



# **STUDENT HANDBOOK**

## **2008-09**

**“We believe that all students are scholars who can and must learn at high levels of achievement. It is our job to create an environment that results in this high level of performance. We are confident that with our support, students can master challenging academic material, and we expect them to do so. We work collaboratively with colleagues, students, and parents to achieve this shared educational purpose.”**

**Tully C. Knoles School  
6511 Clarksburg Place  
Stockton, CA 95207**

## Tully C. Knoles School PHILOSOPHY

### **TEAMWORK:**

All members of the team must accept and fulfill their responsibilities.

### **EDUCATORS need...**

- to create a positive environment.
- to assist students in developing thinking skills.
- to encourage exploration.
- to present academic materials.
- to be open-minded and respectful to others.
- to know each child as an individual.
- to clearly communicate and work with other team members.
- to be patient and understanding.

### **PARENTS need...**

- to support their child.
- to encourage their child.
- to do his or her best.
- to be involved in the academics (i.e. go over homework, show an interest in special projects, etc.).
- to be open minded and respectful to others.
- to clearly communicate with other team members.
- to ask questions when information is unclear.
- to show interest in their child's school/education.
- to be patient and understanding.

### **STUDENTS need...**

- to be willing to try.
- to ask any questions for which they want answers.
- to be open minded and show respect to others.
- to take on responsibilities.
- to take part and be involved.
- to clearly communicate with other team members.
- to be willing to take a risk.
- to be patient and understanding.

## Tully C. Knoles School DAILY SCHEDULES

### Kindergarten

8:30 am	-	11:50 am	Morning Session
11:50 am	-	12:10 pm	Lunch
11:50 am	-	3:10 pm	Afternoon Session
11:15 am	-	11:45 am	Lunch

### Grades 1-2

8:40 am			School Begins
10:45 am	-	11:00 am	Recess
12:15 pm	-	1:00 pm	Lunch
2:20 pm	-	2:30 pm	Recess
3:10 pm			Dismissal (2:00 pm on Monday's)

### Grades 3-4

8:40 am			School Begins
10:25 am	-	10:40 am	Recess
11:45 am	-	12:30 pm	Lunch
2:20 pm	-	2:30 pm	Recess (3 <sup>rd</sup> Grade)
2:00 pm	-	2:10 pm	Recess (4 <sup>th</sup> Grade)
3:10 pm			Dismissal (2:00 pm on Monday's)

### Grades 5-6

8:40 am			School Begins
10:05 am	-	10:20 am	Recess
11:15 am	-	12:00 pm	Lunch
2:00 pm	-	2:10 pm	Recess
3:10 pm			Dismissal (2:00 pm on Monday's)

## Grades 7-8

### Monday

Homeroom	8:40 am	-	8:45 am
Period 1	8:48 am	-	9:25 am
Period 2	9:29 am	-	10:06 am
Period 3	10:09 am	-	10:46 am
Period 4	10:49 am	-	11:26 am
Period 5	11:29 am	-	12:06 pm
Period 6	12:09 pm	-	12:45 pm
LUNCH	12:45 pm	-	1:30 pm
Period 7	1:30 pm	-	2:00 pm

### Tuesday through Friday

Homeroom	8:40 am	-	8:45 am
Period 1	8:48 am	-	9:34 am
Period 2	9:37 am	-	10:23 am
Period 3	10:26 am	-	11:12 am
Period 4	11:15 am	-	12:00 pm
Period 5	12:03 pm	-	12:47 pm
LUNCH	12:47 pm	-	1:33 pm
Period 6	1:36 pm	-	2:22 pm
Period 7	2:25 pm	-	3:10 pm

### Grade 8 Promotional Requirements

- must earn a cumulative GPA of 2.0
- must have 95% attendance (171 school days)
- can be suspended five days or fewer in one school year

### Grade 9 Placement/High School Requirements

A point system will be used to determine student's eligibility to attend the ninth grade at Lincoln High School. Four areas will be considered:

- CST/Language Arts Scores (0-5 pts) • CST Test/Math Scores (0-5 pts)
- Grade point average (0-4 points) • Attendance (0-4 pts)

**10+ points =** Student is eligible to attend Lincoln High School

**7-9 points =** Student must attend summer school & is eligible to attend LHS in the fall based upon successful completion of summer school program

**Fewer than 7 =** Student will be required to attend 9<sup>th</sup> grade at a site other than LHS (9<sup>th</sup> grade academy at McCandless)

## **PARENT-TEACHER-STUDENT ASSOCIATION**

Supporting the Parent-Teacher Association, or PTSA, is a very important way to build understanding between home and school. PTSA is a national organization dedicated to schools and their communities. A strong PTSA membership can do "together" what each cannot do individually.

Please refer to our weekly school newsletter, and monthly PTSA letter for upcoming activities, dates of meetings, and areas for which your help may be needed. Meetings are held once a month and are open to all. Even if you don't have time to attend meetings, you may be able to help with one event, or make phone calls from home. Your children will love to see you involved in their school. At the very least, we hope to have all of you join PTSA. Your membership contribution alone will help tremendously.

