol related offenses will also be assigned 6 weeks of mandatory on-campus counseling. Students will be allowed to make up class assignments and tests for absences due to suspension per California Ed. Code 48913.

### Vehicles

Lincoln High School students and staff who drive to school are issued a numbered parking sticker. The stickers help security personnel identify vehicles that do not belong to students or staff, and aid in the notification of owners in the case of emergency. A parking sticker may be obtained through the Student Service Center. Students who lose their parking permit will be required to pay a \$5.00 replacement fee.

This sticker must be in plain view of campus security personnel in order to park in the designated areas without penalty. Students parking in the staff parking area will result in revocation of parking privileges, even with a staff parking sticker. You are expected to adhere to state laws, municipal regulations, and school rules and regulations when operating and parking vehicles on school property or at school-related events. Failure to do so will result in a citation with a fine and possible exclusion from parking on school property. Cars may be searched without prior notice when deemed necessary by school officials.

All vehicles in the parking lot should be locked. Valuable items should be left at home, not in a car.

### Video Taping / Photography / Recording

Any use of a video/audio recording device, including cameras and camera phones, on campus before/during/after school during school activities, without the explicit permission from a teacher or administrator, is strictly prohibited and may result in a 1-5 day suspension. Cameras/video recorders will be confiscated. Parents/guardians will be required to meet with the assistant principal in order to have these items returned to the student.

### Visitors/Classroom Visits

In accordance with the state law, any person coming on the school grounds during the school hours must first report to the front gate, the Administration Office, or the LHS Administration II Office on Stanton Way to secure permission to be on the grounds and/or to conduct any business and/or to see any teacher or student. Parents wishing to visit their student's classrooms must notify the teachers at least 24 hours in advance.

## GUIDELINES FOR STUDENT DISCIPLINARY ACTIONS

### Arson

Any offense 5 days suspension, notification of law enforcement agencies, possible recommendation for expulsion.

### Bio-Hazardous Materials / Bodily Waste

Any offense 5 days suspension

**Cell Phones or Other Electronic Devices:** Cell phones or any device for texting may only be used before 1st period and after 7th period, regardless of a student's schedule. These items should be turned off and should not be seen or heard on campus, including silent mode vibration, between the hours of 7:20 am and 3:00 pm, and at all times in the library. Cameras and video cameras are not allowed at any time for personal use. iPods or any other MP3 players, or music devices, are allowed during lunch, passing periods, before and after school. They are only allowed in those classrooms in which the teacher has given specific permission. If they are used without permission, devices will be confiscated by staff, security and/or administrators. Neither LHS security, nor administration, will investigate the loss of these items. Refusing to turn over a cell phone when requested to do so by a staff member will be treated as an act of defiance.

1st offense	Parent will be required to meet with an administrator or alpha secretary to pick up the device and detention will be assigned.
2nd offense	Parent will be required to meet with an administrator or alpha secretary to pick up the device and Saturday School will be assigned.
3rd offense	Parent will be required to meet with the assistant principal to pick up the device and a 1-5 day suspension will be assigned.

**Conduct / Inappropriate Behavior On Campus:** Any behavior that disrupts the educational process. Students are expected to adhere to all school rules while anywhere on campus, including classrooms, library and cafeteria. Students are expected to behave in a positive and respectful manner at all times.

1st offense	Teacher-initiated consequences, to include contacting parent.
2nd offense	Student referred for discipline to administrator, contact with parent.
3rd offense	Parent, teacher, student, and administrator conference. Student will enter into a behavior contract.

#### **Cyber Bullying / Harassment / Hazing / Hate Crimes**

1st offense	1 to 5 days suspension, and possible file for expulsion.
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#### **Defiance of School Authority / Disruption of School Activities**

1st offense	Saturday School or after school detention; possible 1-5 day suspension
2nd offense	3 to 5 days suspension

#### **Displays of Affection**

1st offense	Warning and conference with administration, parent / guardian
2nd offense	1 day after school detention and parent conference
3 <sup>rd</sup> offense	Saturday School and parent conference

#### **Dress / Appearance-Appropriate Clothing**

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

Clothes must be neat, clean, and appropriate for school, according to the guidelines below. Also, see page 22 for a visual representation. No items shall be worn to school which are distracting to the learning environment, revealing, obscene, vulgar, related to tobacco, drugs or alcohol, or related to a group or gang which may provoke others to acts of violence or cause others to be intimidated by fear of violence as determined by school administrators.

