

# Lincoln High School

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## Home of the Fighting Zebras



**Student Handbook  
2017-2018**

## **GENERAL INFORMATION/SCHOOL SERVICES**

### **Mission Statement**

Lincoln High School is dedicated to success for all students, and is relentless in BUILDING MEN and WOMEN OF INTEGRITY!

### **Vision**

Each and every student at LHS will be COLLEGE or CAREER READY. A student may choose not to go to college, but he/she will be college ready and have OPTIONS in life (college, military, career technical education, etc.)

### **Collective Commitments/Values**

- Each student will be supported by the teaching staff to achieve at high levels in the areas of academics, socio/emotional well-being, and creative problem solving.
- We commit to increased professionalism in timeliness, appearance, behavior, and accountability for ALL in the school community.
- We commit to high expectations and excellence by focusing on healthy relationships where the classroom is a safe place where everyone is engaged.
- We commit to meaningful and productive collaborations about student learning with mutual accountability.
- We commit to building positive relationships with students, staff, parents, and community members to support student success.

### **Schoolwide Learner Outcomes**

**Safe, Respectful, Responsible learners** who participate in the school and local community both positively and ethically while finding safe and constructive opportunities to influence its direction

**True Communicators**, who are able to verbally communicate ideas and information effectively for a variety of purposes and audiences

**Reflective Listeners**, who are able to listen effectively and critically with literal and analytical comprehension in a variety of situations

**Informed Readers**, who are able to read actively and critically from a variety of materials and genres with literal and analytical comprehension for a variety of purposes

**Proactive Planners**, who set realistic and challenging goals in an education plan to meet the demands of university, career technical education, military, or workforce career pathways

**Effective Writers**, who communicate ideas and information coherently in writing, using the conventions of standard English, for a variety of purposes and audiences

**Self-directed students**, who are able to apply STRIPES principles in gathering materials and knowledge from a variety of sources and utilize them to solve problems creatively and effectively.

## **Welcome**

On behalf of the Lincoln High School staff, teachers, and administration we would like to welcome you back to another exciting school year at Lincoln High School, Home of the Fighting Zebras.

Has anyone ever asked you, what kind of school is Lincoln High School?

I believe I have a very good answer. Lincoln High School is one big FAMILY! You are not a number or a statistic at LHS. Another aspect of LHS and the community of Lincoln that I have observed is that the alumni possess strong loyalty and pride for the Fighting Zebras! Last, one cannot spend any time at LHS or in the city of Lincoln without acknowledging the rich history and community involvement.

As stated above, Lincoln High School is a school for the community. Lincoln is a school where the students come first. Lincoln is the sum of all the pieces to the puzzle. In other words, school + student + parent = success. If any piece of this puzzle is missing, then the level of success for students and school falters. For this formula to work we must work together as a team and the end result will be the success of your student.

In closing, you may ask, “In what direction is Lincoln High School moving in the future?”

The goal in the future is to continue to embrace the qualities and characteristics listed above, and move from “Good to Great!” To do so, we will focus on academic rigor incorporated with continuous improvement and growth.

Lincoln High School: Where the Student Comes First!  
Jay Berns, Ed.D., Principal

## **School Colors and Mascot**

Lincoln High School’s colors are Royal Blue and Gold, and the mascot is the FIGHTING ZEBRA.

## **Lincoln High Fight Song**

We are Lincoln’s Fighting Zebras  
Bold and Brawny Bunch  
We eat thistles for our breakfast  
Granite for our lunch, crunch, crunch, crunch:  
We are Lincoln’s Fighting Zebras  
Come from miles around...  
Fight Zebras; fight till every foe is down!

## **Lincoln’s Three B’s**

- Be Safe
- Be Responsible
- Be Respectful

### **Email to School Staff**

If you would like to e-mail someone from our staff use the first initial, last name and @wpusd.k12.ca.us. For example: Michael Maul would be [mmaul@wpusd.k12.ca.us](mailto:mmaul@wpusd.k12.ca.us).

### **Emergency Card**

It is imperative that a student's emergency card be current at all times. Contact the school with any changes to phone numbers, addresses, and emergency contact name and other information. Only persons whose names are listed on the emergency card are permitted to check out a student from school.

### **Emotional Support for Student in Crisis**

More and more, we are seeing students in need of counseling and support. A greater number of students are coming to their counselors and our Health Office with symptoms associated with stress, anxiety and depression. Issues such as divorce, unemployment, foreclosure and illness can take a toll on our students, especially when they are already under the typical academic and social pressure associated with high school. Our school psychologist, administrators and counselors are here to remove or reduce obstacles that prevent students from being successful in school. Please make sure and let us know if you, or someone you know, need help. Students are encouraged to contact the school nurse, guidance counselors, or administration to discuss any concerns or problems that may be impacting them personally. Other community services include:

### **Hotlines**

Suicide Prevention 800 273-8255 Spanish 888 628-9454

Suicide Prevention Websites

[www.wellspacehealth.org/suicide-prevention.html](http://www.wellspacehealth.org/suicide-prevention.html)

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

[www.afsp.org](http://www.afsp.org)

Al Anon	916 334-2970
Alcoholics Anonymous Auburn	530 888-3607
Alcoholics Anonymous Rocklin	916 624-6807
Narcotics Anonymous	800 600-4673
Placer County Alcohol and Drug Auburn	530 889-7240
Placer County Alcohol and Drug Roseville	916 787-8800
Crisis Resolution Center	866 251-7584
Child/Family Crisis/Intake	866 293-1940
Trevor Lifeline (LGBTQ Youth)	866 488-7386

### **Lockers (Not Guaranteed)**

Locker rentals can be paid in the office for \$5 (See Attendance Clerks). Once rented, students will be able to use the same locker for all four years. Students are advised not to share lockers or combination information; the school does not accept responsibility for items missing from lockers. PE and Hallway lockers are Lincoln High School property and therefore are subject to search under reasonable suspicion by Lincoln High administration or Lincoln Police Department.

### **Nutrition**

The District recognizes the importance of proper nutrition to the physical well-being of the child. The Free and Reduced Lunch Program is an on-going effort by the District to provide well-balanced meals to students from low-income families. For information on qualifications to participate in this program, please pick up an application in the front office.

## **Parking Lot Rules**

- Students are not allowed to park in staff, visitor, or handicapped parking, unless they possess a handicap symbol.
- Parking is based on a first-come basis. Parking spaces are not reserved, excluding staff, visitor, and handicapped parking.
- Clean up all of your trash.
- Do not tamper with another vehicle. Students will be disciplined, including possible law enforcement contact, for damaging or moving another student's vehicle without permission. Furthermore, students will be liable for damages caused to the other vehicle.
- Loitering is not allowed in the parking lot area (especially during lunch).
- Reminder: Possession of alcohol, tobacco products, or other banned items are suspendable offenses. Refer to the Student Searches Policy in the Student Handbook.
- Only juniors and seniors with a lunch pass who are leaving at lunch time are allowed to enter the parking lot during the school day. Everyone else must remain on campus – students should not use cars as lockers. The on-campus boundary for the parking lot is the first pole between the administrative office and room 25.

## **Parent Process for Resolving School Issues (Non Schedule Related)**

The Lincoln High School process is a defined four-step and progressive procedure:

**STEP 1:** Contact the teacher directly (by phone, email or letter), because there are two sides to every issue.

**STEP 2:** Contact your student's counselor (they have access to information about your student's status and progress).

**STEP 3:** Contact the appropriate assistant principal per student's alpha.

**STEP 4:** If you have completed the previous three steps, and your problem/issue still needs to be addressed, then contact the principal.

### • **Uniform Complaint Procedure**

Federal law requires the school district and county office to adopt and notify parents of the District's complaint procedures for state and federal educational programs, including the opportunity to appeal to the state department. This law requires the school district to investigate and seek to resolve complaints at the local level and to follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination for failure to comply with the law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Governing Board has adopted a complaint procedure for programs and services covered by this law and a compliance officer has been appointed to process claims, investigate, and ensure compliance with the law. A copy of the Uniform Complaint Procedure may be obtained from the District Office.

## **Personal Property/Theft & Vandalism**

The school/school district is not responsible for the loss of personal property. Please do not bring large sums of money or expensive items to school. Your personal property is your responsibility. All incidents of tampering with personal or school property should be reported to the Assistant Principals' Office. Students responsible for such behavior will be subject to disciplinary action, restitution, and referral to the police.

Students are strongly advised to leave expensive personal property at home. Personal media devices/electronic devices, jewelry, and expensive make-up are targets of theft. Students should never leave personal property unattended in backpacks or in the locker rooms. PE locks should always be used. Also, students are highly encouraged to give valuable items to their PE Teacher to lock in the PE Office during class!

### **School Property**

Students are financially responsible for all textbooks and materials, including athletic equipment issued to them. Students will be billed for lost or damaged materials.

### **STRIPES (Success Through Relevant Intervention, Peer-tutoring, Enrichment and Support)**

STRIPES is embedded intervention in the school day. The extra time is utilized to support learning in the classroom.

Students who have a 'B' or higher in the specific class period being supported by STRIPES for the school day **might not** be required to stay in class for the intervention. However, it is ultimately up to teacher discretion whether or not a student is released during this intervention time.