### **PTSA BOARD/COMMITTEE CHAIRS 2008-09**

<b>President:</b>	Amy Phipps	<b>Box Tops:</b>	Patti Villa
<b>Vice President:</b>	Leslie Zindel	<b>Food Nights:</b>	Erin Wolf
		<b>Book Fair:</b>	Loreen Jense
<b>Recording Secretary:</b>	Angela Buyck		
<b>Corresponding Secretary:</b>	Marisol Jaramillo		
<b>Treasurer:</b>	Miguel Araya	<b>Harvest Festival:</b>	Rose Estrella
<b>Parliamentarian:</b>	Katherine Setness	<b>Hospitality:</b>	Loreen Jensen
<b>Auditor:</b>	Rose Estrella	<b>Red Ribbon Week:</b>	Barbara Araya
<b>Historian:</b>	Deanna Walker	<b>Reflections:</b>	Amy Phipps
		<b>Staff Appreciation:</b>	Sandy Rau
<b>Teacher Representatives:</b>	Donna Robertson/Ben Knight		
<b>Spirit Wear:</b>	Amy Ham		
<b>Art Docent Coordinator:</b>	Kathrine Setness		
<b>Room Parent/Volunteer Coordinator</b>	Rhonda Felton		
<b>Membership:</b>	Leslie Zindel		
<b>Community Outreach/Mi Familia:</b>	Ileana Ortiz		
<b>Family Nights:</b>	Amy Phipps		
<b>Student Recognition:</b>	Angela Buyck		
<b>Tiger Tales:</b>	Clay Utterback		

## **GENERAL PROCEDURES**

### **ABSENCES/REQUESTS FOR EARLY DISMISSAL**

If your child is ill, it is a benefit to your child to keep him/her home until he/she is well and ready to function properly in a school setting. Obviously, other students and adults in the room also benefit when you keep our child home due to illness. A parent whose child has a communicable disease should contact the school office or teacher immediately, so that parents may be informed in writing of the possibility of contagion. Examples of communicable diseases are chickenpox, measles, impetigo, head lice, and whooping cough.

**When a child returns to school after an absence, he/she must bring a written excuse or be preceded by a telephone call.** These notes are absolutely critical for our attendance accounting and reporting to the state. Parents and teachers working together can ensure that all work missed during an absence is completed by the child. Parents should make an appointment with the child's teacher to pick up assignments and necessary books to keep the child current with work. However, parents should understand that make-up assignments are no substitute for the instruction received during regular classroom attendance.

While it is sometimes necessary to schedule a medical appointment during school hours, it is equally important that parents convey the importance of school attendance and make every effort to schedule medical and dental appointments outside of the school day. Bringing a child back to school after a medical appointment, even for just one period, sends a clear message that education is important.

**If a child is to be dismissed from class before the end of the school day, the student must bring a note from home to the teacher. Please do not call the school to request an early dismissal unless it is an emergency.**

### **ASSEMBLIES**

The times and types of assemblies will be announced prior to the assembly. Assemblies provide an excellent place to develop dramatic talent, to promote speaking and musical ability, to convey general information, and to build school spirit. Courtesy and appropriate conduct is mandatory at every assembly so that a program may be enjoyed by all.

The following are guidelines to appropriate assembly conduct:

- Students should enter the assembly quietly, in line, escorted, and directed by their teachers.
- Applause and appropriate hand signals are the only acceptable ways to show appreciation at an assembly.
- Students must be quiet, orderly, and attentive when others are speaking or performing and may "join in" when asked to participate.
- Students are to return quickly and quietly to their classroom when dismissed, following the directions of their teacher.

### **BACK-TO-SCHOOL NIGHT**

This night is set aside in September for teachers to explain their direction and priorities for the school year. Its purpose is to help parents understand the expectations and curriculum design in their child's classroom. Your attendance helps send the message to your child that education is important and you want him/her to do his/her best.

### **BREAKFAST**

A nutritionally well-balanced breakfast is served daily, beginning thirty minutes prior to the beginning of school in the cafeteria. The price of the meal is \$1.25. Students eligible for free and reduced lunch are also eligible for free or reduced breakfast. The reduced price is \$.30. The cafeteria rules listed under LUNCH apply during breakfast as well.

### **BUS RULES**

When our students ride a school bus for any purpose, they are required to be familiar with and observe bus safety procedures. Violations of the bus safety procedures will be reported to the LUSD Transportation Department. Continued violation of the bus service safety procedures may result in the pupil's loss of bus transportation privileges. RIDING THE BUS IS A PRIVILEGE. With this in mind, pupils will adhere to the following:

- Listen attentively to the orientation given by the bus driver
- Remain in their seats at all times
- Keep all parts of their body and clothing inside the bus
- Use an appropriate indoor-level voice
- Refrain from any behavior that will cause the bus driver to divert his/her attention away from the road

- Follow any and all directions given by the bus driver

### **CANDY and TREATS**

**No gum or candy may be brought to school.** In order for our children to maximize learning while at school, it is important that they eat breakfast. They may have a healthy snack at recess (please no soda or chips). Snacks may **not** be eaten on the blacktop or field. We ask that students eat in designated snack areas where they can dispose of their own trash. Students who do not clean up after themselves will lose this privilege. Parents are encouraged to provide healthy food in their student's snack and lunch. The high sugar content in candy makes it very difficult for students to stay focused on their work in the classroom.