- No hairnets, do-rags, wave caps, gang-related hats, bandanas (any color) or any item that depicts gang affiliation. This includes and is not limited to towels, shirts or other items placed on the head. All caps must be worn facing front or back, but not to the side.
- No clothing that has been altered in such a way as to identify students with a gang including and not limited to, sagging/baggy pants, cut off shorts with knee high socks, hanging belts, suspenders off the shoulders, or gang related initials on belt buckles.
- Students must wear their pants on their hips. Administrators may use ties to secure pants at the waist.
- No sexually suggestive attire (including playboy items) or extremely brief attire. This includes, but is not limited to, low-cut garments, strapless, tube tops or off the shoulder tops. Tops must have two (2) straps no less than one (1) inch in width. No bare midriffs or backs, tank tops or muscle shirts, undershirts, and fishnet tops. Shirts must be worn with both arms through the sleeves - not over one shoulder. Shorts or skirts which are shorter than mid-thigh or fingertip length are not allowed.
- Shoes must be worn at all times.
- No clothing, jewelry and other accessories (such as spikes and chains), which present a safety hazard.
- Ankle monitors must be kept covered and out of sight.

Violations of these rules may result in a student having to change clothing or to be sent home to change, contact made with parents, and/or possible suspension for repeat violations.

1st offense	Detention, requirement to stay in study hall until changed, and parent notification
2nd offense	Saturday School, requirement to stay in study hall until changed, and parent notification
3rd offense	1 day suspension for defiance

### **DRESS AND APPEARANCE Board Policy 5132**

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

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

- No student shall wear articles of clothing, jewelry, or accessories which, in the opinion of a school principal, pose a threat to the physical well-being and safety of the student or others (e.g., spiked collars or wristbands).
- No clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) 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.
- Gang-related clothing is likely to vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or display of the aforementioned clothing, the procedures supporting this policy shall be strictly adhered to.

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

Legal reference:	California Code of Regulations, Title V 300 Duties of Pupils Generally 302 Duty of Pupils to be Neat and Clean
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# LINCOLN HIGH SCHOOL DRESS CODE



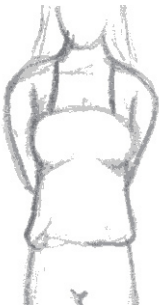
No see-through or fish-net tops



No halter tops



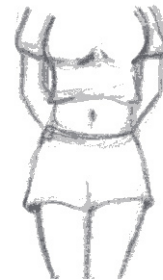
No off-the-shoulder tops



No spaghetti straps



No short shirts or bare midriffs



No short skirts or shorts



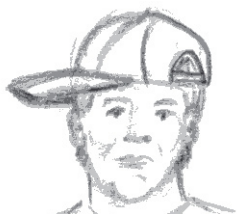
No wearing of one sleeve



No muscle shirts



No bandanas, do-rags, wave caps or hair nets



No wearing hats to the side



No sagging



No profane/vulgar, discriminatory words/pictures or references to drugs/alcohol

**Failure to Serve Detention**

1st- 3rd offense      4 hours Saturday School  
 Further offenses      1 day suspension

**Failure to Serve Saturday School**

1st offense            1 day suspension  
 2nd offense           2 days suspension  
 3rd offense           3 days suspension (20 days of suspension will result in a recommendation for expulsion)

**Field trips** are considered part of the instructional day. When participating on a trip, students who violate rules will be subject to discipline and can be sent home at the parents' expense..

**Fire Alarms / Setting False Alarms**

Any offense            5 days suspension and notification of law enforcement, possible recommendation for expulsion. If the fire department charges LHS with a fine for the false alarm, this fee will be passed on to the student.

**Fire Extinguisher**

Any offense            5 days suspension, plus the cost of recharging the fire extinguisher, and any other associated costs.

**Forgery of Parent Signature To Clear Absences**

Any offense            1 day suspension

**Gambling**

1st offense            1 day suspension, parent notification  
 2nd offense           3 days suspension, parent notification  
 3rd offense           5 days suspension, parent notification

Students taking bets on behalf of others or booking bets for others will be suspended for five days and face possible recommendation for expulsion.

