

# **CLAUDIA LANDEEN SCHOOL**

## **Parent/Student Handbook 2010-2011**

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

### **LINCOLN UNIFIED SCHOOL DISTRICT MISSION STATEMENT**

***LINCOLN UNIFIED EDUCATES ALL STUDENTS  
TO ACHIEVE THEIR MAXIMUM POTENTIAL AND  
TO PREPARE THEM TO BE RESPONSIBLE CITIZENS***

### **CLAUDIA LANDEEN MISSION STATEMENT**

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

August 18, 2010

Dear Parents,

This handbook is designed to increase communication and understanding between parents, students and teachers at Claudia Landeen School. There is information about our school's policies and procedures for your review. Please take some time to become familiar with this handbook. We ask that you carefully review the code of conduct and disciplinary procedures and that you and your child sign and return the last pages, indicating your understanding of the procedures.

Your child's well-being and academic progress is our top priority. This goal can only be accomplished through a cooperative effort of staff, parents and students. We welcome you to visit the classrooms, volunteer your time, join the PTSA and Friends of Claudia Landeen, and become an integral part of your child's education.

All of the staff at Claudia Landeen School look forward to working closely with you. If you have any concerns, questions or suggestions, please do not hesitate to give us a call at 953-8660.

Sincerely,

Dolores Bronson



## Claudia Landeen School Certificated Staff

Principal:	Mrs. Dolores Bronson	
Office Supervisor:	Mrs. Lora Sliger	
Office Clerk:	Mrs. Beth Taylor	
Lead Custodian:	Mrs. Marcia Gascon	
Special Day Class:	Mrs. Barbara Reed-Musto	
Learning Resource:	Mrs. Aimee Weidner	
Speech and Language:	Mrs. Bonnie Belcher	
Title I Counselor:	Mrs. Nancy Wright	
E.S.L./Title I:	Mrs. Cathy Halligan	
Library:	Mrs. Trish Marino	
Kindergarten:		
A.M.	Mrs. Shirley Sakai	
	Ms. Mary Louise Sonnenburg	
P.M.	Mrs. Jana Toy	
First Grade:	Mrs. Sylvia Casillas	
	Mrs. Sandra Sanchez	
Second Grade:	Mrs. Suzanne Bylow	
	Ms. Rebecca Decker	
	Ms. Lauren Tarbat	
Third Grade:	Ms. Diana Jensen	
	Mrs. Marian Wattel	
Fourth Grade:	Miss Tiffany Shibata	
	Mrs. Kate Morales	
Fifth Grade:	Mrs. Laura Setness	
	Mr. Michael Stern	
	Mrs. Michele Stirton	
Sixth Grade:	Mrs. Connie Costa	
	Mrs. Pam Engilis	
Seventh Grade:	Mrs. Kaci McCoy	Music: Mr. Chris Steffanic
	Mrs. Jaime Vernon-Sanguinetti	Mr. Mark Ziemann
	Mr. Steve McGill	Mr. Geremie Rebustillo
Eighth Grade:	Mrs. Marcia Lee	
	Mr. Tim Sass	

**CLAUDIA LANDEEN SCHOOL  
DAILY SCHEDULE  
2010-2011**

**DAILY SCHEDULE**

Office Hours

7:30 a.m. – 4:00 p.m.

Kindergarten

A.M. 8:00 a.m. - 11:20 a.m. (11:20 - 11:40 Lunch)

P.M. 10:55 a.m. - 2:15 p.m. (10:30 – 10:50 Lunch)

Grades 1-3

8:00 a.m. - 9:30 a.m. Classroom

9:30 a.m. - 9:45 a.m. Recess

9:45 a.m. - 11:10 p.m. Classroom

11:10 p.m. - 11:55 p.m. Lunch

11:55 p.m. - 2:15 p.m. Classroom

2:15 p.m. Dismissal (1:25 p.m. dismissal on Mondays)

Grades 4-6

8:00 a.m. - 9:45 a.m. Classroom

9:45 a.m. - 10:00 a.m. Recess

10:00 a.m. - 11:30 p.m. Classroom

11:30 a.m. - 12:15 p.m. Lunch

12:15 p.m. - 2:15 p.m. Classroom

1:30 p.m. - 2:15 p.m. Advanced Band/Chorus (6<sup>th</sup> grade)

2:15 p.m. Dismissal (1:25 p.m. dismissal on Mondays)

Grades 7-8

8:00 a.m. - 9:05 a.m. 1<sup>st</sup> Period

9:07 a.m. - 10:00 a.m. 2<sup>nd</sup> Period

10:00 a.m. - 10:13 a.m. Recess

10:15 a.m. - 11:05 a.m. 3<sup>rd</sup> Period

11:07 a.m. - 12:00 p.m. 4<sup>th</sup> Period

12:00 p.m. - 12:40 p.m. Lunch

12:40 p.m. - 1:30 p.m. 5<sup>th</sup> Period

1:32 p.m. - 2:15 p.m. 6<sup>th</sup> Period

2:15 p.m. Dismissal (1:25 p.m. dismissal on Mondays)

All students have equitable access to, and are encouraged to participate in and benefit from, the high-quality curricular and extracurricular activities listed in this handbook.