STRIPES can also be used for enrichment and/or for the teacher to choose to use the extra time to continue regular instruction on any given day requiring your student to stay in the class. The number one reason for STRIPES is to increase student achievement for all students at Lincoln High School.

Activities during STRIPES:

- The time of intervention is completely at the discretion of the teacher, just as class time is treated now. Deeming intervention is necessary for some students because of assessment results is the prerogative of the teacher.
- Some teachers may choose to use the extra time to continue regular instruction on any given day, which would require your student to stay in the class.
- Make up tests, quizzes, classwork, missing assignments, etc.
- Make up homework
- Reading
- Request access to the library or classroom computer
- Request to see a teacher for makeup work or additional help

### **Work Permits**

By federal law and State Ed. Code 49164, all students under age 18 must have a valid work permit to be employed (including vacations and summer break). Applications are available in the office. Permits are only issued to students with a 2.0 GPA or better who meet attendance requirements. Work permits can be revoked if a student falls below a 2.0 GPA or establishes a negative attendance and/or discipline record.

## **ACADEMICS/COUNSELING**

### **A-G Requirements/College Admission Requirements**

<b>A-G Subject Areas</b>	<b>CSU</b>	<b>UC</b>
a) History/Social Science	2 yrs	2 yrs
b) English	4 yrs	4 yrs
c) Mathematics	3 yrs (through Math 3)	3 yrs (through Math 3) (4 yrs recommended)
d) Lab Science	2 yrs	2 yrs (3 recommended)
e) World Language	2 yrs	2 yrs (3 recommended)
f) Visual & Performing Arts	1 yr	1 yr
g) Elective Courses	1 yr	1 yr

All grades must be a 'C' or better to meet college admission standards. Also, generally speaking, the more math, science and world language, the better.

### AP/Honors Classes

Any student wishing to enroll in an AP/Honors class is required to complete an application. One to two AP/Honors classes must be approved by a counselor. Three or more AP/Honors classes must be approved by an administrator.

### Class Scheduling Policy

All freshmen and sophomores must take a full semester schedule of eight (8) periods per day. Juniors may have one class period scheduled as an “open period” as long as they had at least a GPA of 3.0 in the prior semester and are making progress towards graduation. Seniors may have up to two class periods scheduled as an “open period” if approved by the counselor and assistant principal/principal after a credit and progress towards graduation check.

### Class Transfer Policy

The Counseling Center has made every effort to match student needs with available classes. Therefore, there should be no reason for a schedule change unless there is an error on the student’s schedule. In the interest of not setting up educational roadblocks, counselors start working with students prior to the beginning of the school year. The Counseling Center provided each student on this campus (except for incoming freshmen) ample opportunity to change and adjust his/her schedule. These opportunities began in the spring when each student met individually with a counselor to create a schedule tailored to their needs. The Counseling Center believes that after school starts, the student should be committed to his/her schedule. Again, there should be no reason for a schedule change unless there is an error on the student’s schedule. Scheduling errors will receive immediate attention by the Counseling Center.

#### **The following are considered scheduling errors:**

1. Missing a course(s) required for graduation
2. “Blank”/missing a class period (does not include “early/late” arrival for seniors)
3. Student has not met the prerequisite for a course

#### **The Counseling Center WILL NOT consider schedule changes for the following reasons:**

1. To be with friends
2. To change teachers
3. To accommodate athletic schedules
4. To adjust for early/late arrival adjustments
5. To accommodate work/job requirements

The Counseling Center will correct any mistakes as quickly as possible. Each student must stay in his/her classes until he/she has been notified that the schedule has been changed. **Students have a two-week window to correct their schedule once the semester begins.**

### Classroom Transfers

All schedules are final unless there are extenuating circumstances such as a missing class, duplicate classes, and so forth.

If parents have a concern regarding their student's placement, the following procedures must be followed:

- Allow three weeks for student adjustment to class schedule and for schedule balancing
- Parent notifies counselor of concerns
- Counselor will schedule conference with the parent(s), counselor and teacher(s)

If after meeting with the counselor and teacher(s), the parent is still dissatisfied:

- Submit the concern(s) in writing to school Administration
- Meet with the school Administration to discuss the concern(s)

Following the conference between the parents and the Administration, the Administration will make the final decision as to what course of action will be in the best interest of all concerned.

### **Concurrent Enrollment in College Courses**

Lincoln High School has a strong working relationship with the Los Rios Community College District and encourages qualified students to take advantage of the Advanced Education Program at Sierra College. Students must obtain prior approval from a counselor and administration prior to enrollment at any community college.

### **Counselors**

Guidance counselors are available for student's academic and personal needs. Students should fill out a Blue Request Form to see a counselor. The counselors will call you out of class using a request slip sent from the office.

### **Course Catalog**

The Lincoln High School course catalog contains descriptions of all courses and information for high school and college planning. Visit our Lincoln High School Web site to view our course catalog:

<http://lhs.wpusd.k12.ca.us/School-Services/Counseling--College--Career/Course-Catalog/index.html>

### **Drop Policy**

Students seeking to drop a course the third week of the semester will receive a "W" mark on their transcripts.

Students who drop out of a course after five weeks will receive an "F" grade and No Credit.

### **Early Graduation**

Any student considering early graduation, please contact their administrator and/or guidance counselor by the end of the first semester of their junior year.

### **Final Exam Policy**

Final examinations/assessments are mandatory at Lincoln High School and will not be given early for any reason. Students who miss their final exams will be issued a grade of "incomplete" for the semester. Students are required to make up their missed final exams during the first two weeks of the following semester in order to replace the "incomplete" grade with a letter grade. Failure to do so may result in a semester grade of "F" (fail).

### **Graduation Requirements**

To receive a diploma, students need to meet the following requirements:

Proficiency Requirements: State law requires that graduates will have to reach a minimum standard of proficiency in reading, writing, and mathematics in order to receive a diploma from graduation from High School. These include passing Math 1.

Subject Requirements/Credits:

- English 40 credits
- Math (including Math 1) 30 credits
- Science 20 credits

- Physical Education 20 credits
  - Requirement of all freshmen.
- Health/Driver Education 5 credits
- Social Sciences 35 credits
  - Geography - 9th grade
  - World History - 10th grade
  - U.S. History - 11th grade
  - Government/Economics - 12th grade
- Fine Arts 10 credits
- Technology 5 credits
- Electives 95 credits

TOTAL credits required for graduation = 260 credits

### **Home Hospital**

Home hospital is available to students who are temporarily disabled and confined to a hospital or home (minimum of two weeks/maximum of eight weeks). A contract must be completed and include verification of the need for Home Hospital services in writing by the student's physician. Please see an Assistant Principal for Home Hospital information.

### **Homework**

Homework is an important part of the learning process that enables a student to become an independent learner. Assignments to be completed outside of the school day enable parents/guardians to monitor and assist with the student's classroom experiences.

Homework also provides an important communication link between home, student, and teacher. The home and the school have a joint responsibility to foster an awareness that the student's education extends beyond the classroom. Students should anticipate daily homework assignments from all eight courses that will total 1-3 hours in length (students enrolled in A.P. classes should expect a heavier homework load).

### **Honor Roll Criteria**

- Honor Roll must have a 3.00 GPA or above excluding P.E.
- Only classes taken at Lincoln High School, or another accredited high school, factor in the GPA
- Must receive a passing grade in all classes in which the student is enrolled

### **4 Year Academic Cord**

- A student must have a 3.0 GPA or better in all course work for 8 consecutive semesters at Lincoln High School or another accredited high school, and fulfill all A-G requirements.
- A student cannot have received an "F", No Mark, or an Incomplete in any class.

### **Incomplete Grades**

Any student who receives a grade of an "Incomplete" will have two weeks after the semester to eliminate the incomplete status for his/her grade with teacher approval. This timeline may be extended in extreme cases.

### **Making Up Assignments**

Please contact your teacher for their makeup work policy.

### **No Mark**

If a student has been in a class less than 6 weeks and there is not an applicable transfer grade, the student will receive a No Mark (NM) grade (no credit).

### **Pass/Fail Grades**

Pass/Fail grades are utilized for the following classes only: Work Experience, TA's, and Cross Age Tutors. In addition, Pass/Fail grades may be utilized per IEP, 504 Plan, Home Hospital, and/or extenuating circumstances. Academic Peer Tutoring can be a Pass/Fail or an academic grade.

### **Report Cards and Progress Reports**

Report cards will be mailed home at the end of each grading period.

### **Retaking Classes to Improve GPA**

With the approval of the principal or designee, a student may repeat a course in order to raise a grade. There is no limit to the overall number of repeated courses an applicant may present, but for UC, each course can be repeated only once.

If the exact course in which a D/F grade was originally earned is repeated and a C grade or better is earned, the original D/F will still be included in transcript, but will not be included in GPA calculation. Only the new grade will be used in the GPA calculation; however, when a course is repeated the retake will only earn elective credits toward graduation. Students must list all courses, including the original course, on their application.

### **Scholarships and Financial Aid**

The Counseling Department keeps a file of current scholarship applications for students. Locally sponsored scholarships are exclusive to Lincoln High School. All students seeking financial aid for college are encouraged to apply for FAFSA.