**Gang or Tagging Crew Related Behavior:** signing, clothing, tagging (includes displaying tagging on personal property)

1st offense            1 to 3 days suspension, confiscation of items and notification of Stockton Police Department and parent. Confiscated items may not be returned. Documentation of gang-related activity with LUSD Security and notification of Stockton PD.  
 2nd offense           3 to 5 days suspension for defiance and parent/ guardian notification  
 3rd offense           5 days suspension and possible file for expulsion. Exclusion from all school activities for the remainder of the school year.

**ID Badges**

All students are required to wear their student ID badge visibly, outside their clothing, around their neck on a lanyard or clipped to their shirt collar. ID cards are to be worn on campus between the hours of 7:20am and 3:00pm and at all times in the library. ID badges that are broken or that have photos, names, or barcodes that are damaged or unreadable, are invalid and should be replaced.

This badge is an aid to security personnel and administrators in identifying students who belongs at the school and those who may just be "passing through". Students are required to carry their ID badge at all school-sponsored functions to which only LHS students are allowed to attend, such as winter formal, senior ball and prom. Athletic events are public functions, so ID badges are not required. However, the ID badge provides a student with free admission to all athletic events except football and basketball. An ID badge is also required to obtain textbooks, borrow library materials, gain access to the Library Media Center and to other school functions and activities. Juniors and seniors must have their ID badge in order to leave campus for lunch.

Pictures for the card are taken during summer orientation and on a make-up day in the fall. Students who lose their ID badge must purchase a replacement in the Student Service Center between 7:00am and 3:30pm for \$5, which includes the lanyard. A lanyard may be purchased as a single item for \$1.

Students who go to the Student Service Center proactively for a replacement ID badge before the last bell of their first period will be required to purchase an ID for \$5, but NO additional consequences will be enforced. "Loaner" ID's will not be issued.

Students who are sent to the Student Service Center for failure to wear their ID badge, or go in after the last bell of their first class, will be required to purchase a replacement for \$5, and the following consequences WILL be enforced:

1st offense            1 hour detention  
 2nd offense           4 hours Saturday School  
 3rd offense           1 day suspension

Students who are unable to pay for the ID at the time it is issued will be provided with one, along with a document indicating the amount owed. Unpaid fees will result in the student being ineligible for school activities until the fees are paid.

A student using another student's ID badge, in possession of another student's ID, using a fake or invalid ID badge, or altering an ID badge will be issued a 1 day suspension. The student who provided the ID badge will also be issued a 1 day suspension.

For the purposes of this policy a fake ID is defined as one which has been changed for the purpose of falsifying a student's identity and/or grade. An altered ID is defined as one which has so much writing on it or stickers added to it that the student's identity is difficult to distinguish.

**Illegal Substances: Drugs, Alcohol, Drug Paraphernalia**

Lincoln High School is a Drug-Free Zone. Penalties for any offender will be doubled by law enforcement agencies. All students are expected to adhere to school policy and make good decisions if confronted with situations where drugs or alcohol are present. Students may be subject to disciplinary action if present where drugs and or alcohol are in possession or use during school or any school activity.

Use / Possession

- 1st offense            5 days suspension, possible notification of law enforcement agencies and possible recommendation for expulsion. Any felony possession will constitute immediate recommendation for expulsion.  
6 weeks of mandated on-campus counseling  
Loss of extra-curricular eligibility for 30 days (See 2.3.3 on page 16.)
- 2nd offense            5 days suspension, recommendation for expulsion, and possible notification of law enforcement agencies. Restriction from participation in all extra-curricular activities for the remainder of the school year.

Sales / Possession for Sale / Furnishing

- 1st offense            5 days suspension recommendation for expulsion and notification of law enforcement agencies.

**Internet, Misuse of:**

Internet Agreements are available in the Student Service Center. All students are expected to be responsible and ethical users of school computers. Accessing private chat rooms, including, but not limited to social networking sites, e.g., Myspace.com and Facebook, while at school is strictly prohibited. Students who lose their Internet access and are enrolled in a computer class requiring daily use of computers and the Internet will be de-enrolled from that class and receive a W-F.