## General Information

### Absences

When your child is absent, our school is required by law to know the exact reason. If you know your child is going to be absent, please contact the office at 953-8660. State law states that you must notify the school the reason for the absence. If absent only one day, you may call that day or send a note the next day (first day back). If absent more than one day, you must call and notify the office each day. The note should include your child's name, the date of the absence, and the reason for the absence. **Parents are encouraged to report absences within 48 hours. Excused absences are illness, dental or medical appointments, and attending a funeral of an immediate family member. All other absences, including family trips, are unexcused.**

### Arrival to School

Please help your child to arrive at school on time every day. Tardiness can affect a child's progress. Your child may be reported as truant if tardiness is habitual. Late students must report to the office for an admit slip. **Students should arrive on campus no earlier than 7:45 a.m. and no later than 7:55 a.m.** unless they are participating in the breakfast program or teacher tutoring. There is no morning yard supervision available until fifteen minutes before school starts. For safety reasons, children are not allowed to be on campus without direct supervision.

### After School Procedures

Unless students are participating in after-school activities or are detained by a teacher, they should be off the school grounds five minutes after the dismissal bell rings. Students should not be on the grounds when there is no direct adult supervision. **There is no supervision 15 minutes after school ends.** For safety reasons, children are not allowed to be on campus without direct supervision.

### Balloons

Balloons in the classroom are disruptive to the educational process. Balloons brought to the school need to be left in the office until the end of the school day. The office staff will notify the student so the balloons may be taken home.

### Bicycles/Skateboards/Roller Blades/Scooters/Skate Shoes

Bicycles, skateboards, roller blades, or scooters must be walked on campus. All bikes must be parked and individually locked in the bike rack. Since the school is not responsible for lost or damaged personal articles or equipment, please do not bring expensive equipment (or easily removable parts) to school. Do not ride bicycles, skateboards, roller skates, roller blades, skate shoes or scooters on campus. **It is expected that all students riding bikes, skateboards, or scooters to school wear helmets. For the safety of your child, we expect that this law be followed.**

### Breakfast & Lunch Program

Breakfast will be available for students approximately 30 minutes before the start of the school day in the multi-use room. The cost for breakfast will be \$1.25. Those students with reduced lunch status may buy breakfast for \$.30 and those students with free lunch status may receive breakfast at no cost.

**Students are encouraged to PRE-PAY for their meals.** They may pre-pay any amount desired into their student account on the computerized database that claims each student's meal in the approved eligibility category with the student's P.I.N. number. Students are asked to pre-pay any day before school.

Lunches are \$2.00. Milk may be purchased without lunch for \$.40. Reduced lunches are \$.40 including milk. Lunch for adults is \$3.00. Forms to apply for free or reduced lunch are sent home

with every student at the beginning of the school year. Application forms are also located in the office.

### **Bus Rules**

Students who ride the school bus are required to observe the following bus procedures:

1. Remain in your seat at all times.
2. Bring only teacher-assigned items to school.
3. Keep all parts of your body and clothing inside the bus.
4. No eating or drinking on the bus.
5. Follow School's Conduct Code

All violations will be reported to the transportation department as well as the principal of the school. Continued violation may result in the student being denied bus transportation.

### **Cell Phones**

Cell phones and pagers can only be used before and after school hours. **They must be turned off during school hours.** No cell phones/pagers are to be used once behind the school gates. Items will be confiscated if used during school hours. Parents will need to retrieve the confiscated cell phone/pager. If cell phones/pagers are confiscated a second time, they will not be returned until the end of the school year. Disciplinary actions may occur if the child continues to defy school rules. **The school is not responsible for damaged, lost, or stolen items.**

### **Classroom Assignments/Adjustments**

Assignments are made to classrooms to best meet the needs of all students. If you have a concern regarding placement, a time is available in the spring to write a letter stating your concerns. We ask that you not request a specific teacher by name. A description of specific needs of your child is preferred. At the beginning of the school year, no adjustments will be made.

### **Classroom Treats**

California Uniform Retail Food Facilities Law 114015 ( a) states, "No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold, or given away." Therefore, food that is not professionally prepared to be served will not be allowed. Store bought items are acceptable i.e. cookies, cupcakes, etc. These items can only be served after lunch.