### **Schoology**

Schoology is a web based learning management system that allows for real time access to student data using any modern web browser. Students/Parents are able to check current grades, attendance and important classroom information as they are updated. Every student is given information at the beginning of the year to access Schoology. Parents are strongly encouraged to closely monitor their student's progress weekly on Schoology <https://www.wpusd.schoology.com>

### **Teacher Assistants (T.A.'s)**

TA positions are only offered to Juniors and Seniors who have a 2.5 GPA or better on previous grading card. TA's also cannot have outstanding attendance or discipline issues. Students must be making progress toward graduation. Students may not receive more than 20 T.A. credits during their high school matriculation. To become a TA student must get signed written approval from a teacher. TA's will be issued a grade of Pass or Fail, unless a teacher has written a class syllabus for the TA position.

### **Travel Study (Five Day Minimum)**

Travel Study may be granted to students that have the following criteria:

- **Students must have a 2.5 GPA or better in the previous grading period and meet attendance requirements.**
- The parents or guardians must complete an independent study contract at least 5 days in advance of their student leaving school. This gives the teachers appropriate time to gather assignments and turn them into the attendance office.
- All work must be completed on time and returned to the office upon their return to school.

- **Travel Study will not be granted during finals week, CAASPP/CST testing, and during the first week of the new semester.**
- All Travel Study inquiries to go through Mrs. Hutchinson in the Attendance Office.

### **Valedictorian & Salutatorian**

Valedictorian and Salutatorian are calculated by utilizing the class rank for the academic weight on the transcript, and are number one and number two in the senior class.

## **ACTIVITIES AND ATHLETICS**

### **Athletics**

Lincoln High School is a member of the Sac-Joaquin Section of the California Interscholastic Federation (CIF) and the Pioneer Valley League (PVL). All schools in the section have been asked to remind spectators and fans of the rules of governing sportsmanlike conduct and the Code of Ethics:

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play
- To eliminate all possibilities which tend to destroy the values of the game
- To stress the values derived from playing the game fairly
- To show cordial courtesy to visiting teams and officials
- To establish positive relationships between visitors and hosts
- To respect the integrity and judgment of sports officials
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility
- To encourage leadership, use of initiative, and good judgment by the players on the team
- To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players
- To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, officials, fan, community, state, or nation

### **The following behavior is unacceptable at all CIF high school contests:**

- Berating your opponent's mascot
- Berating opposing players, fans, and officials
- Obscene cheers and gestures
- Negative signs
- Artificial noise makers
- Complaining about officials' calls

### **Clearance/Eligibility Requirements**

- 2.0 or better GPA- No more than one "F" or "NM" in the previous grading period (Semester/Quarter) - **NO PROBATION**
- Seniors must be passing all classes required toward graduation.
- Students below a 2.0 at End of Quarter will be ineligible.
- Enrolled in at least six classes per semester
- Yearly physical
- Insurance
- Parent permission form and signed athletic code and signed social media policy

**Coaches have discretion to implement higher eligibility requirements.**

Athletic schedules are available in the front office and on Lincoln High School's Schoology page.

### **Student Body Sticker Contribution**

Any student wishing to participate in athletics is asked to purchase a student body sticker for \$50.00. By purchasing a student body sticker, a student receives free admission to all sports contests (excluding playoff games) for the entire year, and also gains discounts to school events such as dances. Examples of how this money will be utilized are: to pay for Officials for ALL sports, trophies, letterman jacket awards, scholar athlete sweatshirts, May Play Day, etc. Payment will not be accepted during class time.

### **Voluntary Athletic Contributions**

For each sport that a student participates in, a voluntary athletic contribution of \$80.00 will be requested. These contributions are vital to our ability to allow sports to travel and receive the high level of competition that our students and parents desire. If we do not achieve these funds through voluntary athletic contributions, sports may not be able to travel and compete outside of our local area.

### **Lincoln High School Club Information**

Archery  
AVID  
Choir  
Christian Club  
Color Guard  
Cyber Patriot  
Dance  
Drama  
Fellow of Christian Athletes  
Future Farmers of America (FFA)  
Gay Straight Alliance  
Health Occupations Students of America (HOSA)  
Interact Key  
National Honor Society  
Physics  
Rodeo  
S Club (Soroptimist)  
Trap  
Type None  
Urban

**Any students interested in chartering a new club should see Mrs. MacQueen for policies and procedures.**

## **PARENT SUPPORTED GROUPS**

### **Parent Communication**

This Parent Newsletter/Updates/Upcoming Events is communication by the principal and emailed to families who have registered their email address with the school. Please notify the registrar if your email changes.

<https://www.facebook.com/pages/LHS-Fighting-Zebras-Building-Greatness-Since-1907/415543135157319?fref=ts>

<https://www.facebook.com/groups/552477251475723/>

<https://twitter.com/PrincipalJBerns>

<https://twitter.com/LHSZebraSports>

### **Booster Club**

The LHS Booster Club supports all extra and co-curricular activities. Money is earned through membership, snack bar sales, and other fundraising events. Information and membership applications can be obtained via their website:

<https://sites.google.com/site/lhszebraboosterclub/home>

### **Site Based Leadership Team/School Site Council**

Site Based Leadership Team/English Learner Action Committee is our parent group that assists in reviewing student achievement data, school goal setting and so forth. We will take nominations for membership at the first meeting in **September** in the Administration building. Please contact the principal for more information.

### **Sober Grad Night**

Sober Grad Night is a parent sponsored event. The goal of the event is to provide a fun, safe, supervised, and sober graduation celebration for all Lincoln graduating seniors.

<https://www.facebook.com/groups/573091112727777/>

## **CAMPUS RULES AND POLICIES**

### **Academic Honesty/Integrity**

Honest behavior is the expectation for all LHS students. Academic honesty and personal integrity are fundamental components of a student's education and character development. The academically honest student produces work representative of his/her own efforts and abilities, whereas the academically dishonest student attempts to show knowledge and skills he/she does not possess by claiming another person's work as his/her own. Therefore, the purpose of this school policy is to create and maintain an ethical academic environment. Any behavior that is contrary to the purpose of the school's "academic honesty" policy will be considered a violation, will be subject to the disciplinary consequences outlined in the school policy, and will apply for the duration of the student's enrollment at LHS. Students need to know that teachers, coaches, advisors, counselors, and administrators will hold them accountable for behaviors that violate the provisions of the school's academic honesty policy. Students denying the allegation of academic dishonesty must request an appeal with an administrator.

The definitions of behaviors that are considered to be violations of the school's academic honesty policy include, but are not limited to, the following:

**Cheating on Tests or Assignments:** Any soliciting, giving, or using external assistance in connection with a test, quiz, or other individually graded assignment without the express permission from the teacher is considered cheating. This includes looking on another student's paper, sharing answers, copying another student's assignment/paper, allowing someone to copy your paper, or using an electronic device while testing.

**Fabrication:** Any falsification and/or invention of data, citation, or another authority in an academic exercise.

**Unauthorized Collaboration:** While collaboration is often encouraged, unauthorized collaboration is not permitted. Unauthorized collaboration includes any intentional attempt to solicit an assignment, a paper, and/or test information from another person; it may also include the act of giving information, materials, answers, or gaining an unfair advantage another person.

**Plagiarism:** Any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who shares his/her paper for another to copy, without the permission of the teacher, is engaging in plagiarism. Self-

plagiarism, double-dipping, or dovetailing is the process of recycling and/or re-using papers, class work, projects, and/or assignments without authorization in multiple classes.

**Alteration of Material:** Any unauthorized alteration of student, teacher, library, school data/information and/or electronic materials.

**Forgery:** Any unauthorized signing of another person's name to school related documents.

**Theft:** Any theft of material or information.

**Transfer of Unauthorized Materials:** Any soliciting, giving, or selling of unauthorized materials.

**Consequences for Violation of Academic Honesty Policy:** If a teacher deems that the breach of the Academic Honesty Policy is a major violation (see Majors/Minors), then school administration will become involved. Any alleged violation of this school policy will be investigated thoroughly and appropriate disciplinary action will be taken. All violations of this school policy will not be limited to each separate class but will be considered as school-wide violations, and all of the student's teachers, coaches, advisors, counselors, administrators, and parents/guardians will be notified. All consequences apply for the duration of the student's enrollment at LHS. The prescribed consequences for violating the school's "academic honesty" policy will include:

**For Student's First Offense:**

- Teacher will notify the administration and will provide a written description of incident and submit any related supporting evidence
- Teacher will notify the student's parent/guardian by telephone
- Teacher will issue a "zero" for the assignment that was associated with the violation
- Teacher may issue a class suspension based upon the nature of the incident
- Administration will notify the student's teachers, coaches, advisors, counselors, and parent/guardian
- Administration will document the incident and place it in the student's file
- Administration may restrict student from participating in school activities
- Administration may issue a 1-3 day out-of-school suspension

**Second Offense:**

- Teacher will notify the administration and will provide a written description of incident and submit any related supporting evidence
- Teacher will notify the student's parent/guardian by telephone
- Teacher will issue a "zero" for the assignment that was associated with the violation
- Teacher may issue a "class" suspension based upon the nature of the incident
- Administration will notify the student's teachers, coaches, advisors, counselors, and parent/guardian; and the student will be dropped from school leadership positions and organizations (i.e. CSF, ASB, etc.)
- Administration will document the incident and place it in the student's file
- Administration will consider the possibility of issuing the student a "F" in the affected course
- Administration will restrict student from participating in school activities
- Administration may issue a 1-5 day out-of-school suspension

**Third Offense:**

- Teacher will notify the administration and will provide a written description of incident and submit any related supporting evidence
- Teacher will notify the student's parent/guardian by telephone

- Teacher will issue a “zero” for the assignment that was associated with the violation
- Teacher may issue a class suspension based upon the nature of the incident
- Administration will notify the student’s teachers, coaches, advisors, counselors, and parent/guardian; and the student will be dropped from school leadership positions, academic organizations, clubs or teams
- Administration will document the incident and place it in the student’s file
- Administration will issue the student a mandatory “F” in the affected course
- Administration will restrict student from participating in school activities
- Administration may issue a 3-5 day out-of-school suspension

### **Alcohol, Drugs and Other Controlled Substances**

Students may not use, be under the influence of, buy, sell, or give any kind of controlled substance to others. Violation of this rule will result in disciplinary action, which may range from suspension to possible expulsion from the school district. If the final disposition is reinstatement on this campus, students may be barred from participation in school-related activities and will be required to sign a discipline contract, which, if violated, will result in a move for an automatic expulsion hearing.