- 1st Offense            Loss of Internet Access for the rest of the school year through school computers  
2nd Offense            Possible suspension

**Leaving Campus Without An ID Badge, Pass, or Privilege** (or transporting students without a valid pass or privilege)

- 1st offense            4 hours Saturday School  
2nd offense            1 to 3 days suspension, parent notification  
3rd offense            3 to 5 days suspension, parent conference

**Laser Pointers**

Possession and use of laser pointers without specific permission from a teacher is strictly prohibited per Penal Code: 417.27

Possession:

- 1st offense            Saturday School  
2nd offense            1 day suspension  
3rd offense            3 days suspension

Pointing at a Person:

- 1st offense            1 day suspension  
2nd offense            3 days suspension  
3rd offense            5 days suspension

**Permanent Markers, Possession of**

The possession of permanent markers by minors is illegal. This includes, but is not limited to Sharpie and Magnum markers. All markers will be confiscated.

- 1st offense            Confiscation of the markers, possible citation by Stockton Police Department  
2nd offense            4 hours of Saturday School, possible citation by Stockton Police Department  
3rd offense            1 -5 days suspension, possible citation by Stockton Police Department

**Pressing Classroom Emergency Button**

- 1st offense            1 day suspension  
2nd offense            3 days suspension, parent conference  
3rd offense            5 days suspension

**Racial or Religious Slurs / Habitual Profanity or Obscene Language / Verbal Abuse / Insubordination / Vulgarity / Obscene Acts:**

The use of profanity and/or obscene language is not conducive to a safe and secure learning environment. Students are expected to refrain from the use of profanity while on the school campus, just as they would be expected to when reporting for employment.

- 1st offense            1 to 5 days suspension  
2nd offense            3 to 5 days suspension, parent conference  
3rd offense            5 days off campus suspension, possible recommendation for expulsion

**Rough Housing**

- 1st offense            1 hour of detention or up to 4 hours of Saturday at the discretion of administration  
2nd offense            4 hours of Saturday School  
3rd offense            1 day suspensio

## 2nd offense (in any class)

- Teacher notifies student, parent and administrator
- Student is dropped from the class
- Student receives a grade of "F" for the semester
- 5 Day Suspension
- Student is ineligible for California Scholastic Federation (CSF)
- Suspension and cause are reported to colleges in the school report
- Possible recommendation for expulsion and notification of Law Enforcement

## SCHOOL RECORDS

### Falsification of Records and / or Official Documents:

- Altering documents affecting academic records
- Forging signatures of authorization
- Falsifying information on an official academic document, grade report, letter of permission, letter of application, letter of recommendation, petition, drop/add form, ID card, or any other official school document

### Unauthorized Access or Attempt to Access Computerized Academic or Administrative Records or Systems:

- Viewing or altering computer records
- Modifying computer programs or systems
- Releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information

1st offense            Student receives a zero on the assignment if applicable  
                               Teacher notifies student, parent and administrator  
                               Student receives a grade of "F" for the current quarter  
                               3-5 Day Suspension  
                               Student is ineligible for California Scholastic Federation (CSF)  
                               Suspension and cause are reported to colleges in the school report

2nd offense (in any class)  
                               Teacher notifies student, parent and administrator  
                               Student is dropped from the class  
                               Student receives a grade of "F" for the semester  
                               5 Day Suspension  
                               Student is ineligible for California Scholastic Federation (CSF)  
                               Suspension and cause are reported to colleges in the school report  
                               Possible recommendation for expulsion and notification of Law Enforcement

## SEXUAL HARASSMENT

### What Is Sexual Harassment?

For the purpose of student discipline, sexual harassment is defined as unwelcome and/or offensive sexual behavior. It includes visual, verbal, or physical behaviors that make a student feel uncomfortable.

### Types of Illegal Conduct

#### **Visual**

- unwelcome sexual flirtations or propositions
- passing suggestive or obscene letters, notes, or invitations
- displaying sexual drawings or pictures
- mooning or flashing
- making obscene gestures
- giving sexually suggestive looks or leers
- any of the above transmitted electronically, including but not limited to phone, voicemail, email, text messages and social networking

#### **Verbal**

- making requests for sexual favors
- making or threatening reprisals after a negative response to sexual favors
- sexist or sexual jokes
- telling graphic commentaries about an individual's body
- saying sexually degrading terms used to describe an individual, i.e. fag, gay, queer, homo, ho, pimp
- making comments about a person's sex life
- holding overly personal conversation
- making noises such as "wolf whistles"
- refusing to take "no" for an answer