**If you and your child wish to bring treats for the other children in your child's class, according to the state nutrition law, the treats must be "store bought" and be in a sealed package. Treats cannot be homemade. Also, treats may only be distributed the last half-hour of the school day.**

### **CHANGE OF ADDRESS**

Please notify the school office of any change in your address, telephone number, secondary contact, day care provider, or of your family health advisor. **It is critical that we have a current emergency number for every child.**

### **CHANGE IN YOUR SCHEDULE**

If there is to be a change in your child's "Going Home Schedule" (such as being picked up instead of walking, etc.), please tell your child AND send a note to the teacher and/or office.

### **CLASSROOM MEETINGS**

Tully C. Knoles students will regularly participate in Classroom Meetings. The meetings use a student-created list (an agenda) of discussion ideas. The agenda may include items concerning special activities, curriculum, and problems relating to student behavior.

Outcomes for each item discussed could result in a simply discussion, a solution to prevent future incidents from happening, or even a consequence

for a problem that has previously occurred. *Consequences for inappropriate actions are logical consequences.* These types of consequences must meet the four "R's" to be considered a viable solution to the problem.

The 4 "R's" are the following: **Related, Reasonable, Respectful, Responsible**

### **EMERGENCY PROCEDURES**

In the case of any emergency, staff will remain with their students and wait for instructions from the principal or principal designee. The principal or principal designee will appropriately follow the site's Crisis and Safety Plan. You may view a copy of the site plan in the main office.

### **FIELDTRIPS**

For the safety of all children, all parents chaperoning, attending and/or driving for a field trip must have their fingerprints on file with the LUSD's Human Resource Office prior to going on any trip. 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.

In the event that no district transportation is available, parents may be asked to drive their own vehicle to help provide transportation. The transportation of school children from one location to another by a 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.

Parents driving automobiles for school-sponsored activities and events must be a least twenty-five years of age, provide a copy of his/her driver's license and current insurance information, and sign a Volunteer Waiver form. This will insure parents, children, and the school district that you are willing to accept the legal responsibilities and liabilities involved. Should there be any claim resulting from an accident, injury, or death involving transportation by a parent, that parent's insurance would apply.

## HOMWORK

Tully C. Knoles School is dedicated to providing students with the best possible educational program. Homework is an integral part of this process and is designated to meet one or more of the following purposes:

- Provides preparatory experience for upcoming classroom instruction.
- Provides reinforcement or applications of skills and concepts previously taught.
- Provides the opportunity for individual enrichment and/or research activities.

We are asking for your support and assistance in seeing to it that your child completes his/her homework as assigned by the teacher in a timely manner.

## INJURIES, ILLNESS, MEDICATION AT SCHOOL

First aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. Our office staff has been trained to handle minor emergencies. In the case of an accident requiring the services of a doctor every attempt will be made to contact the parent or guardian before the child is taken to the doctor. For this reason, we request that parent(s) keep us informed of a change in address or telephone number.

If a child is too ill to continue through the school day, the child should report to his teacher who will send him/her to the office. Office staff will call parents, guardians, or other contacts listed on the emergency information card in an attempt to reach someone to pick up the child.

**No medication may be given to your child during school hours without prior authorization from your child's physician.** A current signed doctor's statement must be on file. Medications are kept in the school office and administered by office staff only.

## LIBRARY AND COMPUTER LAB

The Tully C. Knoles library has an extensive selection of books, although our library plan includes a long list of materials we'd like to add. The library is staffed by Mrs. Fitzgerald, our library aide. Parent volunteers are always needed and appreciated. Teachers schedule their classes for library periods during the week. Children are allowed to check out books for reading at

home. Books are to be returned in one week. In addition, our library houses a computer lab.

### **Library Procedures**

- Books may be checked out for one week and may be renewed.
- We encourage students to return books on time so that they will be available to other students.
- No book is to be taken from the library without being properly checked out.
- Lost or damaged books must be paid for and final report cards may be withheld until such books are replaced or paid for. Also, students will lose the privilege of participating in the "end of the year" events if outstanding balances are **not** paid.

### **LOST AND FOUND**

The lost and found box is located in the multi-use room. Parents are strongly encouraged to write their child's name on lunch pails, backpacks, and clothing, especially sweatshirts, sweaters, and jackets.

### **LUNCH**

Students may buy lunch at school or bring one from home. A nutritionally well-balanced lunch is served in our cafeteria each day. A free and reduced lunch program is available for families with qualifying incomes. Application forms are available in the school office.

The price of each meal is \$2.00. The reduced price is \$.40. We prefer that you prepay to your account during morning hours. Milk is \$.40. A la carte items will also be sold for \$.50 and \$1.00.

**FOOD MUST BE EATEN AT SCHOOL BY THE STUDENT FOR WHOM PURCHASED IT!** Food may not be taken home or shared with siblings, parents, or friends. Siblings or students who do not attend TCK may NOT be fed with school food. This is a federal law.

### **Cafeteria Rules**

- Wait patiently, quietly, and safely in line
- Follow the directions of the Cafeteria Supervisors
- Remain seated at your designated table until excused

- Talk quietly (If the noise level gets too high, the supervisor will give a warning. If the high level of noise continues, students will be required to eat in silence.)
- Eat your own lunch
- Clean up after yourself

### **NEWSLETTER**

This is our most consistent form of communication with the families of our students. A school newsletter will be sent home **EVERY WEDNESDAY** during the school year. Information about important school events, PTA activities, meetings, Little League sign-ups, etc., as well as tips for helping your child(ren) with homework and preparing for conferences is included. Please get in the habit of asking your child for the newsletter. It will help you keep on top of all the events that are going on at TCK. If you don't get one, we always keep extras on hand in the office.