### **Classroom Observations/Visits**

We encourage you to visit your child's class, however, "drop-ins" are disruptive to instruction and the learning process. Drop-ins are not permitted during school hours. Should you wish to observe, an appointment with your child's teacher is necessary prior to visiting the class. The time and date must be arranged in advance. You are required to check into the office at any time between 8:00 and 2:15.

### **Closed Campus**

Students may not leave the campus. Students will be allowed to go home for lunch with written permission from their parent. You are not allowed to give permission for other individuals to take your child to lunch or other destinations. Students must sign in and out at the office.

### **Complaint Procedures**

#### COMPLAINTS ALLEGING DISCRIMINATION

The Lincoln Unified School District has a written complaint procedure that may be used in cases where individuals have suffered discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability.

Any individual has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination.

Complaints must usually be filed with the district superintendent or designee. In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction:

1. Complaints alleging that Lincoln district failed to comply with the complaint procedures described herein.
2. Complaints alleging facts, which indicate that complainant, will suffer an immediate loss of some benefit such as employment or education.
3. Requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at the district level.
4. Alleging that Lincoln district failed or refused to implement a final decision regarding a complaint originally filed with the district.
5. Alleging that Lincoln district took no action within sixty (60) days regarding a complaint originally filed with the Lincoln district.

Complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause.

#### COMPLAINTS OTHER THAN DISCRIMINATION

Lincoln district has a written complaint procedure that may be used in cases where any individual, public agency, or organization alleges violations of state and federal law, other than those relating to discrimination.

Written complaints may be made in the follow areas:

1. Consolidated Categorical Aide Programs
  2. Vocational Education
  3. Child Care and Development
  4. Child Nutrition
  5. Special Education
- b. Complaints must usually be filed with the Lincoln Unified School District Superintendent. In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction.

#### Complaints

1. Alleging that Lincoln district failed to comply with the complaint procedures described herein.
2. Regarding Child Development and Child Nutrition programs not administered by the Lincoln district.

3. Requesting anonymity, but only where complainant also provides clear and convincing evidence that complaint would be in danger of retaliation if filing complaint at the district level.
4. Alleging the Lincoln district filed or refused to implement a final decision regarding a complaint originally filed with Lincoln district.
5. Alleging that Lincoln district took no action within sixty (60) days regarding a complaint originally filed with the Lincoln district.
6. Relating to Special Education, but only if:
  - a. Lincoln district unlawfully refuses to provide a free appropriate public education to handicapped students; or
  - b. Lincoln district refuses to comply with due process procedures or fails to implement due process hearing order; or
  - c. Children may be in immediate physical danger, or their health, safety, or welfare is threatened; or
  - d. A handicapped pupil is not receiving the services specified in his or her Individual Educational Program (IEP); or
  - e. The complaint involves a violation of federal law.

#### APPEALS

- a. If the Lincoln district denies a complaint, in full or in part, the complainant may appeal to the State Superintendent of Public Instruction.
  1. Appeals must be filed within fifteen (15) days of receiving Lincoln district's decision.  
Complainant may, within that fifteen (15) day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.
  2. Appeals must be in writing.
  3. Appeals must specify the reason(s) for appealing Lincoln district's decision.
  4. Appeals must include a copy of the original complaint and a copy of Lincoln district's decision.
- b. If the State Superintendent of Public Instruction denies a complaint, in full or in part, the complainant may request reconsideration by the Superintendent.
  1. Reconsideration must be requested within thirty-five (35) days of receiving the State Department of Education report.
2. The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

#### CIVIL LAW REMEDIES

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent Lincoln district from acting in an unlawful manner. Delay

in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney.

### **Dances**

Dances will be held on three occasions throughout the year for 7th and 8th grade students. Brookside School and Don Riggio School will share these dates with us. Dances will be from 3:00-5:00 p.m. Students will be expected to remain at the dance until its conclusion or until a parent arrives to pick up the student. School dress code rules apply at all dances. Cell phones are not allowed to be used during dances. Students dancing inappropriately or violating school rules will be asked to leave. Additional disciplinary actions will be taken when appropriate.

### **Dangerous Objects**

Students may not possess, sell, or otherwise furnish any knife, explosive, or other dangerous object unless, in the case of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

Students are hereby informed not to bring any of the following items to campus or any school-related activity (including but limited to): **gun, rifle, pistol, revolver, semi-automatic weapon.** Firearms represent a danger to safety and security of the school and must be recommended for a mandatory expulsion.

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

### **Dress Code**

The dress code policy exists to improve and maintain safety for all students. The policy is designed to prevent distraction in the classroom and help students focus on instruction rather than fashion. Some clothing, and the way certain clothing is worn, can be distracting to others and incite issues of harassment between students.

The purpose of adopting these standards is to ensure the maximum safety of everyone. Students are encouraged to dress for successful learning and attend school properly prepared for the educational process.