#### **Physical**

- touching
- grabbing
- rubbing
- physically blocking a person's movement
- assault
- rape



### What To Do When / If It Happens

- Respond to the conduct immediately in a way that clearly communicates the behavior is NOT wanted.
- Trying to ignore it, or laughing at it can be misinterpreted as wanting the behavior to continue.
- Immediately report the incident to a staff member; tell what, when and where it happened

### Consequences

Penalties for engaging in prohibited conduct will range from counseling to expulsion, depending on the student's previous discipline record and the severity of the offense. A student found to have committed or attempted to commit a criminal sexual assault or battery will be referred for expulsion and to the police.

Documentation for all sexual harassment incidents is sent to the Child Welfare and Attendance Office.

Board Policies: §4119.11(a), §4219.11, §4319.11

## STUDENT CONFLICTS

### What to Do to Avoid a Fight

Let your assistant principal know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly.

Avoid listening to and spreading gossip. The only thing that comes from gossip is hurt feelings and anger. Adopt the attitude, "If I did not hear it with my own ears, it is not worth being hurt or angry about it."

Don't confront another student when angry. The other person may react defensively, unsure of what you might do. Ask for help from a teacher or staff member, if you are not able to forget about or ignore what the other student is doing that makes you angry.

Make an appointment with your counselor. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

### Definitions and Consequences Associated with Fighting

**Breaking Up or Preventing a Fight** is characterized by seeking help from the nearest adult; encouraging the students to walk away; surrounding a friend and moving him/her away from the argument.

**Defending One's Self** is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; walking away.

**Threatening / Initiating Fights** will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; and removing outer garments, such as a jacket; threats via text message, posts on social networking sites or any electronic means. Threats of any school employee or their property, including via the Internet, will result in a 5 day suspension and possible recommendation for expulsion.

**Fighting** is defined as mutual combat, contributing to or perpetuating the fight.

1st offense	5 days suspension
2nd offense	5 days suspension/citation by Stockton Police Department/possible recommendation for expulsion
3rd offense	5 days suspension/citation by Stockton Police Department/recommendation for expulsion

### Causing Serious Injury

1st offense	5 days suspension, possible recommendation for expulsion, possible notification of law enforcement agencies.
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**Jumping In** is joining in on another student's fight or contributing to / perpetuating the fight.

1st offense	5 days suspension, possible recommendation for expulsion
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**Running to or Being Present to Watch a Fight** escalates the potential of a fight occurring and the seriousness of the fight.

1st offense	1 day suspension
2nd offense	3 days suspension
3rd offense	5 days suspension

### Social Networking Sites/Electronic Communication

Any posts on a social networking site or electronic communication that come to the attention of school staff and are deemed as bullying, threatening, harassing or hazing, and cause the campus to be an intimidating, hostile or offensive environment for another student will be disciplined according to the procedures spelled out in this handbook.

### Substitute Teacher, Misbehavior with

Students are expected to behave respectfully to all substitutes in order that learning may continue in the teacher's absence. A referral will be considered for defiance of school authority and disruption of school activities. Discipline will be at the discretion of administration.

### Tardiness (under 10 minutes)

1st - 10th offense	1 hour detention
Further offenses	4 hours of Saturday School—consequences start over at the beginning of each semester

### Theft / Extortion / Burglary (includes possession of stolen property)

Any offense	5 days suspension/possible recommendation for expulsion and possible notification of law enforcement agencies.
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### Tobacco, Use / Possession

Lincoln Unified School District is a non-smoking / no tobacco use district. All tobacco products will be confiscated. All forms of smoking materials are prohibited on campus and at any school event. Students will be subject to citation by Stockton Police Dept.

1st offense	3 day suspension
2nd offense	5 days suspension

### Vandalism / Tagging / Graffiti to School or Private Property on Campus

1st offense	1 to 5 days suspension
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### Weapons / Explosives / Dangerous Objects, Use / Possession (including live ammunition)

1st offense	5 days suspension, possible recommendation for expulsion and possible notification of law enforcement agencies
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## ACADEMIC INTEGRITY

### Statement of Philosophy

The primary goal of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. Lincoln High School is committed to reinforcing the values of our democratic society, teaching citizenship and providing an environment conducive to ethical behavior. We strive to maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Academic dishonesty is an assault upon the basic integrity and meaning of an educational institution. Cheating, plagiarism, and collusion in dishonest activities are serious acts, which erode an institution's educational role and deny the value of education not only for the perpetrators, but also for the entire community. It is expected that Lincoln High School students will understand and subscribe to the idea of academic integrity and will bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. In turn students will gain new information and insights, and increase their capacity to think, reason and solve problems.