### **NONDISCRIMINATION AND EDUCATIONAL EQUITY**

It is the policy of the Lincoln Unified 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 in which it operates. *Lincoln Unified School District Board Policy #2429*

### **OBSERVING CLASSROOMS**

Parents are welcome in our school. When coming to Tully C. Knoles School to observe, please make arrangements in advance with the teacher or the principal through the office staff. For the safety of all students, you must check in at the office and wear a paper visitor's badge. We do appreciate your interest and participation in our educational program.

### **PLAYGROUND**

Recess is a really important time for students to take a break, get a drink, go to the bathroom, get some fresh air, and have fun. It is also a time when many students get hurt and get bullied. Therefore, the Tully C. Knoles School staff is very committed to holding all children accountable for their behavior towards one another. We teach and reinforce skills to help children solve conflicts in an appropriate manner. We need parents' help in reinforcing at home what we teach and model at school.

**Playground Procedures** to assure good use of time & a safe return to class:

- When the bell rings, students freeze, and when the whistle is blown, students quietly and quickly line up at their designated area.

### **RELEASE DURING CLASS HOURS/CLOSED CAMPUS**

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it becomes necessary for you or someone else to pick up your child during the school day, send a note to the office. You, or the person wishing to pick up the child, must meet the child and sign him/her out of the office. Only persons listed on the child's emergency card will be allowed to sign out a child unless the parent provides written permission.

### **REPORTING OF STUDENT PROGRESS**

Tully C. Knoles School reports student progress to parents through report cards sent home THREE a year (trimesters) in grades K through 6 and through parent-teacher conferences. For Grades 7 and 8, students will given a report FOUR times (quarterly) a school year. Parents, teachers, and students will conference twice per school year. In addition, conferences may be scheduled on an as needed basis.

### **STUDY CENTER**

*First through Third grade* teachers share the responsibility for conducting study center in their classrooms during the school year. Study Center is held during lunch recess. Students may be assigned Study Center for one of the following reasons:

- Homework that is not turned in on time or papers without names
- Incomplete homework
- Unfinished class work
- Student's request (to catch up on work)
- Tardiness
- Consequences for behavior

Parents will be notified when a child's time in Study Center becomes excessive by use of progress reports, report cards, and other reports deemed necessary by the classroom teacher.

*Fourth through Sixth grade* teachers share the responsibility for conducting study hall in their classrooms during the school year. Study Center is held during lunch recess. Students may be assigned Study Center for one of the following reasons:

- Incomplete homework assignments
- Incomplete class work
- Coming to class without the required materials
- Wasting time in class
- Tardiness
- Consequences for behavior

Parents will be notified when a child's time in Study Center becomes excessive by use of progress reports, report cards, and other reports deemed necessary by the classroom teacher.

### **TARDIES**

In partnership with parents, the TCK staff will keep a close watch on student attendance and tardiness. Student tardiness is a disruption of classroom learning. Those arriving late do not have the opportunity to get settled into the day's routines and may not be mentally prepared for the day's instruction. Additionally, a student's tardiness interrupts the learning of others in the class.

Students arriving after the tardy bell for any reason must report to the office for a tardy slip and will be assigned Study Center during his/her lunch time.

### **TELEPHONE/MESSAGES**

The school phone is for business purposes ONLY. Students will be permitted to use the office counter phone only in the event of illness, injury, or to serve detention after school. Permission to use the phone must be received from a staff member in advance. **Students may not use the phone to retrieve forgotten papers, homework, etc. or to make nonessential calls such as after-school arrangements with friends.**

In an effort to reduce classroom interruptions that interfere with teaching and learning, messages to children of a non-emergency nature will be written down to be delivered via the teacher. Likewise, forgotten lunches,

instruments, etc., can be left in the office, and we will be happy to deliver them to your child in a timely manner without disrupting their class.

### **TRANSFERRING FROM TULLY KNOLES SCHOOL**

1. **Inter-district:** Students transferring to a *school outside of the Lincoln Unified School District* should advise the school office immediately. We need to correctly record your child's last day of attendance at TCK, and to provide you with copies of information your child's new school will need in order for you to enroll them.
2. **Intra-district:** If you are intending to *transfer to a school within the Lincoln Unified School District*, please contact our office first. Intra-district transfers are handled between the two principals involved on a space-available basis. Arrangements will be made for you after speaking with our principal.

### **TOYS**

**No toys may be brought to school.** This includes all toys, electronic games and audio equipment, tools such as screwdrivers, implements such as nail clippers, and especially dangerous and illegal items such as pocketknives. Carrying such an item is an automatic suspension and possible expulsion. Please be sure your child understands this. You can help by monitoring what is in your child's backpack as you check their homework each night and help them get organized for school each morning. The only items they should carry are those that they need for learning such as homework folders, papers, and pencils. The teacher will monitor items brought to the primary classroom for sharing.

## **CONSEQUENCES OF STUDENT MISBEHAVIOR**

### **Detention**

Detention is the assignment of a student to a supervised area for a specified time before or after school, at lunch, or during Saturday School. Supervision must be assigned to a certificated employee. The student shall be given adequate time to use the restroom, get a drink, or eat lunch.