Students shall be dressed and groomed in a manner reflecting good taste and decency. Clothing will not detract from nor interfere with the educational process, environment, instructional program, general morale or the image of the school.

The following is effective the first day of school:

**CLOTHES MUST FIT.** Clothes cannot be excessively tight or baggy. Pants must fit at the waist. If baggy pants will not stay up without a belt, they will be considered oversized. **Shirttail and T-Shirt lengths must not extend below the hands.**

**The following clothing/items are NOT acceptable on campus.**

- sexually suggestive clothing
- extremely brief/excessively tight
- low-cut clothing exposing the breasts, bra and bra straps

- strapless garments
- off the shoulder garments
- clothing exposing the midriff
- tank tops, muscle shirts, undershirts, spaghetti straps (**All shirts must have sleeves**)
- clothing that exposes the buttocks, or which does not cover undergarments (NOTE: raising both arms should not expose any part of the midriff/ stomach area; when seated, back/buttocks should not be exposed)
- head coverings must be removed before entering any building on campus
- clothing that is altered to identify students with non-school clubs, teams or gangs
- athletic jerseys
- bandanas of any size or color
- pajamas and lounge clothing
- clothing that advocates or advertises any type of alcohol, drugs, acts which are illegal, obscene, or hazardous to one's health
- pants/trousers length may not touch the floor
- Shorts may not be shorter than midthigh
- flip flops and slippers are not permitted. Shoes must either be closed toe or sandals with a back or back strap
- frayed/cut/torn clothing/jeans with holes are not permitted. (This includes designer jeans that are sold with holes and tears.)
- wallet chains, spiked bracelets, dog/military tags, collars, excessive metal on belts
- gloves
- excessive makeup, hair dye or hairstyles that are disruptive and/or distracting

**BECAUSE FASHIONS, TRENDS, STYLES AND FADS CHANGE RAPIDLY, THE PRINCIPAL RESERVES THE RIGHT TO ADJUST THIS DRESS CODE TO MEET STANDARDS FOR SAFETY.**

**THE DRESS CODE WILL BE FULLY AND FAIRLY ENFORCED.**

**The consequences for violating the dress code will be:**

- **1st offense – student phones parent for change of clothes**
- **2nd offense – student phones parent for change of clothes and receives an in-school suspension**
- **3rd and subsequent offenses – out-of- school suspension**

**For each offense, an infraction will be issued. Continued defiance will result in further progressive consequences.**

#### 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 for 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.

1. 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).

2. 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.
3. 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 support 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

### **Early Dismissal**

On Mondays, 1st-8th grade students are dismissed early. Dismissal time for grades 1-8 on Mondays will be 1:25 p.m. ***The week before winter and spring breaks and the last week of school are flip-flopped.*** Students are released at the regular time on Monday and dismissed early on Friday. There are also four conference weeks during the school year when 1-8 students are dismissed at 1:25 p.m.

### **Electronic Devices**

I-Pods, CD/DVD players, paging devices (beepers), cameras, laser pointers, and other electronic devices are not allowed on campus, as they are often disruptive and among the most lost, stolen and broken items belonging to students. Any item of this nature will be confiscated and returned only to the parent. Electronic devices are restricted by the Education Code set forth by the State Department of Education. If items are confiscated a second time, they will not be returned until the end of the school year. Disciplinary actions may occur if the child continues to defy school rules. **The school is not responsible for damaged, lost, or stolen items.**

### **Emergency Card**

Please complete and return to school an emergency card for each of your children. It is also helpful to update the card on a regular basis. If any of the information changes, please contact the school. The office supervisor will be happy to record the change. Immediate medical attention during an emergency depends on accurate, up-to-date information on your child's emergency card. Students may be excluded from school if no contact information is available.

### **Field Trips**

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.

Field trips requiring transportation will most often involve district-provided bus transportation. *Students must have a signed permission slip* from their parent or guardian before being allowed to participate. Parents will always be notified prior to the trip. *All chaperones must fill out the Volunteer Information Packet and have their fingerprints cleared through our Security Office. Chaperones must also complete the Volunteer Medical Release Form.* In the event that no district transportation is available, parents may be asked to drive their own vehicles to help provide the transportation. The transportation of school children from one location to another by private automobile presents some unique problems, however. Drivers and owners of vehicles used for these purposes should understand and be willing to accept certain responsibilities and liabilities.

In the case of transportation volunteered by parents, should there be any claim in an accident or injury, the parent's insurance would apply. Parents driving automobiles for school-planned

activities and events must be at least twenty-five years of age, and provide a copy of their driver's license and current insurance information. Drivers must have turned in their completed Volunteer Information Packet and have fingerprint clearance; they must also sign a Volunteer Waiver Form. This will assure parents, children and the school district of your willingness to accept the legal responsibilities and liabilities involved.