Students are advised that the school periodically may employ the use of trained dogs to sniff for drug possession and may use breathalyzers if a student is suspected of alcohol use. A student may be subjected to a drug recognition test if suspected to be under the influence of a controlled substance.

### **Attendance Guidelines**

Lincoln High School strongly believes that attendance significantly supports student learning and behavior. It is recommended that the sum of all absences (excused and unexcused) not exceed 10 full or partial days for the school year. California law states that absences are excused only for personal illness or injury, medical appointments, attendance at funeral services for immediate family, court appearances, jury duty (18-year-olds), quarantine by health officer, including not providing proof of immunization, observation of his/her religion, and family emergencies. All other absences are unexcused.

- Parents are notified by an automated phone call every time their child has missed a class without a valid excuse. Parents can also check Powerschool to monitor their child’s attendance. Truancy letters are computer-generated and mailed home at least once a month for students who have excessive absences.
- **Verified Absences:** On the day of a student absence, verification of the absence may be made by a telephone call (916) 645-6580. Parents are urged to call the office as soon as possible to verify the absence. If a phone call is not made, the student must bring in a signed note to clear absences within 3 days of being absent. **All students must report to the attendance office to pick up an admit slip before returning to class. Students should arrive on campus in a timely fashion so that an admit slip can be obtained and the student can be in class on time. A tardy will be issued if the student is not in class on time.** Absences left unverified for **3 days** will be considered unexcused.
- Students are allowed a maximum of 14 absences per year that can be verified by a parent phone call. Parents will receive warning letters after the 5<sup>th</sup>, 10<sup>th</sup>, and 14<sup>th</sup> verified absences. Starting at the 15<sup>th</sup> absence, only a doctor’s note can verify a student absence. Any other absences will be considered unexcused, and will start the SAM process which is detailed below under unexcused absence.
- If a student has 4 or more absences in a period, he/she may be required make up class time per teacher policy.
- Student’s under a doctor’s care are not required to make up time but must complete all assigned work. Doctor’s notes should be received within 5 days.
- **Unexcused Absences:** Students who fail to excuse their absence within 3 days receive a detention for each period marked as unexcused absence. Furthermore, the student may also lose their lunch pass.
  - **Unexcused Absence #1-4:** Detention assigned for each period marked unexcused.
  - **Unexcused Absence #5:** One day of SATURDAY SCHOOL and Warning Letter #1.

- **Unexcused Absence #10:** Two days of SATURDAY SCHOOL and Truancy Letter #1 loss of off campus lunch pass and dance privileges.
- **Unexcused Absence #15:** Three days of SATURDAY SCHOOL and Truancy Letter #2 loss of all extracurricular activities and athletics. Required SAM meeting.
- **Unexcused Absence #20:** Truancy letter #3 is mailed home and student is referred to Student Attendance Review Board (SARB). In addition, Seniors will not be permitted to participate in **GRADUATION CEREMONY**. At the SARB meeting, the student and the parents meet with the SARB Panel. The Panel consists of: Placer County Office of Education representative, WPUSD Administration, School Resource Officer, and Probation. An attendance contract will be signed by the student and parent.

**All consequences above are cumulative for the school year.**

### **Bullying and Harassment**

**Bullying will not be permitted on the Lincoln High School campus.**

**DO NOT BULLY!**

- Students found bullying other students will receive a consequence.
- Students bullying students by text message, on Facebook, Twitter, or any other social network or electronic means will receive consequences, to be determined by school administration.
- Students are prohibited from posting to any website unauthorized photograph or video of students or staff. Any photograph or video that causes embarrassment or humiliation to any student or staff member will be considered cyber bullying which will result in a disciplinary action.

**Lincoln High School will be taking a very strict stance on bullying!**

**If you are concerned that you are being bullied, contact an adult immediately (teacher, counselor, administrator, etc.).**

Bullying activities may include anything from excessive teasing or name calling to physically pushing someone around in order to frighten, intimidate, or threaten. The staff at Lincoln High School is committed to do everything in our power to prevent bullying and harassment and to intercede when it comes to our attention. Since students usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle bullying and harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students.

To be a Fighting Zebra is to understand that being a quiet bystander to bullying is just as offensive as being the actual bully. Any incidents involving bullying, hazing or harassment should be reported immediately to a faculty member.

Students take a pledge to support students who have been or are subjected to bullying by talking to parents or teachers about concerns and issues regarding bullying. Upper classmen should provide a good role model for younger students and support them if bullying occurs.

Harassment in any form is a violation of numerous laws (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and Title IX of the Educational Amendments of 1972, as well as California law) and will not be tolerated by any person (student or employee). You are encouraged to contact administration if you experience an incident of this nature.

Sexual harassment in any form (see majors/minors) may result in suspension or expulsion (see majors/minors). All students should understand that sexual harassment takes many forms and can consist of anything from teasing and name calling to gender-related comments. It is especially important students help us stop this and other types of misbehavior. Students are asked to practice caring for others by helping to make this a safe, orderly, and friendly school for all students. If a student witnesses any type of harassment, he/she should let teachers or the administration know about it immediately.

**Sexually harassing behaviors that will not be tolerated include, but are not limited to:**

- Unwelcome sexual flirtations
- Spreading sexual rumors
- Sexual jokes, stories, drawings, pictures or gestures
- Sexual threats, verbal abuse, comments or sexually degrading descriptions
- Students may not bring to school or have in possession any material depicting or describing indecency, obscenity or sexual behavior

**Cyber-bullying**

Is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber-bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

**Campus Security**

Surveillance cameras have been installed throughout the Lincoln High School campus to monitor the safety and security of our students. Campus Supervisors regularly patrol the campus and are available throughout the day to assist students.

**Cell Phone Policy**

Cell phone regulations:

- Cannot be used for any reason during class time, including text messaging, unless the teacher gives explicit permission for students to use the phone for educational purposes.
- Can be used before and after school, between classes and during lunch time.
- Phones are to be turned off during class time.
- Should a student's cell phone be out during class time, the teacher will take it and deliver it to the office later in the day.
- Should a student be seen using a cell phone outside of class during class time, the cell phone will be taken to the office.

When do the offending students get their phone back?

- First Offense: Logged and student may pick up in the phone in the office after school.
- Second Offense: Logged and parent must pick up the phone in the office.
- Third Offense: Student receives one Saturday School. Logged and parent must pick up the phone in the office. Parent then will be required to sign a letter that any subsequent offence may result in a Suspension.

Parents who have a true emergency and must contact their students are to call the office at 645-6360, and a message will be delivered to the student immediately.

It is advised that students do not bring electronic devices on campus. **The school does not assume responsibility for lost, stolen, or broken electronic devices.**

### **Check In and Check Out Policy**

When a student arrives on campus after school has started, they have to check in with the Attendance Office. **When a student leaves campus before school is over they must report to the Attendance Office to check out through our attendance clerks. A parent/guardian must be present to check out freshmen and sophomore students; however, sophomores with a driver's license who have prior written consent on file to leave campus for a medical or dental appointment without a parent present may checkout with a parent phone call or note provided on the day of the appointment.** These policies are to ensure that parents and school staff know where students are at all times to protect the safety of our students.

If your student has an appointment or needs to check out early, you must call attendance (645-6580 or 645-6360) or send a note to the office before school so your student can get a pass to leave class. This will ensure your student will be waiting in the office for pickup.

In order to alleviate interruption of classroom instruction, phone calls to class will not be made unless it is an emergency situation. Please make prior arrangements to pick up your student.

### **Classroom Rules and Procedures**

Each teacher will establish his/her classroom rules and procedures (per WPUSD Board Policy and Ed Code).

### **Class Suspension**

A teacher may suspend a student from class for any of the acts enumerated in the discipline guidelines (Ed Codes 48900 and 48900.2). The teacher will inform the parent or guardian of the class suspension. A student who receives more than one class suspension in one school day will be suspended off campus the following school day(s).