## **School Attendance Review Board (SARB)**

School Attendance Review Board (SARB) reviews student attendance and disruptive behavior. Students may be referred to SARB for habitual truancy or irregular attendance. SARB may direct a student to take part in community services. SARB may involve the District Attorney, County Probation Department, Sheriff's Department, City Police Department, and / or County Health and Human Services in a student's case. SARB may transfer the student to another school or to an alternative education program.

## **The Search and Seizure Policy**

The Search and Seizure Policy governs the district's authority to search individual students and their property. School officials may search when there is a reasonable suspicion the search will uncover evidence that the student is violating the law or the rules of the district or school or the students' possessions may lead to an unsafe situation for the student or others or harm the learning environment.

## **Suspension**

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or a school administrator. A principal or a designee may suspend from school for up to five consecutive days. A teacher may suspend for the remainder of the class in which the misbehavior occurred and of the next day's class. A suspension may be extended under certain conditions. *There are two kinds of suspension: On-campus suspension and out-of-school suspension.* Students placed on home suspension are not permitted on or near any Lincoln Unified School District campus, nor are they allowed to participate in any school activities, during the period of suspension. They may, however, be required to complete

assignments and tests, which will be made available to them through an intermediary.

## **Expulsion**

Expulsion is the removal of a student from all schools in the Lincoln Unified School District for violating the California Education Code as ordered by the Board of Trustees. The expulsion is for a defined period of time, but an application for readmission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

State law mandates the Board of Trustees expel students for:

- Possession, sale, or furnishing of a firearm;
- Brandishing a knife;
- Sale of drugs;
- Committing or attempting to commit sexual assault or battery;
- Possession of explosives.

California education Code requires a school administrator to recommend expulsion if a student commits one of the following offenses:

- Causing serious physical injury to another person except in self defense;
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil;
- Unlawful possession of any drug except for the first-time offense or possession of not more than one ounce of marijuana;
- Robbery or extortion;
- Assault or battery upon a school employee

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee, or the principal of the school in which the student is enrolled determine the pupil has violated one or more parts of the Standards of Behavior. (Education Code 48900)

A pupil may be disciplined, suspended for a maximum of five consecutive days, or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

- While on school grounds;
- While going to or coming from school;
- During the lunch period whether on or off campus;
- During, going to, or coming from a school-sponsored activity.

## **GUIDELINES FOR STUDENT DISCIPLINARY ACTIONS**

### **Arson**

1<sup>st</sup> offense 3 - 5 days suspension, notification of law enforcement agencies, possible recommendation for expulsion.

**Cell Phones or Other Electronic Devices:** Cell phones and pagers may only be used before school starts and after school ends. These items should not be seen or heard on campus. SMS and text messaging are considered cell phone use. If they are, staff, security and/or administrators will confiscate them. Neither LHS security, nor administration, will investigate the loss of these items.

1<sup>st</sup> offense Phone confiscated by staff member until end of school day.

2<sup>nd</sup> offense Phone confiscated by staff member, given to administration and parent contacted to pick up phone from front office.

3<sup>rd</sup> offense Phone confiscated by staff member and student assigned school detention. Phone given to administration and parent contacted to pick up phone from front office.

4<sup>th</sup> offense 1 day suspension, parent contacted to pick up phone from front office.

**Cheating/Plagiarism:** Plagiarism, the using of words or ideas of another and passing them off as your own, is against the academic standards of the school. Students found guilty of plagiarism will receive a grade of F on the assignment and will be required to make it up for no credit.

1<sup>st</sup> offense Teacher initiated consequence, to include parent contact, and/or possible suspension

2<sup>nd</sup> offense Conference, with student, parent and administrator, 1-3 days suspension

**Conduct /Inappropriate Behavior on Campus (EC48900(k))** 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.

1<sup>st</sup> offense Teacher-initiated consequences, to include parent contact.

2<sup>nd</sup> offense Student referred for discipline to administrator, contact with parent.

3<sup>rd</sup> offense Student referred to an SST (Student Success Team) Meeting.

**Defiance of school authority/Disruption of school activities (EC48900(k))**

1<sup>st</sup> offense Conference with Student, to include parent contact.

2<sup>nd</sup> offense Attend school Detention and/or 1-5 days suspension

**Displays of Affection:** Any/all touching between two students

1<sup>st</sup> offense Warning, to include parent contact.

2<sup>nd</sup> offense School detention and parent conference

## 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

## 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. Clothes must be neat, clean, and appropriate for school, according to the guidelines below. 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. 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. Please see LUSD Board Policy 5132.

- a. 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. Students are **not** permitted to wear hats or other head coverings in class, assemblies, or at any indoor school function. Sunglasses are not to be worn in the classroom.
- b. 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, shirts worn backwards, or gang related initials on belt buckles.
- c. Students must wear their pants on their hips. Administrators may use ties to secure pants at the waist.
- d. 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. 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.
- e. Shoes must be worn at all times. Shoes must be either closed-toe or sandals with a back or back strap. **No FLIP FLOPS, MULES, or shoes with WHEELS!** (For safety purposes, students will not be allowed on playground or equipment.)
- f. No clothing, jewelry and other accessories (such as spikes, chains, large hoop or dangling earrings), which present a safety hazard

### **Inappropriate Clothing**

1<sup>st</sup> offense Detention; parent notified for change of clothing. If unavailable, school will provide appropriate attire.