The fundamental purpose of this policy is to emphasize that any act of academic dishonesty attempted by any Lincoln High School student is unacceptable and will not be tolerated. Consequences for any form of academic dishonesty are severe. They are school-wide and cumulative for all of the years a student attends Lincoln HS beginning with grade 10. Level 1 first offenses for 9th grade students will be wiped clean from our student records at the end of the 9th grade year. Any subsequent Level 1 offenses and any Level 2 offenses in the 9th grade year will remain on the record and follow the student into his/her future years. The teacher's professional judgment will determine whether an act of academic dishonesty has occurred. Students are reminded not to give the instructor cause to consider their actions in violation of this policy.

The following list delineates a variety of methods of cheating.

### LEVEL 1

**Cheating:** Cheating is the unauthorized use of study guides or another person's work, research, information in any academic exercise.

Cheating includes but is not limited to:

- Letting someone else see one's own or another's paper during an examination, test or quiz.
- Looking at someone else's paper during an examination, test or quiz.
- Using unauthorized notes of any kind during an examination, test or quiz.
- Talking, texting with another student or using any unauthorized electronic device during an examination, test or quiz.
- Tampering with an examination after it has been corrected, then returning it for more credit than deserved.
- Allowing others to do the research and writing of an assigned paper.
- Copying work that was assigned to be done independently, or allowing someone else to copy one's own or another's work.
- Giving test information to other students in other periods of the same course.
- Fabricating or altering laboratory data.
- Unauthorized collaborating on an academic assignment.
- Erasing a student's name on an assignment, replacing it with one's own name and turning it in as one's own work.

In some courses, teachers may announce that it is allowed for students to work together. In such cases, all students should write up their work independently of one another, unless the teacher has given explicit approval to a common write-up. Students should always write on their paper the names of the other students with whom they have collaborated.

**Plagiarism:** Plagiarism is academic theft. It refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Credit must be given:

- For every direct quotation.
- When a work is paraphrased or summarized in whole or in part in your own words.
- For information which is not common knowledge, i.e. it appears in several sources about the subject.
- Digital images, sounds and film clips.

**Collusion:** Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism, for which the primary objective is academic dishonesty, is subject to discipline for academic dishonesty. There is NO distinction between those who cheat and plagiarize and those who willingly allow it to occur.

### Disciplinary Procedures for Cheating and Plagiarism

1st Occurrence	Student receives a zero on the assignment Teacher notifies student, parent and administrator 1 Day on-campus Suspension Student is counseled to find acceptable ways to meet course obligations
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Continued...

**ACADEMIC INTEGRITY** continued

2nd	Occurrence in any class	<p>Student receives a zero on the assignment  Teacher notifies student, parent and administrator  3 Day Suspension  Student receives 50% of the points earned for that quarter as his/her final quarter grade  Student is ineligible for California Scholastic Federation (CSF)  Suspension and cause are reported to colleges when information about suspension is requested  Student is counseled to find acceptable ways to meet course obligations</p>
3rd	Occurrence in any class	<p>Student receives a zero on the assignment  Teacher notifies student, parent and administrator  5 Day Suspension  Student receives 50% of the points earned for that quarter as his/her final quarter grade  Student is ineligible for California Scholastic Federation (CSF)  Suspension and cause are reported to colleges in the school report when information about suspension is requested  Student is counseled to find acceptable ways to meet course obligations</p>
3rd	Occurrence in the same class	<p>Teacher notifies student, parent and administrator  Student is dropped from the class  5 day suspension  Student receives a grade of "F" for the semester  Student is ineligible for California Scholastic Federation (CSF)  Suspension and cause are reported to colleges in the school report when information about suspension is requested</p>

**LEVEL 2****Obtaining an Unfair Advantage:**

- Stealing, reproducing, circulating or otherwise gaining access to exam, test or quiz materials prior to the time authorized by the instructor.
- Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use.
- Retaining, possessing, using or circulating previously given assessment materials, when those materials clearly indicate that they are to be returned to the instructor at the conclusion of the assessment.
- Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Turning in a complete essay, presentation or creative work written or created by another person.