### **Closed Campus Regulations**

Board policy requires us to maintain a closed campus. Students are not permitted to bring guests to campus and/or into classrooms. Guests on campus must check in at the office and have a scheduled appointment with a staff member. The district has allowed Juniors and Seniors to earn off- campus lunch privileges, provided the privilege is not abused and students meet the criteria below:

1. Yearly written permission from the parent on file in the office. Students found to have forged signatures of parent will have the privilege revoked for the remainder of the school year.
2. Students must maintain a 2.0 GPA from the previous grading period.
3. Student cannot have outstanding bills.

The off campus privilege will be forfeited for any of the following:

1. Student suspended from school
2. Parent revokes the pass
3. Student attempts to take a non-privileged student off campus.
4. Students GPA drops below a 2.0 GPA (may be reissued at next grading period if grades are at or above a 2.0 GPA)
5. Excessive tardies and/or absences

Freshmen and sophomores jeopardize their junior and senior privileges by leaving campus without a lunch pass or office approval.

Students caught off campus, jumping the fence and/or leaving without the proper clearance may be suspended for defiance. The parking lot and football stadium are considered off campus during passing time, break and lunch. No loitering.

### **Dance Policy**

1. Doors close one half-hour after the dance begins. No in/out privileges.
2. Dances at LHS are for students in regular attendance at LHS.
3. Students who are suspended on or off-campus, or are expelled, or on the no dance list are not permitted at dances.
4. Students must leave campus or be picked up promptly. Students and guests not leaving or picked up within 15 minutes may lose future dance privileges.
5. Students must display a current year student body I.D. to be admitted-- No Exceptions! Replacement cards may be purchased in the office for \$5 during office hours.
6. **Dance Conduct:** Students shall dance in an appropriate manner. Unsafe, lewd, or vulgar dancing is not permitted. **Students removed from dance for inappropriate dancing will not be permitted to attend the next dance.**
7. Students are expected to face their partner at all times. (No back to front motion).
8. Smoking, drinking, possessing or having consumed drugs or alcohol is not permitted. Anyone suspected of drinking before or during a dance will be tested using a breath analyzer, and if found to be under the influence, will face a 5 day suspension, report to law enforcement, possible recommendation for expulsion, and a loss of dance privileges for remainder of the school year.
9. Students shall dress appropriately according to the theme of the dance. School dress code will be enforced.

**Students must have a GPA of 2.0 or higher, no more than one F in the previous grading period to attendance a school dance, and Seniors must be passing all classes required toward graduation. Students w/excessive tardies, truancy and detention no show will not be permitted to attend dances (See Tardy, Detention and Attendance Policies). Student's name may not be on the DETENTION LIST to attend a dance.**

Students who violate any of these rules will be removed from the dance. Violations will exclude a student from future dances or may stop the dance completely.

Lincoln High School retains the right to randomly check or use a breathalyzer test to determine if a student is under the influence. Students who test positive for alcohol on the breathalyzer will be removed from the dance and suspended from school. The parents of that student will be contacted to come and pick up the student. Any student under the influence of alcohol or drugs at any school dance will not be permitted to attend any dances for the remainder of the school year.

Please note that party buses/limos bringing students to a dance can be searched by assigned school personnel. If any controlled substance is found, no students on the bus/limo will be admitted to the dance whether they knew about the alcohol or not. The bus/limo will be sent back to its place of origin and no ticket refunds will be given. It is the responsibility of the students and their parents to ensure that these vehicles remain alcohol and drug-free. We appreciate parent assistance in prohibiting the use of alcohol by students prior to or following any school event.

### Guest Pass Policy:

- A Lincoln High School student may request permission to bring a guest who does not attend LHS to the dance. Before a guest from another school may attend, however, a guest pass must be completed and submitted to LHS administration for approval by 8 AM Wednesday prior to the dance.
- Guest must at least be a 9<sup>th</sup> grader and no older than 20 years old
- Arrive with and attend dance with LHS host student
- Present current identification
- Comply with LHS rules, regulations and dress code policies
- Have a positive recommendation from an administrator from his or her school

### Detentions

Detention will be assigned for students who defy basic rules of conduct such as class disturbances, defiance, forgery, dress code violations, profanity, and attendance rules. Continued or severe acts of defiance may result in suspension.

Detention will be held in a room to be determined on Tuesday, Wednesday and Thursday mornings from 7:00-7:50 am and after school from 3:10-4:00 pm. Campus Beautification may be required.

Expectations for detention:

- Late arrivals are not permitted.
- Students are to be seated and working/reading throughout the entire time.
- No talking or noise is permitted.
- Cell phone policy will be enforced.

Students who are unable to attend their scheduled detention date may reschedule their assigned detention if they:

- Owe less than or equal to three detentions
- Reschedule their detention with the Assistant Principal's secretary prior to 3:00 pm on their assigned detention date

Throughout the school year, students who fail to complete their scheduled detention will receive the following consequences:

- For the first three missed detentions, students will receive two detentions per no show.
- Fourth missed detention will receive one Saturday School.
- Fifth missed detention will result in losing lunch pass, dance privileges and will receive two Saturday Schools.
- Sixth missed detention will result in a **loss of extra-curricular activities, including athletics, performances (Band, Choir, Dance, etc.), competitions, and fieldtrips**, and may include off campus suspension or further Saturday Schools.

Students required to attend detention or any other form of on-campus discipline may be required to clean up the campus while serving discipline.

### Diversity and Racism

Recognizing and valuing diversity creates a school environment that is welcoming and productive. The California Education Code states, "All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution (Ed Code 201)." Harassment based

on personal characteristics or status will be viewed as significant and will be addressed with significant disciplinary action.

At Lincoln High School, we appreciate diversity and make every effort to guarantee the rights, safety, and learning opportunities of all students. In working to accomplish our goal of establishing a bias-free environment, the Lincoln staff and administration will uphold the Education Code as it states, “There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools. California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity (Ed Code 201).” Any act of racism or discrimination will be viewed as significant and will be addressed with significant disciplinary action.

### **Dress Code**

Students dressed inappropriately will be required to change their clothing and given detention. Repeated acts of defiance will result in consequences.

1. Education code 48900 prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.
2. Pants are to be worn at the waist. No sagging.
3. Underwear is not to be visible – including bra straps and men’s undershirts.
4. Bare midriffs are not allowed. All tops must have straps and must cover the chest, midriff, sides, and back. Low cut tops, tube tops, sheer tops & backless tops (including halter-tops) are not allowed. Wear a cami/tank under sheer shirt or off the shoulder shirts to cover body parts and undergarments. Avoid tight material that inches upward with movement.
5. Shorts must be worn at an appropriate length. All bottoms must adequately cover the student’s body while sitting or standing.
6. “Spiky” adornments are not allowed.
7. Shoes are to be worn at all times, per state law.
8. Per Board Policy teachers may require that students remove hats, caps, or other headgear in the classroom. No hoods may be worn in the classroom.
9. Clothing, jewelry, and visible tattoos shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. No accessories with spikes may be worn.
10. No sunglasses in the classroom.
11. No visible ear buds or headphones in the classroom.

### **Internet Use Policy**

School administration is responsible for ensuring that all WPUSD users under their supervision (employees and students) are knowledgeable about Policy 6118.01 and have signed the Student/Employee Authorized Use Agreement Form(forms are available in the library). Parents/Guardians are responsible for discussing the Student Authorized Use Form with their child. By signing the use agreement forms, parents/guardians give their permission to the District to issue an internet account to their child.

### **Littering**

Students must take pride in the appearance of the Lincoln High School campus. Littering is not acceptable. Every student is expected to do his or her share in the upkeep of the campus. Students are expected to pick up trash whether they were responsible for littering or not. Disciplinary action will result if the cleanliness standards are not adhered to.

### **Nondiscrimination**

Western Placer Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

If you have any concerns about Nondiscrimination, please contact the WPUSD Equity Compliance Officer, Gabe Simon at 916 645-6350.

### **Parent Responsibilities**

Parents are responsible for sending the student to school daily and ensuring that he/she arrives on time and is prepared for class. Additional responsibilities include:

- Acknowledge/accept that the school and the Board of Education have the right and the responsibility to maintain standards for all students
- Cooperate with school staff in helping students with academic, discipline or attendance problems
- Instill in the student an attitude that school is important
- Check student's homework and agenda daily.
- Check Schoology at least once a week.

### **Passes**

Students must have a hall pass if they are out of class for any reason. Student passes must note time, date, destination, and include teacher signature.

### **Posters, Banners, Signs Etc.**

Any materials to be posted on campus must first be approved by the Activities Director/Administrator. Use only blue painter's tape to affix signs. Scotch tape or duct tape is not allowed.

### **Public Displays of Affection (PDA)/Public Romance**

Students should remember that the school campus is a public environment and a public facility. Students and staff members may be offended when exposed to certain behaviors. Please be mindful of the people around you when displaying affection to a friend, peer, etc. Students are to refrain from any public display of affection that would offend others.

The following actions are unacceptable:

- Kissing on the lips for an extended period of time (making out)
- Sitting on another's lap
- Hugging/holding from behind (front to back)
- Inappropriate touching

Consequences may range from a parent contact, detention, referral to the office, or suspension.