### **Homework Policy**

At the time homework is assigned, the teacher is expected to define and communicate to the students the purpose and value of the assignment.

Suggested duration of work time at home (15 min. per grade level):

Kindergarten	15 minutes per day
Grade 1	30 minutes per day
Grades 2 & 3	45 minutes per day
Grade 4 & 5	60 minutes per day
Grade 6	90 minutes per day
Grades 7 & 8	180 minutes per day

Teachers may formulate their own variations of homework requirements within the framework of district policy and procedures and the expectations, objectives and priorities of the school administration. Teachers should make the requirements known to each student and the parents of each student. Parents should be encouraged to consult and cooperate with the teachers on individual problems of learning.

### **Independent Study**

Students absent 5 days or more for family travel need to apply for Independent Study by obtaining an application form from the office and returning it at least a week before departure. All work must be completed and returned to school each week in order to earn Independent Study credit.

### **Instruments, Musical**

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

### **Insurance**

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

### **Internet Use**

Students may have access to the Internet through computers in the classroom and the library. With this tool, students can research various topics, read and print documents, articles and pictures, as well as review current news information on a variety of topics. Before students can use the Internet, parents and students must sign the agreement form at the end of this handbook. Students and parents must understand that using the Internet at school is a privilege and that as an instructional activity, all school rules and policies are in effect. While some information on Internet is not appropriate for students, school staff will assist students in using appropriate sites. If any inappropriate information is found while doing legitimate research, the student must immediately inform the teacher. **Since school access to the Internet is made through the San Joaquin County Office of Education (SJCOENet), teachers and parents must help students use the Internet responsibly, and understand that the following activities are forbidden by the school and SJCOENet:**

- Using the Internet for any illegal, inappropriate or obscene purposes;
- Violating any copyright laws;

- Intentionally disrupting or crashing the network;
- Degrading or disrupting equipment or system performance
- Using the SJCOENet for commercial or financial gain, or fraud;
- Stealing data, equipment, or intellectual property;
- Gaining or attempting to gain unauthorized access to resources or entities;
- Forging electronic mail or using an account owned by another;
- Posting anonymous messages;
- Creating, distributing, or purposely activating a computer virus or worm;
- Sending or requesting messages which are racist, inflammatory or sexist;
- Sending or requesting messages or documents which are inconsistent with district or school policies;
- Possessing any data which might be considered a violation of the school rules and policies in paper or electronic form.

Anyone illegally or improperly using the Internet will lose the privilege of access to the network.

### **Leaving and Entering School for Appointments**

All students must report to the office when entering or leaving school at any time other than the regular opening and closing time. The parent must log in and out, stating the reason and the time.

### **Library Rules & Usage**

The library is open to students at 7:45 a.m. It is closed from noon to 12:30 p.m. The library closes for the day at 2:15 p.m. Students are required to observe the following library procedures:

The library is to be used for checking books in and out, school research and school work only. Any student who comes in to the library for any other reason, may be asked to leave.

The library is not to be used for daycare purposes before or after school hours. For the safety of our students and for reasons of liability, any student enrolled in the City of Stockton Parks and Recreation After-School Program is not allowed to use the library after school.

Other than regularly scheduled class library time, students must have a pass from a teacher to be in the library.

Students are required to pay for any lost or damaged book. Fees represent not only the cost of the book, but also costs for billing, ordering and processing (i.e., barcodes, covers, spine labels, etc.). Outstanding fees and overdue books remain on the student's account until the fee is paid or the book is returned. Library privileges are revoked until the situation is resolved. If the account has not been cleared by the end of a school year, the student's library privileges will continue to be denied the following school year. Outstanding account information is shared with other schools when a student transfers or is promoted to high school.

At all times, students are expected to conduct themselves as they would in a public library—quietly and with respect to others and library equipment. Students not responding to verbal warning will be asked to leave immediately or be issued an infraction.

### **Loitering**

Students are not to loiter in the hallways or on the walkways. Students should respect others by stepping aside when appropriate. Students are not allowed to loiter on campus after school. For safety reasons, students must leave the campus within fifteen minutes after school lets out. Disciplinary actions will occur if students continue to loiter after school.

**Lost and Found**

All lost and found articles are placed in the Multi-Use Room. Please mark all of your child's possessions with their first and last name. The remaining items are given to charity during the winter and spring breaks and at the end of the school year. Students should turn in any items or money they find to the office for return to the owner. Honesty assures a minimum of loss to pupils. Students must assume the responsibility for their personal items and textbooks.

**Lunch** (refer to Breakfast section)

**Medication**

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

**Office Hours**

The office hours for the school are from 7:30 a.m. - 4:00 p.m.