**Collusion:** Any student who knowingly or intentionally helps another student to perform any of the above acts or obtaining an unfair advantage for which the primary objective is academic dishonesty is subject to discipline for academic dishonesty. There is NO distinction between those who cheat and plagiarize and those who willingly allow it to occur.

**Disciplinary Procedures for Obtaining an Unfair Advantage (cumulative all four years)**

1st	Occurrence	<p>Student receives a zero on the assignment  Teacher notifies student, parent and administrator  5 day suspension  Student receives 50% of the points earned for that quarter as his/her final quarter grade  Student is ineligible for California Scholastic Federation (CSF)  Suspension and cause are reported to colleges in the school report when information about suspension is requested</p>
2nd	Occurrence in any class	<p>Teacher notifies student, parent and administrator  Student is dropped from the class  5 day suspension  Student receives a grade of "F" for the semester  Student is ineligible for California Scholastic Federation (CSF)  Suspension and cause are reported to colleges in the school report when information about suspension is requested</p>

A student who commits a Level 2 offense and violates this policy again in the same class will receive a W-F for the semester and be assigned either to study hall or the Academic Support Center for the remainder of the semester.

## ACADEMIC INTEGRITY continued

### Teacher Responsibilities

- Make the school policy and your classroom policy known to all students. Be specific about your expectations for tests, papers and homework.
- Remind students of the policy and the consequences associated with it prior to giving any assessment by reading the following script:

“The LHS Academic Integrity Policy is intended to establish high standards of honesty and ethical behavior among our students. It applies to every homework assignment, project, quiz and test you take – including this one. Any act of academic dishonesty, including cheating, plagiarism, obtaining an unfair advantage or collusion, is unacceptable and will not be tolerated. Keep in mind the severe school-wide consequences that are in place. Be sure your backpacks, purses, etc are away from your desks, and your desktops are clear of all things except those things for which I have given you permission.”

- Be fair to all students: test on test days; prepare students for and give notice of tests; be available to students before work is due.
- Secure the test environment by expecting that all backpacks, purses, etc should be moved away from desks.
- Provide constant supervision during testing periods. Actively proctor your test activity.
- Deal with students privately. Protect the student’s right to confidentiality at all times.
- Keep all assessments in a secure location in which students cannot gain access.

### Student Responsibilities

- Manage your time, so you have adequate time to study for any tests or quizzes.
- Take responsibility to find out what material will be covered on the test or quiz.
- During a test or quiz, make sure your paper cannot be seen by anyone else. Keep your eyes on your own paper or straight ahead. Do not talk. Ask your teacher, not your neighbor, questions of clarification.
- After a test or quiz, do not discuss questions with other students until ALL students have taken it.
- Do not copy other’s homework. Do not work with other students on assignments unless the teacher gives instructions to do so or unless the teacher tells the entire class to work together.
- Do not copy or paraphrase others without a footnote.
- In fairness to all, students are urged to make the teacher aware if cheating is taking place, including the kind of cheating and the methods being used.

### Parent Responsibilities

- Reinforce the values of honesty and integrity.
- Reduce the pressure for “success at any cost.” Give your child support even when his or her best effort does not earn an “A”.
- Be aware of homework. Help your child protect study time. Try to provide a good study environment with a place to work that is free from distractions. Be sensitive to your child’s study time frame.
- If you have questions about your child’s work, please contact your child’s teachers by email (listed in the back of the Student Handbook) or by phone (953-8508.)

Adapted from:

University of California Santa Barbara

The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication, and Obligation

Copies of this document are available, free of charge, in the Office of the Dean of Students

<http://hep.ucsb.edu/people/hnn/conduct/disq.html>

The University of Pennsylvania

Resources, Policy and Procedure Handbook

<http://www.vpul.upenn.edu/osl/acadint.html>

Policies - Academic Honesty

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Capuchino High School Academic Integrity Policy

**GROUNDS FOR SUSPENSION OR EXPULSION**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- §48900(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- §48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- §48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with §11053 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- §48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance; listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant of any kind.
- §48900(e) Committed or attempted to commit robbery or extortion.
- §48900(f) Caused or attempted to cause damage to school property or private property.
- §48900(g) Stole or attempted to steal school property or private property.
- §48900(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- §48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- §48900(j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.
- §48900(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- §48900(l) Knowingly received stolen school property or private property.
- §48900(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- §48900(n) Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
- §48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- §48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- §48900(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- §48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (5) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

§48900(s) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

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

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

§48900.3 In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of §33032.5. (Added by Stats. 1994, c. 1198 (A.B. 2543), §6.)