### **Related to School Activity or School Attendance**

A student will be disciplined if his/her conduct is related to school activity or school attendance. Conduct related to school activity or attendance may occur at any time and include, but are not limited to, behavior during the following:

- While on school grounds

- While going to or coming from school
- During the lunch period, whether on or off the campus, or while going to or coming from an off-campus lunch site
- During, or while going to or coming from a school-sponsored activity

### **Saturday School**

Students that are truant, tardy or disruptive may be assigned a Saturday School. Students are to report to Lincoln High School on the assigned date at 8:00 AM and will be released by 12:00 noon.

Students who do not attend and/or misbehave Saturday School will receive additional Saturday Schools or an off campus suspension.

### **Senior Conduct Policy/Graduation Ceremony**

Receiving a diploma and participating in a commencement ceremony is an important milestone in one's life. While a student may be granted a diploma based upon earned credits and fulfilling requirements in specific academic areas, **the privilege to participate in senior activities or the commencement ceremony is contingent upon maintaining acceptable scholastic and citizenship standards. To participate in the graduation ceremony, students must have 80 percent positive attendance in all classes and less than 20 cuts throughout the school year.**

- Each graduate will receive a designated number of graduation tickets for their family.
- All debts (money, books, detention time, and equipment) must be cleared **before** students are allowed to participate in practice. **If students do not participate in practice, they will not be allowed to participate in the graduation ceremony.**
- **Graduation privileges may be revoked for any senior who has excessive tardies, seniors with twenty or more cuts will not be permitted to participate in the GRADUATION CEREMONY, receives a discipline referral or a suspension after a designated date.**
- Seniors must fulfill their obligation to serve **all** detentions by **a designated date**. Failure to do so will result in the student being removed from Lincoln High School graduation ceremonies.
- **Graduation attire---No decorations or adornments will be allowed on caps and /or gowns. STUDENTS WHO DRESS INAPPROPRIATELY WILL NOT BE ALLOWED TO PARTICIPATE IN THE COMMENCEMENT PROGRAM.**
  - **Girls**-Dress no longer than the graduation gown (not floor length). Skirt and blouse and dress shoes (w/out spike heels).
  - **Boys**-Slacks, shirt (with a collar) and hard-soled dress shoes with socks.
- Students will be attired in blue graduation caps and gowns. Each student is responsible for his/her own cap, gown and stole.

### **Skateboards/Skates/Scooters/Bikes**

Skateboard, long boards, scooters, and other similar items are NEVER to be used while on campus. Students who use such devices as transportation must have the item in hand (or, for a bike, either locked up or being walked, not ridden) once student has entered the campus.

Violations of this policy will result in the following consequences:

- First Offense: Logged and student may pick up in the office after school.
- Second Offense: Logged and parent must pick up in the office.
- Third Offense: Student receives one Saturday School. Logged and parent must pick up in the office. Parent then will be required to sign a letter that any subsequent offence may result in a Suspension.

### **Student Body Cards**

I.D. and ASB stickers are an important source of identification for Lincoln High School students. I.D. cards are free and issued to all students. A replacement I.D. card can be purchased for \$5. ASB stickers cost \$50 and may be purchased by all students; athletes and student body officers are especially requested to purchase ASB stickers. ASB stickers entitle their owner to reduced admission fees to games, dances, and other activities. Money raised from the sale of ASB stickers helps fund activities.

### **Student Conduct at Assemblies & Rallies**

1. Students are to sit in assigned sections.
2. Students are to remain in the assembly until the program ends and are dismissed by the Administration.
3. Students should be prompt.
4. Assemblies cannot start until students are seated in their proper sections and behaving appropriately.
5. Students should be appreciative and attentive during the performance.
6. Those without appropriate behavior will be removed and the privilege to attend assemblies may be revoked.
7. For more formal presentations such as concerts and drama productions, the only appropriate response is applause; whistling, shouting, and other demonstrations, while good for rallies, are inappropriate for these events.
8. Students with a scheduled class are required to remain on campus during a rally or assembly.

### **Student Responsibilities and Expectations**

Students are required by law to attend school from the age of six to eighteen or graduation from high school or its equivalent. Daily school attendance is required unless the student is sick or legally excused. Students are also required to participate actively in the educational process. Students must comply with all school rules, pursue their required course of study, and submit to the authority of teachers and other school staff. Perhaps most importantly, students are expected to take primary responsibility for their own behavior. [Education Code § 35181; Education Code § 48908; Title 5, California Code of Regulations §300]

### **Student Searches**

School officials may conduct searches of pupils and their personal belongings while on school property or at school-sponsored events. Searches of pupils and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the pupil is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search, the age and sex of the pupil, and the nature of the violation.

Personal belongings include, but are not limited to: backpacks, briefcases, bags, et cetera. Searches are also conducted of school property under joint control. School property under joint control includes lockers and desks.

Lockers are school property under the joint control of the school and the pupil. There is no expectation of privacy. The District may search lockers, or any other school property under joint control, at any time. Searches may be random and without cause of any kind.

Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein.

### **Tardies**

Lincoln High School emphasizes punctuality and promptness. Punctual attendance is important to success in your classes and to your growth as a self-directed learner. Students must be in the classroom when the tardy bell rings. Teachers' individual classroom management procedures begin once the student enters the classroom.

Students are considered tardy to class if they are less than 30 minutes late to class. Students are considered absent from class if they are 30 minutes or more absent from class.

The following information details the Lincoln High School tardy policy:

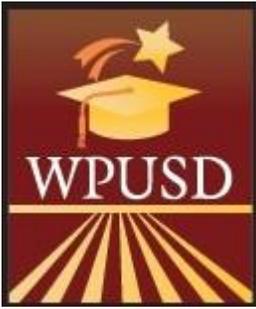
- Students who accumulate 5 tardies during a semester will receive a warning letter to take home.
- Students who accumulate 10 tardies during a semester will receive a detention.
- Students who accumulate 15 tardies during a semester will receive 3 detentions and parent notification, and loss of lunch pass, and dance privileges.
- Students who accumulate 20 tardies during a semester will receive one Saturday School and loss of extra-curricular activities, including athletics, performances (Band, Choir, Dance, etc.), competitions, and fieldtrips.
- Students who accumulate 25 tardies during a semester will receive two days of Saturday School.
- Students who accumulate 30 tardies during a semester will receive three days of Saturday School.

### **Tobacco & Tobacco Related Products**

Lincoln High School facilities have been designated as tobacco-free. State law prohibits possession or use of tobacco in any form, including chewing tobacco. Tobacco related products such as lighters and papers will result in suspension. E-cigarettes, Vape Pens and “Hookah Pens” may be treated not only as tobacco products but as controlled substance paraphernalia, and may result in a five-day suspension with a possible move for expulsion.

### **Vandalism/Graffiti**

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including but not limited to suspension or expulsion. If reparation for damages is not made, the district also may withhold the student’s grades, diploma, and or transcripts in accordance with law.



## **Western Placer Unified School District Discipline Guidelines for Secondary Schools**

These disciplinary guidelines for Western Placer Unified School District were developed for all secondary schools within the district. Fully aligned with California Education Code and Board Policy, these guidelines are meant to provide direction to administrators and to ensure that school rules are enforced in a fair and consistent manner. These disciplinary guidelines are used for incidents that occur on school grounds, during all extracurricular functions, and on the way to and from school.

As these guidelines address grades 6-12, consequences may be assigned differently based on a student's age and maturity level. Additionally, each administrator must consider the following when determining the appropriate consequences:

- Prior disciplinary records (including the nature of prior misconducts, the number of prior instances of misconduct, and the disciplinary and intervention measures applied for each prior incident)
- Nature, severity and scope of the behavior
- Circumstances/context in which the conduct occurred
- Frequency, duration and intensity of the behavior

Therefore, if the situation warrants it, students may be assigned the consequences of the second or third offense on the first offense. Likewise, students may be assigned the consequences of the first offense for a second or third offense based on the administrator's analysis of all factors mentioned above. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with Board Policy and California Education Code.