2<sup>nd</sup> offense Detention, parent conference with administrator

3<sup>rd</sup> offense 1 day of suspension for defiance

## **FIGHTING (Student Conflicts/Acts of Violence) (EC48900(a1))**

### **What to Do to Avoid a Fight**

Let your principal, assistant principal, or teacher 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.

### **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; or 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; or 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. Students taunting or calling out will be subject

to suspension. Threats towards any individual will be investigated, resulting in a possible consequence.

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

1<sup>st</sup> offense 1-5 days of suspension

2<sup>nd</sup> offense 3-5 days of suspension

3<sup>rd</sup> offense 5 days suspension/possible recommendation for expulsion

**Intentionally Causing Serious Injury**

1<sup>st</sup> offense 3-5 days of suspension, possible recommendation for expulsion, notification of LUSD security.

2<sup>nd</sup> offense 5 days of suspension, possible recommendation for expulsion, notification of LUSD security.

**Jumping In** is joining in on another student's fight or contributing to / perpetuating the fight.

1<sup>st</sup> offense 1-5 days suspension, possible recommendation for expulsion.

2<sup>nd</sup> offense 3-5 days suspension, possible recommendation for expulsion.

**Fire alarms / Setting False Alarms**

1<sup>st</sup> offense 3-5 days suspension and notification of law enforcement, possible recommendation for expulsion. If the fire department charges the site with a fine for the false alarm, this fee will be passed on to the student to pay.

2<sup>nd</sup> offense 5 days suspension and notification of law enforcement, possible recommendation for expulsion. If the fire department charges the site with a fine for the false alarm, this fee will be passed on to the student to pay.

**Forgery of Parent Signature**

1<sup>st</sup> offense Conference with student, parent, and administrator

2<sup>nd</sup> offense 1-3 days of suspension

3<sup>rd</sup> offense 3 days of suspension

**Gambling**

1<sup>st</sup> offense Conference with student, to include parent contact.

2<sup>nd</sup> offense School detention

3<sup>rd</sup> offense 1 days of suspension

**Gang-related Behavior: signing, clothing, tagging, accessories**

1<sup>st</sup> offense Conference with student, to include parent contact.  
notification of LUSD Security.

2<sup>nd</sup> offense 1-3 days suspension

3<sup>rd</sup> offense 5 days suspension and possible file for expulsion.

**Gum Policy**

Students will not chew gum on the Tully C. Knoles Campus at any time. Chewed gum poses significant potential for property damage and, when not properly disposed of, a vector for the spread of contagious disease.

<b>Occurrence</b>	<b>Minimum Penalty</b>	<b>Maximum Penalty</b>
1 <sup>st</sup>	Teacher/Staff member shall have the offending student place a phone call to parent or guardian to report the offense. The teacher/staff member should conclude the phone call for verification purposes.	See minimum.
2 <sup>nd</sup>	Same as first offence.	See minimum.
3 <sup>rd</sup>	Same as first offence with the addition of lunchtime cleanup duty.	See minimum.
4 <sup>th</sup>	Referral to the office for willful defiance; Office assigned detention and/or lunchtime cleanup duty..	Referral to the office for willful defiance; In-school suspension.
5 <sup>th</sup> and Thereafter	Referral to the office for willful defiance; In-school suspension.	Referral to the office for willful defiance; Suspension from school.

**Illegal Substances: Drugs, Alcohol, Drug Paraphernalia (EC48900 (c), (d), (j))** Lincoln Unified School District 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**

1<sup>st</sup> offense 5 days suspension, possible notification of LUSD security and possible recommendation for expulsion. Any felony possession will constitute immediate recommendation for expulsion.

2<sup>nd</sup> offense 5 days suspension, possible notification of LUSD security and recommendation for expulsion.

**Sales / Possession for Sale / Furnishing / Sale of look-alike Drugs**

1<sup>st</sup> offense 5 days suspension off campus, recommendation to file for expulsion and notification of law enforcement agencies.

**Internet, Misuse of:** Internet Agreements are signed by parent as part the Back-to-School Packet. All students are expected to be responsible and ethical users of school computers. Accessing private chat rooms, including, but not limited to myspace.com, while at school is strictly prohibited.

1<sup>st</sup> offense Loss of Internet access for a trimester/quarter

2<sup>nd</sup> offense Possible suspension, parent notification, loss of Internet access for remaining days of school year

**Hazing / Harassment / Hate crimes (EC48900(q))** Engaged in or attempted to engage in hazing.

1<sup>st</sup> offense 1-5 days suspension, and possible file for expulsion.

2<sup>nd</sup> offense 3-5 days suspension, and possible file for expulsion.

**Leaving Campus Without an ID Card, Pass, or Privilege**

1<sup>st</sup> offense Conference with student, to include parent contact.

2<sup>nd</sup> offense 1-3 days suspension, parent notification.

3<sup>rd</sup> offense 3-5 days suspension, parent notification.

**Permanent Markers, Possession of:** this includes, but is not limited to Sharpie and Magnum markers, unless used in art class

1<sup>st</sup> offense Markers will be confiscated, to include parent contact.

2<sup>nd</sup> offense School detention, parent notification.

3<sup>rd</sup> offense 1 days suspension, parent notification.

### **Personal Equipment / Toys**

Personal toys or equipment (i.e., basketballs, etc.) are a distraction to the learning environment and are not allowed at school. These items will be confiscated and returned only to a parent. The staff or administration will not perform intense investigations to recover lost or stolen items of this nature.