**Parent/Guardian Liability**

Ed. Code Section 48904 states that parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, for any willful cutting or defacing of any school property belonging to the school district or to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Such liability shall not exceed \$7,500.

Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the pupil responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages.

**Parking**

The north parking lot is for staff and the south lot for parents and students. Student safety is the first concern in the parking lots. Please use common courtesy to facilitate smooth drop-offs and pick-ups. When dropping off or picking up in the parking lot, please parallel park along the curb and move to the front of the line. Do not double park or wait for students in the center of the parking lot. Parking diagonally makes exiting the lot more dangerous and difficult. Parking/stopping in unauthorized areas may result in a traffic citation.

**Permanent Markers or White-Out**

Bringing permanent markers or white-out are allowed only with teacher permission and may only be used under teacher supervision. These items must not leave the classroom and are not allowed to bring the last week of school.

**Playground/Other Area Rules****BLACKTOP AREAS**

- a. Students are to play in areas designated only for their grade levels.
- b. Students are never to kick a ball on the blacktop area unless directed by a teacher as part of a PE activity.
- c. Students are never to cross through games or activities in progress.
- d. Students are never to run on the blacktop unless involved in a game like basketball, dodge ball, etc. No tag is allowed on the blacktop.
- e. Courtesy is expected on the school grounds. Games are not to be locked thus keeping some students from playing.

**GRASS AREAS**

- a. Students are to play in grade level designated areas only.

- b. Students are to play on grass areas only when conditions permit safe use.
- c. All games on the grass areas must be safe and follow school guide lines. Games which frequently cause injuries such as Tackle Football, Crack-the-Whip, and Red Rover, are not allowed.

#### PERSONAL EQUIPMENT

Equipment or personal toys should not be brought to school from home without teacher permission. **The school will NOT be responsible for damaged, lost, or stolen items.**

#### BIKE RACKS

Students are not allowed to be near the bike racks unless they are arriving or departing from school. Students must walk bicycles on campus between 7:30 a.m. and 6:00 p.m.

#### RESTROOMS

- a. Students are to use only designated restrooms for their grade levels unless directed by a staff member.
- b. Students are expected to use the restrooms in a responsible manner.

#### BARKBOX AND EQUIPMENT

- a. Students are never to stand on top of any climbing bars. Students may hang from bars if their hands never leave the cross bar. Students must wait their turn on the swings and stand clear of the person swinging. A student's turn consists of swinging 20 times up unless there is no one waiting. Students need to wait for their turn behind the concrete divider.
- b. Grades K-4 may use the equipment at recess time and before school. Grades 5-6 may use the equipment at lunch recess until grades 1-4 come out to play. All grades may use the equipment at other times during the day with teacher supervision.
- c. Students using the barkbox must respect all other students in the barkbox area. The stepping on or destroying another student's project is not allowed.
- d. Students leaving the barkbox must brush the bark from themselves in the box as much as possible.
- e. Students must never throw bark.

#### **Promotional (8<sup>th</sup> grade)**

Students meeting District criteria may be eligible to participate in the promotional ceremony and attend 8<sup>th</sup> grade activities. Students must have a cumulative 2.0 grade point average for the year, have 95% attendance and have good citizenship i.e. cannot be suspended more than 5 days. Citizenship performance will be determined by site administrators. Dress code must be followed and will be enforced at all of these events. If there is a dress code violation, your student will not be allowed to participate.

Appropriate attire for girls: a nice dress, skirt and blouse, or pants suit; low heeled shoes.

Appropriate attire for boys: slacks, a shirt with a collar (tie is optional), sports jacket (optional)

Inappropriate for girls: part or prom-type formal dresses, spaghetti strap or strapless dresses, very short mini skirts or dresses, dresses with cleavage showing or large slits up the sides, high heels or platform shoes.

Inappropriate for boys: tuxedos, formal wear, jeans, t-shirts, sweatshirts or tennis shoes.

#### **Reporting to Parents**

Student progress to parents will be reported throughout the year with progress reports (when needed) and report cards. Goal setting conferences will be held with the student and parents in the early fall and mid year. Teachers in grades 7 & 8 record student grades on Power Grade. 7/8 parents will be assigned a code and can access their child's grades via the Internet.

### **Residency Requirement**

In order for a student to be registered in Claudia Landeen School or any other school in the Lincoln Unified School District, a child must live within the District's boundaries with his parent(s) or legal guardian. We regularly check to ensure that only students meeting residency requirements are attending our school. Any child who does not meet residency requirements will be de-enrolled.

### **Rights of Parents to Inspect Records**

Parents have the right to inspect all school records, which are directly related to their children. Each student has a cumulative folder that is maintained at the school of residence. It contains all the basic information regarding attendance, subjects taken, grades, credits, test results, health records, special programs, etc. To inspect these records, confer with the principal or designee at the school. Students who have received assistance from special programs may have supplemental records in addition to the cum record. To inspect these records, see the administrator in charge of that special program. Records for graduates remain at the high school for approximately one year, after which they are maintained in the Pupil Services office.