California Education Code	Examples of Behavior	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
48900(a1): Caused/attempted to cause physical injury	Pushing, threats, punching, hair-pulling, kicking, mutual combat	Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement
48900(a2): Willfully used violence on another person (battery)	Similar to behaviors above (48900a1), except the situation is entirely one-sided	Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement
48900(b): Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object  <i>See definition of dangerous object</i>		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, possible referral to law enforcement	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral to law enforcement
48900(c) : Possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, alcohol, or intoxicant		Minimum: 3 days suspension, with an agreement to actively participate in an intervention plan, possible referral to law enforcement  Maximum: 5 days suspension, possible referral to law enforcement, possible requirement to participate in an intervention program	Minimum: 5 days suspension, referral to law enforcement, requirement to participate in an intervention program  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion	Minimum: 5 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion
48900(d): Arranged, offered, or negotiated to sell a controlled substance, alcohol, or intoxicant and then provided a replica substance		Minimum: 1 day suspension, with an agreement to actively participate in an intervention plan, possible referral to law enforcement  Maximum: 3 days suspension, possible referral to law enforcement, possible requirement to participate in an intervention program	Minimum: 3 days suspension, referral to law enforcement, requirement to participate in an intervention program  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion	Minimum: 5 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion
48900(e) : Committed or attempted to commit robbery or extortion		Minimum: 3 days suspension, referral to law enforcement	Minimum: 5 days suspension, referral to law enforcement	Minimum: 5 days suspension, referral to law

		Maximum: 5 days suspension, referral to law enforcement	Maximum: 5 days suspension, referral to law enforcement, referral for expulsion	enforcement  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion
48900(f) : Caused or attempted to cause damage to school property or private property		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, may include additional means of correction	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction	Minimum: 2 days suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(g): Stole or attempted to steal school property or private property		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, may include additional means of correction, possible referral to law enforcement, possible referral for expulsion	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction, referral to law enforcement, possible referral for expulsion	Minimum: 2 days suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction, referral to law enforcement, possible referral for expulsion
48900(h): Possession or use of tobacco		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension	Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(i): Committed an obscene act or engaged in habitual profanity/vulgarity		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension	Minimum: 1 day suspension  Maximum: 5 days suspension	Minimum: 2 days suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(j): Possessed, offered, arranged, or negotiated to sell		Minimum: Alternative Means of Correction, parent contact	Minimum: 1 day suspension	Minimum: 2 days suspension,

drug paraphernalia		Maximum: 5 days suspension	Maximum: 5 days suspension	may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(k)* Disrupted school activities or defied school personnel	Cheating/plagiarism, forgery, dress code violation, gambling, defiance, electronic device violation, pulling fire alarm, bystander in a fight	Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension	Minimum: 1 day suspension  Maximum: 5 days suspension	Minimum: 2 days suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(l)* Knowingly received stolen school or private property		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, may include additional means of correction	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction	Minimum: 2 days suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(m)* Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the <i>replica</i> is a firearm		Minimum: Alternative Means of Correction, parent contact  Maximum: 3 days suspension, possible referral to law enforcement	Minimum: 1 day suspension, possible referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement
48900(n) Committed sexual assault or battery  <i>See Definition</i>		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement
48900(o) Harassed, threatened,		Minimum: 1 day suspension,	Minimum: 3 days suspension,	Minimum: 5

or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliations		referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement	referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement	days suspension, referral to law enforcement  Maximum: 5 days suspension, referral for expulsion, referral to law enforcement
48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma		Minimum: 1 day suspension, with an agreement to actively participate in an intervention plan, possible referral to law enforcement  Maximum: 3 days suspension, possible referral to law enforcement, possible requirement to participate in an intervention program	Minimum: 3 days suspension, referral to law enforcement, requirement to participate in an intervention program  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion	Minimum: 5 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion
48900(q) Engaged or attempted to engage in an act of hazing initiation or preinitiation into a student organization  <i>See Definition</i>		Minimum: Alternative Means of Correction, parent contact  Maximum: 1 day suspension	Minimum: 1 day suspension  Maximum: 3 days suspension	Minimum: 2 days suspension, may include additional means of correction  Maximum: 5 days suspension, may include additional means of correction
48900(r)* Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel		Minimum: Alternative Means of Correction, parent contact  Maximum: 3 days suspension	Minimum: 1 day suspension  Maximum: 5 days suspension	Minimum: 3 days suspension, possible referral to law enforcement  Maximum: 5 days suspension, possible referral to law enforcement
48900(t) Aiding or abetting infliction or attempted infliction of physical injury to another person		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement
48900.2 Committed sexual harassment  <i>See Definition</i>		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension	Minimum: 1 day suspension  Maximum: 5 days suspension	Minimum: 2 days suspension, may include additional means of correction

				Maximum: 5 days suspension, may include additional means of correction
48900.3 Caused, attempted to cause, threatened to cause, or participated in any act of, hate violence (grades 4-12)  <i>See Definition</i>		Minimum: 1 day suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement	Minimum: 3 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement	Minimum: 5 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral for expulsion, referral to law enforcement
48900.4 Engaged in harassment, threats, or intimidation, directed against school district personnel or pupils  <i>See Definition</i>		Minimum: Alternative Means of Correction, parent contact  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 1 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement	Minimum: 3 day suspension, may include additional means of correction  Maximum: 5 days suspension, possible referral for expulsion, possible referral to law enforcement
48900.7 Making terroristic threats against students, school officials and/or property		Minimum: 3 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement	Minimum: 5 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion	Minimum: 5 days suspension, referral to law enforcement  Maximum: 5 days suspension, referral to law enforcement, referral for expulsion
48915(c)(1) Possession, selling, or otherwise furnishing a firearm		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(c)(2) Brandishing a knife		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(c)(3) Selling a controlled substance		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(c)(4) Committing or attempting to commit sexual assault or battery		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(c)(5) Possession of an explosive  <i>See Definition</i>		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(a)(1) Causing serious physical injury to another person except in self defense		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(a)(3) Possession of any controlled substance except for		5 days suspension, notify police, referral to law enforcement, and	N/A	N/A

the first offense of possession of not more than one ounce of marijuana		mandatory referral for expulsion		
48915(a)(4) Robbery or Extortion		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A
48915(a)(5) Assault or battery upon a school employee		5 days suspension, notify police, referral to law enforcement, and mandatory referral for expulsion	N/A	N/A

\* E.C.48900.5 states that suspension may occur on the first offense only if "the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process."

**ALTERNATIVE MEANS OF CORRECTION (AMC) MAY INCLUDE, BUT ARE NOT LIMITED TO (NO PARTICULAR ORDER):**

- Parent/Teacher conference
- Parent Contact
- Conflict Mediation
- Cross Age Mentoring
- Restitution
- Behavior Contract
- Parent escorts student to/from school
- Referral to Student Services staff for intervention
- Exclusion from school activities
- Student Success Team (SST)
- Warning
- Community Referral/Services
- Involuntary transfer
- In-School Suspension (ISS)
- Detention
- Counseling
- Parent supervises student in class
- Friday/Saturday School
- Behavior support plan
- School Attendance Review Board (SARB)
- Community Service

**DEFINITIONS**

**Assault:** An unlawful attempt, coupled with present ability, to commit a violent injury to someone.

**Behavior Contract:** This is a contract written by the classroom teacher for the purpose of assisting the student with a specific behavior.

**Bystander:** This is a student who verbally encourages negative behavior to continue. These behaviors may include, but are not limited to: remaining at a fight even when directed to leave, saying things to encourage the fight to continue.

**Battery:** A willful and unlawful use of force or violence upon another and where there is a clear victim and clear abuser.

**Dangerous Object:** Any object used in a dangerous way or an object that might cause harm to the student or others. Examples include, but are not limited to: safety pins, scissors, laser pointers, paper clips that are opened.

**Detention:** A student is assigned to a supervised area for a specified period of time before or after school, or at lunch. Students may not be detained for more than one hour after the close of the maximum school day, unless otherwise arranged with the parent/guardian. If, after talking with the parent/guardian, the student is unable to remain after school on that day, another day will be arranged (including Saturday, where applicable).

**Expulsion:** Expulsion means the removal of the student from their school for a specified amount of time. When a school site recommends expulsion, the site will forward the request to the Director of Student Services. The Student Services Department will notify the family to arrange for a meeting to discuss the recommendation.

**Explosive:** Defined as "a destructive device" which includes, but is not limited to: bomb, grenade, rocket with propellant charge of greater than 4 ounces, missile with a charge of greater than 1/4 ounce, mine, similar devices, a weapon that can expel a projectile by explosive or propellant action, and parts which can be assembled into a destructive device.

**Extortion:** Using threats to obtain money or property from others.

**Fight:** Mutual combat. A physical confrontation between two or more students. All students who engage in mutual combat, regardless of who engages first, are subject to the consequences listed in 48900(a) above. No combatant in a mutual fight can claim self-defense. *See definition for self-defense.*

**Hate Violence:** Willful interference with or threatening another person's personal or property rights due to his/her race, ethnicity, national origin, religion, disability or sexual orientation.

**Harassment, Threats & Intimidation:** Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and expected effect of materially disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

**Obscene Act/Gesture:** Any act or gesture that is considered offensive to others. Examples include, but are not limited to: using inappropriate hand gestures, rotating ones hips in a suggestive manner, or other similar behaviors.

**Knife:** As used in this section, 'knife' means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding blade that locks into place, or a razor with an unguarded blade (EC 48915(g)).

**Robbery:** Taking property by the use of violence (PC 211).

**Self-Defense:** If the student can move and get out of the situation, he/she cannot claim self-defense. Self-defense is justified only if a person reasonably believes that using equal or lesser force is necessary to prevent death or great bodily harm. A mutual fight is not considered self-defense. When threatened violence exists, it is the duty of the person threatened to use all prudent and precautionary measures to move and get away from the situation.

**Serious Bodily Injury:** A serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (PC 243)

**Sexual Battery:** As described in Penal Code section 243.4(d)(1): "Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse." Intimate part means the "sexual organ, anus, groin, or buttocks of any person, and the breast of a female."

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, if this behavior is sufficiently severe or pervasive to have a negative impact on the individual's academic performance, or creates an intimidating, hostile or offensive educational environment.

**Student Success Team (SST):** School-based teams who explore, in a structured procedure, alternatives for students experiencing attendance, academic, and/or behavioral problems.