- 1<sup>st</sup> offense Confiscate, parent contact. Student may retrieve item(s) at end of day.
- 2<sup>nd</sup> offense School detention, parent will need to retrieve item at end of day.
- 3<sup>rd</sup> offense Possible suspension.

### **Profanity / Verbal abuse / Racial Slurs / Insubordination /**

**Vulgarity / Obscene acts: (EC48900(i))** 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. The use of profanity and/or obscene language is not conducive to a safe learning environment.

- 1<sup>st</sup> offense Conference with student, to include parent contact.
- 2<sup>nd</sup> offense 1-3 days of suspension
- 3<sup>rd</sup> offense 3-5 days of suspension, parent conference / possible file for expulsion

**Property Damage (EC 48900(f))** Cause, or attempt to cause damage to school or private property including electronic files and databases.

- 1<sup>st</sup> offense Conference with student, to include parent contact.
- 2<sup>nd</sup> offense 1-3 days of suspension
- 3<sup>rd</sup> offense 3-5 days of suspension, parent conference / possible file for expulsion

**Robbery or Extortion (EC 48999(e))** Committed or attempted to commit robbery or extortion.

- 1<sup>st</sup> offense Conference with student, to include parent contact, possible suspension
- 2<sup>nd</sup> offense 2-5 days of suspension, parent conference / possible file for expulsion
- 3<sup>rd</sup> offense 3-5 days of suspension, parent conference/possible file for expulsion

### **Rough Housing**

1<sup>st</sup> offense Conference with student, to include parent contact.

2<sup>nd</sup> offense School Detention

3<sup>rd</sup> offense 1-3 days of suspension

**School records, altering or destroying** (including computer records, activity passes, attendance, records, grades, & grade books.)

1<sup>st</sup> offense 1-3 days suspension. Parent conference

2<sup>nd</sup> offense 3-5 days suspension. Students working in positions of trust who violate the confidence of the position will face the above consequences.

3<sup>rd</sup> offense 5 days suspension

**Selling for Unauthorized Profit:** Selling of non-school related fundraisers must be approved by administration prior to sales. Such activities are a distraction to the learning environment and lend themselves to theft.

1<sup>st</sup> offense Items confiscated by teachers or administrators, possible suspension, parent contact.

2<sup>nd</sup> offense School detention, possible suspension.

3<sup>rd</sup> offense 1-3 days of suspension.

## **SEXUAL HARASSMENT** (EC48900(o))

### **What is Sexual Harassment?**

Unwelcome sexual behavior, visual, verbal, or physical behaviors that make a student feel uncomfortable or unsafe.

### **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

## 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
- 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

## What To Do When / If It Happens

- Respond to 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

1<sup>st</sup> offense Conference with student and administrator, parent notification.

2<sup>nd</sup> offense Possible 1-3 days of suspension

3<sup>rd</sup> offense 3-5 days of suspension, possible recommendation for expulsion.

## Sexual Assault or Sexual Battery (EC48900(n))

### Physical

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

1<sup>st</sup> offense 1-5 days of suspension, possible recommendation for expulsion, notification of Law Enforcement.

2<sup>nd</sup> offense 3-5 days of suspension, possible recommendation for expulsion, notification of Law Enforcement.

*Documentation for all sexual harassment incidents will be sent to Lincoln Unified School District's Child Welfare and Attendance.*

**Skateboards/Scooters/Roller Skates/Roller Blades:** Skateboards, scooters, roller skates or roller blades may be used to and from school. These items should not be used on any school campus. Skateboards and/or scooters may be held in an office area or the classroom during the school day. Roller skates/blades may be stored in a back pack until the end of the school day.

- 1<sup>st</sup> offense Conference with student, to include parent contact.
- 2<sup>nd</sup> offense Parent will be required to pick up at end of day.
- 3<sup>rd</sup> offense Student will be required to attend school detention and parent will need to pick up skateboard, scooter, etc. at end of the day.

**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.

**Theft / Extortion / Burglary (EC48900(g)) Possession of stolen property**

- 1<sup>st</sup> offense 1-3 days suspension. Parent conference.
- 2<sup>nd</sup> offense 3-5 days suspension.
- 3<sup>rd</sup> offense 5 days of suspension.

**Tobacco, Use / Possession (EC48900(h)):** 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.

- 1<sup>st</sup> offense 1-3 days suspension
- 2<sup>nd</sup> offense 3-5 days suspension
- 3<sup>rd</sup> offense 5 days suspension

**Vandalism / Graffiti to School or Private Property on Campus**

- 1<sup>st</sup> offense 1 to 5 days suspension, possible file for expulsion and possible notification of law enforcement agencies.
- 2<sup>nd</sup> offense 3 to 5 days suspension, possible file for expulsion and possible notification of law enforcement agencies.

**Weapons / Explosives / /Dangerous Objects, Use / Possession**  
**(EC48900(b))** (including live ammunition)

- 1<sup>st</sup> offense 1-5 days suspension, possible file for expulsion and possible notification of law enforcement agencies. (Reference to Ed. Code 48900(b))
- 2<sup>nd</sup> offense 3-5 days suspension, possible file for expulsion and possible notification of law enforcement agencies (48900 (b)).

**Weapons, Replica of / Use / Possession (EC48900(m))** Possession of an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.