### **Sexual Harassment Policy**

#### Complaint Procedure

##### *A. Informal Resolution Process*

To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall, at a minimum, include the following elements:

1. The Principal, Vice Principal, Assistant Principal, or the Lincoln Unified Director of Child Welfare and Attendance will be available to receive sexual harassment complaints for students. If the principal or assistant principal is the alleged harasser, the student may present his or her complaint to the Associate Superintendent of Human Resources (2010 W. Swain Rd., 953-8733). Upon receiving a sexual harassment complaint, the Principal, Assistant Principal, or the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent Human Resources shall:
  - a. Counsel the alleged victim and outline the options available.
  - b. Obtain a factual written statement of the complaint.
  - c. Complete the follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommend the disposition of the complaint.
2. The Principal, Vice Principal, Assistant Principal, or the Lincoln Unified Director of Child Welfare and Attendance or the Associate Superintendent Human Resources will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advance(s) and the context in which the alleged incident(s) occurred, and the administrator shall, provided the complaint is substantiated, ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment. In addition, the student shall be informed that he/she may file a formal complaint with the Superintendent or designee in accordance with Lincoln district's uniform complaint procedures. The complainant shall be assisted by the Principal, Vice Principal, Assistant Principal or the Lincoln Unified Director of Child Welfare and Attendance in doing this.

## B. *Formal Resolution Process*

If the complaint is not resolved by the informal process of the satisfaction of the alleged victim, the following formal procedures are available:

1. The complaint shall be reduced to written form and sent to the Associate Superintendent of Human Resources within ten (10) working days of the completion of the informal process.
2. The Assistant Superintendent of Human resources shall investigate the complaint and respond within ten (10) working days after receiving the complaint.
3. If the complaint is not satisfactorily resolved at the level of the Assistant Superintendent of Human Resources within ten (10) working days of receipt of the Assistant Superintendent of Resources response, the student may request that the complaint be reviewed by the Superintendent.
4. The Superintendent shall then take action deemed appropriate to resolve the situation including but not limited to discipline, training, or other remedial measures.
5. An effort will be made to protect the privacy of the parties involved in a complaint. Files which pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
6. Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).

### Enforcement

The Superintendent or designee shall take appropriate actions to reinforce Lincoln Unified's sexual harassment procedures. As needed, these actions may include any of the following:

1. removing vulgar or offending graffiti
2. providing staff inservice and student instruction or counseling
3. notifying parents/guardians
4. notifying Child protective Services
5. taking appropriate disciplinary action. In addition, the Principal, Vice Principal, or Assistant Principal, may take disciplinary action against any person who is found to have made a complaint of sexual harassment which the person knew was not true.

### Title IX Coordinator

The Title IX Coordinator for the Lincoln Unified School District shall be the Deputy Superintendent of Human Resources; 2010 West Swain Road, Stockton, CA, 95207 (209) 953-8733.

### **Smoking Policy**

The Board of Trustees has a policy prohibiting smoking in any facility operated by Lincoln Unified School district. No smoking is allowed in buildings, athletic facilities, grounds, and district-owned vehicles. All campuses are no smoking areas.

### **Telephone Use**

The phone in the office is for business use only. Students may use the phone in emergency situations with written permission from their teacher. Cell phones are not allowed during school hours and school sponsored activities.

**Valuables**

Students should not bring large amounts of money, trading cards, collectibles, expensive clothing or anything of significant value to school. **The school is not responsible for damaged, lost, or stolen items.**

**Visitors**

All visitors must check in at the office before entering campus. Visitors must register in the "Visitors Log" in the office and wear a Visitor's Badge while on campus. Parents who need to pick up their student during the school day must register in the office and log the student out of school giving the reason and the time. Parents will follow the same procedure when bringing a student to school during the school day other than at the regular starting time. Student visitors are not permitted at school while classes are in session.

**Volunteers**

All volunteers must sign in at the office each time they volunteer. Volunteers must fill out the Volunteer Information Packet and may be required to be fingerprinted through our Security Office. *All chaperones for field trips must have their fingerprints cleared before attending the activity.* You only need to have the Volunteer Information Packet completed and have your fingerprints cleared once. This will be sufficient while your child attends Claudia Landeen School.

**CLAUDIA LANDEEN SCHOOL  
School Discipline Procedures**

The goal of our educational program is to provide a school climate and atmosphere that encourages and provides for academic achievement, independence, responsibility, and physical and emotional well being for all of our students. An orderly and non-threatening atmosphere is essential if learning is to take place.