§48900.4 In addition to the grounds specified in §48900, §48900.2, and §48900.3, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, or staff that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. (Added by Stats. 1994, c. 1017 (A.B. 2752), §1.)

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

§48900.7 In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Added by Stats. 197, c 405 (A.B.307), §1.)

**BOARD MUST FIND CONDITIONS TO EXPEL**

§48915(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance, listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

NOTE: A decision to expel under §48915(a)(1)-(5) must include additional findings of one or both of the following:

§48915(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of §48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of §48900. A decision to expel shall be based on a finding of one or both of the following:

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

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

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

**BOARD MUST EXPEL**

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

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of §48900 or committing a sexual battery as defined in subdivision (n) of §48900.
- (5) Possession of an explosive.

§48916(a) An expulsion order shall remain in effect until the governing board, in the manner prescribed in this article, orders the readmission of a pupil.

At the time an expulsion of a pupil is ordered for an act other than those described in subdivision (c) of §48915, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district or to the school the pupil last attended. For a pupil who has been expelled pursuant to subdivision (c) of §48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis.

**EXPULSION PROCESS**

The student shall be entitled to a due process hearing to determine whether a recommendation for expulsion should be made to the Board of Trustees. An Administrative Hearing Panel shall convene within 30 school days of the date the superintendent, principal or the principal's designee determines that the student has committed any of the acts enumerated in Education Code Section 48900, 48900.2, 48900.3, 48900.4, 48915 and/or 48916. The adopted rules and regulations shall require that the student shall be entitled to at least one postponement. Thereafter, any additional postponement may be granted at the discretion of the Board of Trustees.

The superintendent, or the superintendent's designee, in writing may extend the suspension until such time as the Board of Trustees renders a decision in the action. However, an extension may be granted only if the superintendent, or the superintendent's designee, has determined, following a meeting in which the student and the student's parent/guardian are invited to participate, that the presence of the student at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process.

Written notice of the hearing shall be forwarded to the student and the parent/guardian at least ten calendar days prior to the date of the hearing. A parent may waive this ten-day requirement. The notice shall include: the date and place of the hearing; a statement of the specific facts and charges upon which the proposed expulsion is based; a copy of the disciplinary rules of the district which relate to the alleged violation; and the opportunity for the student and the student's parent/guardian to appear in person, or employ and be represented by counsel, to inspect and obtain copies of all documents to be used at the hearing, confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the student's behalf, including witnesses.

An administrative panel shall conduct a hearing to consider the recommendation of a student in a session closed to the public. Within three school days following the hearing, the administrative panel shall determine whether to recommend the expulsion of the student to the Board of Trustees. This recommendation will be forwarded to the student and parent/guardian.

The Board of Trustees shall conduct a hearing in private, unless the student requests in writing at least five days prior to the date of the hearing that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the Board of Trustees may meet in closed session for the purpose of deliberating and determining if the student should be expelled. If the student and the student's parent/guardian are not in agreement with the recommendations, or wish to make other comments, they will be given an opportunity to do so.

A decision of the Board of Trustees whether or not to expel a student shall be made within ten school days following the conclusion of the hearing.

An appeal of the Board of Trustees may be made to the Board of Education of San Joaquin County, Office of Superintendent of Schools. Such an appeal must be presented to the County Superintendent of Education within thirty (30) days following the Board of Trustees' decision.

## Contacting Teachers and Administrators

If you need to speak to your child's teacher or assistant principal, you have a number of options.

- You may leave a message for the teacher on the department answering machine listed on page 4 of this handbook. It may be a couple of days before the teacher receives the message and returns your call.
- You may leave a message at 953-8508. These messages will be retrieved daily by a student helper and delivered directly to the teacher. To maintain confidentiality, leave only your name, your child's name, and the number at which you can be reached.
- You may send an e-mail directly to the teacher or administrator at their e-mail address listed below.

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