- 1<sup>st</sup> offense Conference with student, to include parent contact, possible suspension.
- 2<sup>nd</sup> offense 1-5 days suspension, possible recommendation for expulsion. Possible notification of law enforcement agencies.
- 3<sup>rd</sup> offense 3-5 days suspension, possible recommendation for expulsion. Possible notification of law enforcement agencies.

## **STUDENT SUPPORT STRATEGIES**

1. Parent Conference
2. Class Meetings
3. Academic Support Team Meetings
4. Counseling
5. Mentoring
6. Detention
7. Study Center
8. Teacher suspension
9. Parent attend portion of school day
10. SST (Study Study Team) meetings
11. *Conflict Resolution*
12. Referral to School Attendance Review Board (SARB) at district level
13. In-house suspension (on school grounds)
14. Community service on campus - cafeteria duty, campus cleanup, etc.
15. Behavioral Review/BSP
16. Home visitation
17. Shortened Day
18. Extended Day
19. Referral to Counseling
20. Time Out Buddies

*For additional student support services, you may call  
Child Welfare & Attendance at 953-8727.*

# **SPECIAL PROGRAMS AND SERVICES FOR STUDENTS**

## **GIFTED AND TALENTED EDUCATION (GATE)**

The GATE program strives to ensure that the regular classroom is structured in such a way that any student who demonstrates extraordinary talent or ability in intellectual ability, creativity, a specific academic area, leadership, and/or the visual and performing arts is given the opportunity to pursue that gift during the instructional day. Strategies that honor the theory of multiple intelligences, open-ended challenges that require a student to think divergently to solve a problem, challenges that require task commitment, creativity, and a growing knowledge base, along with the expectation that each student will work at a level commensurate with their ability - not with that of the other students - provide the foundation of the program. GATE students are clustered at each grade span in order to give them the opportunity to work daily with other students who will challenge and stimulate them.

## **LANGUAGE SPEECH AND HEARING PROGRAM (LSH)**

Each year all children entering kindergarten are screened for speech and language problems. If a child is identified as needing a speech therapy program, a specific remedial program will be developed for that child through the Individual Education Program (IEP) process.

## **MUSIC**

Lincoln Unified School District is proud of its comprehensive K-12 music program. All students in grades K-6 receive general music instruction twice a week from a qualified specialist. Chorus is offered twice a week for 4<sup>th</sup>-6<sup>th</sup> graders. Instrumental music is a pullout program, with string instruction beginning in 4<sup>th</sup> grade and band in 5<sup>th</sup>. Intermediate students who wish to become a part of this program will have the opportunity to sign up at an informational performance assembly by district music teachers in the fall.

### **OUTREACH WORKER**

Counseling services are provided by outreach worker, Ms. Debby Keene-Ferrero, in collaboration with teachers and staff. Parent conferences (SST's) are held as needed. Teachers/parents may request additional services for students, or students may seek counseling on their own.

### **PSYCHOLOGIST**

Tully C. Knoles School has a psychologist on site at least once a week. She administers intellectual development and achievement tests to help determine the need for an Individual Educational Plan (IEP).

### **RESOURCE SPECIALIST PROGRAM (RSP)**

The Resource Specialist Program provides individualized, prescriptive instruction for children who require aid beyond regular classroom instruction and to integrate such prescriptions into the regular classroom learning activities. Eligibility is determined through the identification of a discrepancy between a student's intellectual development and academic achievement. Results of this testing is shared through the Individual Education Program (IEP) process. All decisions regarding a student's placement and participation in the program are made with the IEP team, which includes the student's parents, teachers, administrator and support staff involved in the testing process.

### **STUDENT COUNCIL**

Each trimester, one student per classroom, grades 1-6, is elected by their peers to represent them at bimonthly student council meetings. There are also student council positions that Tully C. Knoles students, grades 6 through 8, may "run for" and are elected by peers. The positions are the following: ASB President, ASB Vice President, ASB Secretary, ASB Treasurer, and ASB Commissioner of Spirit. If an elected officer does not meet the minimum requirements each trimester for holding an office, he/she will relinquish the title.

### **TITLE ONE**

Title One is a federally funded program to assist students who need extra academic support. Services are delivered by our Title One teacher, Mr. Proto, and his staff of instructional aides before school, during school on a pullout basis.

Tully C. Knoles Elementary  
**FAMILY CONTRACT 2008-09**

**TOP TEN WAYS FAMILIES CAN IMPROVE THEIR CHILDREN'S  
EDUCATION AND HELP THEM LEARN**

- Read together
- Use the TV wisely
- Establish a daily family routine
- Schedule daily homework times
- Monitor out-of-school activities
- Talk with children about the importance of their school
- Communicate positive behaviors, values and character traits
- Expect high achievement and offer praise
- Demand challenging course work for middle and secondary students
- Keep in touch and support the school and teachers

*Source: US Department of Education*

**PARENT/GUARDIAN**

I have read the Tully C. Knoles Handbook. I understand the procedures and expectations and will support them and my child. I also understand the importance of my role in helping my child to achieve.

\_\_\_\_\_  
Signature

**STUDENT**

I have read the Tully C. Knoles School Handbook. I understand the procedures and expectations and will do my best become the best student I can be.

\_\_\_\_\_  
Signature

**\*\*\* Please TEAR OUT, SIGN, and RETURN TO YOUR TEACHER**

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