District guidelines are for the personal welfare of each student as well as for the common good of the entire school. These guidelines indicate courses of action that may be appropriate for specific violations of school rules. Actions may include administrative referral, parent contact, detention (staying after school), loss of privileges, suspension or other appropriate action. Please refer to Lincoln Unified's **Standards of Behavior**

Any time detention, detention for tardies, or in-school suspension is used, classroom teachers will give one day notice to the parent that their student will be home late from school on the following day. In cases of suspension or involvement with any agency outside the school, parents will be notified by the school administration or administrative designee, or the outside controlling agency. The administration will decide which is the most consistent and effective action for each violation.

**VIII. OTHER UNACCEPTABLE BEHAVIOR**

Student's inappropriate behavior not identified herein may be referred to the administration for appropriate action. The police and/or fire departments will be contacted by the administration if deemed necessary.

**GLOSSARY**

**Detention:** In lieu of suspension, a student can be held one hour after school with parent notification.

**Expulsion:** Dismissal of a student from a school by an official decision. Students accumulating 20 days of suspension in a school year will be recommended for expulsion.

**In-School Suspension:**

The barring of students from a regular assigned class. Teachers may suspend, to a designated area of the school, students from their class for a period not to

exceed two (2) class days. In-school suspension may be assigned in lieu of suspension when deemed appropriate by site administrators.

- Referral:** A written document noting student behavior calling for appropriate administrative action (citation or infraction).
- Restitution:** The act of compensating for loss, damage or injury or a return to a previous condition.
- Reward:** (SB 813) (EC 48904) The parent or guardian or any minor who willingly cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, or personal property of any school employee shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed five thousand dollars (\$5,000) paid pursuant to section 53069.5 of the government code. A reward can be offered in the apprehension of a student who committed an illegal act. Payment of said reward can also be at the parent/guardian's expense.
- SARB Board:** School Attendance Review Board
- Suspension:** To bar from privilege of attending school and school related activities up to 5 days at a time.

### **REMEMBER**

No student will be allowed to do anything that will harm him or herself, someone else, or the school environment.

No student will be allowed to interrupt or prevent the learning of another student.

It is the policy of the Lincoln School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age, or mental or physical disability in the educational programs or activities which it operate.

## Claudia Landeen PTSA Officers and Calendar 2010-2011

		President	TBA
		Vice-President	Courtney Flores
		Treasurer	Rebecca Decker
		Fundraising	Kristina Lynn/Patricia Baugh
		Recording Secretary	Rebecca Iacvino
		Auditor	TBA
		Membership	TBA
		Volunteer Coordinator	TBA
<b>Aug.</b>	18	School Begins	<b>Jan.</b> 3 School Resumes
	19	Back to School Night/ PTSA General meeting	14 7/8 Report Cards Home
	26	Back to School BBQ	17 Holiday
	27 –9/17	All School Fundraiser	<b>24-2/4 Parent Conferences</b>
			25 Site Council/ PTSA Meeting
<b>Sept.</b>	6	Holiday	<b>Feb.</b> 14 Holiday
	17	Goodies with Grandparents	21 Holiday
	16	School Pictures	22 Site Council/ PTSA meeting
	<b>28 – Oct.9</b>	<b>Goal Setting Conferences</b>	24-25 School Play
	21	Site Council/ PTSA Meeting	25 End 2 <sup>nd</sup> trimester (K-6)
<b>Oct.</b>	<b>1-9</b>	<b>Goal Setting Conferences</b>	<b>Mar.</b> 1 State Writing Test (7)
	15	End 1 <sup>st</sup> Quarter (7/8)	11 K-6 Report Cards home End 3 <sup>rd</sup> Quarter (7/8)
	25-29	Red Ribbon Week	22 Site Council/ PTSA Meeting
	26	Site Council/ PTSA Meeting Fall Festival	25 7/8 Report Cards home
	29	7/8 Report cards home Fall Festival	<b>Apr.</b> <b>11-15 State Testing (2-8)</b>
<b>Nov.</b>	5	Donuts with Dad	18-25 Spring Break
	10	End 1 <sup>st</sup> Trimester (K-6)	26 Site Council/ PTSA Meeting
	10-12	Holiday	<b>May</b> 7 Muffins with Mom
	16	Site Council/ PTSA Meeting	17-21 2-8 Distr. Reading Assessments
	22-26	Thanksgiving Holiday	17 Site Council/ PTSA Meeting
<b>Dec.</b>	3	K-6 Report Cards home	19 Ice Cream Social
	17	End 2 <sup>nd</sup> Quarter (7/8)	24 8 <sup>th</sup> Grade Promotional
	20 – 31	Winter Break	26 End 3 <sup>rd</sup> Trimester/4 <sup>th</sup> Quarter Report cards home Last Day of School