**School Attendance Review Board (SARB):** Multi-disciplinary team at the District level. SARB committee is made up of school employees and community agencies who meet to discuss issues involving severe attendance and/or behavior issues. Referrals can be made to law enforcement and/or the District Attorney's Office for failure to follow the SARB directives.

**Truancy:** It is the expectation of this district that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from school activities. Students may be asked to serve detention before or after school or during lunch time. Students may also be asked to attend Friday and/or Saturday School to make up for lost instructional time. If a student refuses to participate in the alternative to suspension, it is considered an act of defiance.

## ***DURING SUSPENSION***

### **1. Parental Supervision**

Students on home suspension are expected to be under the supervision of a parent/guardian during school hours.

### **2. Stay off School Grounds**

Students on home suspension must stay off any school campus unless a prior arrangement has been made with a school administrator to come to the office on official business and the student is accompanied by the parent/guardian.

### 3. No School-Sponsored Activities

Students on suspension may not attend any school-sponsored activity (whether on or off any school campus - including weekends and holidays). This includes, but isn't limited to, graduation ceremonies, field trips, athletic events, proms, dances, and athletic activities.

### 4. Make-Up Work

Per Ed Code teachers have the right not to provide work during a student off campus suspension. Contact your son or daughter's individual teacher(s) for their individual suspension makeup work policy.

### Positive Behavioral Interventions and Supports (PBIS)

PBIS is a data-driven behavior program that teaches our LHS students the expectations and behaviors we want to foster in our students on our campus. Using the SWIS data management tool, our PBIS Committee identifies problem areas and then collaborates with administration and staff to provide increased supervision and behavior modification. Positive behaviors are reinforced and rewarded with Zebra Pride passes and recognition. We have adopted the 3B's: Be Safe, Be Responsible, and Be Respectful. Below is the Expectation Matrix which shows how our Zebras will be safe, responsible, and respectful on campus.

#### Zebra Expectation Matrix

	Inside Areas	Outside Areas
Safe	<ul style="list-style-type: none"><li>• Keep hands and feet to self</li><li>• Use good judgment</li></ul>	<ul style="list-style-type: none"><li>• Keep hands and feet to self</li><li>• Keep hallways clear</li><li>• Report vandalism</li><li>• Use crosswalks and sidewalks</li></ul>
Responsible	<ul style="list-style-type: none"><li>• Be prepared</li><li>• Be on time</li><li>• Dress appropriately</li><li>• Clean up after yourself</li><li>• Silence and put away cell phone during class hours</li><li>• Do your own work without copying or plagiarizing</li></ul>	<ul style="list-style-type: none"><li>• Limit PDA's</li><li>• Dress appropriately</li><li>• Clean up after yourself</li><li>• Silence and put away cell phones during class hours</li></ul>
Respectful	<ul style="list-style-type: none"><li>• Use appropriate language at all times</li><li>• Follow adult requests first time given</li><li>• Follow classroom rules</li><li>• Treat others as you want to be treated</li></ul>	<ul style="list-style-type: none"><li>• Use appropriate language at all times</li><li>• Follow adult requests the first time given</li><li>• Wait in lines without cutting</li><li>• Treat others as you want to be treated</li></ul>

## LHS MAJORS

- Flagrant violations that warrant immediate administrator attention
- Repeated Minor Offenses that cannot be redirected

### **1. Fighting**

- Instigating/encouraging a fight
- Videotaping a fight
- Causing physical injury to others
- Involving serious physical contact with malicious intent, where injury may or does occur (e.g., hitting, punching, kicking, hair pulling, scratching, hitting with an object, etc.)
- Attending a fight
- Retaliating

### **2. Property Damage/Vandalism**

- Deliberately damaging or destroying property (includes gang or hate related)
- Repeatedly misusing materials resulting in injury or damage of material

### **3. Disruption**

- Repeatedly stopping the learning process and cannot be redirected
- e.g., persistent loud talking, yelling, screaming and/or out-of-seat behavior

### **4. Defiance (persistent refusal)**

- Repeatedly ignoring or refusing to follow directions
- Refusing to work or participate (cannot be redirected by teacher after several attempts)
- Habitually sleeping in class (cannot be redirected by teacher after several attempts)
- Talking back to teacher (cannot be redirected)
- Habitually not completing homework
- Leaving class without permission
- Habitually not attending intervention(s) and/or detentions

### **5. Harassment/Sexual Harassment/Bullying/Cyber-Bullying**

- Delivering disrespectful, hurtful messages delivered through verbal, written, electronic, or physical means or by gesture, to another person resulting in that person feeling threatened, intimidated, or violated
  - Including negative comments based on race, religion, gender, sexual orientation, socio-economic status, age, disabilities, or personal matters
  - Including unwanted physical or verbal behavior of a sexual nature
- Repeated teasing is considered harassment

### **6. Abusive Language**

## LHS MINORS

- Offenses can be redirected

### **1. Inappropriate physical contact**

- Pre-fighting aggressive posturing
- Wrestling
- Bumping into others
- Rough-housing/play-fighting
- Causing injury without malicious intent will be considered a major infraction

### **2. Property Misuse**

- Causing damage that can be easily repaired without cost
- Not using materials/items for their intended purpose
- Unintentionally damaging or destroying property (restitution may be required)

### **3. Disruption**

- briefly interrupting the learning process, but can be redirected
- e.g., calling out, humming, singing, talking, tapping, whining, wandering the class

### **4. Defiance**

- Failing to follow directions
- Refusing to work or participate (can be redirected)
- Sleeping in class (head down on desk)
- Talking back to teacher (can be redirected)
- Not completing homework
- Coming to class without materials
- Not attending interventions

### **5. Disrespect/Harassment/Sexual Harassment/Bullying/Cyber-Bullying**

- Speaking or writing insults, putdowns, or negative comments
- Causing unwanted physical contact

- a. Inappropriate language that creates a hostile or intimidating climate
- b. Directing inappropriate or profane language, including near swears or offensive gestures, at a staff member or peer

**7. Dress Code**

- a. Unwilling or unable to correct a dress code violation upon request
- b. Repeatedly violating the dress code

**8. Forgery/Academic Dishonesty**

- a. Plagiarizing or passing off someone else's work or ideas (intellectual property) as their own and/or sharing it with others (exams and projects)
- b. Helping another student cheat by providing the answers/work to copy on exams and projects
- c. (Student(s) will receive a zero score for the work)
- d. Forging a person's name without the person's permission or knowledge for an excuse for missing school, a note of dismissal, a progress report, a hall pass, fieldtrip form etc.
- e. Using resource materials without permission on quizzes or tests

**9. Drugs/Alcohol/Tobacco**

- a. Being under the influence of any controlled substance or intoxicant
- b. Possessing, selling, or furnishing any controlled substance, intoxicant, tobacco, or paraphernalia
- c. Refusing to take a drug/alcohol test

**10. Possession of a Weapon**

- a. Possessing a weapon, illegal substance, combustible, or material that may be used to harm self or others
- b. Using an item to cause or attempting to cause bodily harm (e.g. rubber band or pencil)

**11. Gang Related Behavior**

- a. Wearing, carrying or displaying gang paraphernalia symbolizing gang affiliation
- b. Exhibiting behaviors or gestures symbolizing gang membership

**12. Technology Violation**

- a. Persistently engaging in the use of electronic devices without teacher permission
- b. Refusing to surrender electronic device when staff member attempts to confiscate it

**13. Theft, Robbery, or Extortion**

- a. Possessing of, passing on, or being responsible for removing someone else's property
- b. Being an accessory to the theft by planning, covering up, or acting as a look out

**14. Public Displays of Affection**

**6. Inappropriate Language**

- a. Using inappropriate, offensive, or profane language, gestures or pictures, including near-swears

**7. Dress Code**

- a. Violating the dress code but willingly accepting consequences and change to appropriate apparel

**8. Academic Dishonesty**

- a. Plagiarizing or passing off someone else's work or ideas (intellectual property) as their own and/or sharing it with others (classroom assignments)
- b. Helping another student cheat by providing the answers/work to copy on classroom assignments
- c. (Student(s) will receive a zero score for the work)
- d. Using resource materials without permission on classwork or homework

**9. Drugs/Alcohol/Tobacco - No minor offenses**

**10. Possession of a Weapon - No minor offenses**

**11. Gang Related Behavior – No minor offenses**

**12. Technology Violation**

- a. Having phones turned on and/or visible during class time anywhere on campus without teacher permission
- b. Having electronic devices out without teacher permission

- a. Repeatedly engaging in inappropriate displays of affection
- b. "Sexting"; indecent exposure; sexual acts

**13. Property Misuse/Theft**

- a. Playfully taking others' belongings and quickly returning the item

**14. Public Displays of Affection**

- a. Engaging in inappropriate display of affection, (e.g., prolonged kissing or hugging, sitting on lap, and inappropriate touching)

\*\*Minor offenses that cannot be redirected become a Major offense.

## LHS Bell Schedule 2017-18

EARLY RELEASE MONDAYS	BLUE/GOLD BLOCK (TUES-FRI)	BLUE/GOLD RALLY SCHEDULE (TUES-FRI)	BLUE/GOLD BLOCK NO STRIPES (TUES-FRI)	FINALS SCHEDULE (TUES-FRI)
PERIOD 1 8:00 - 8:35	PERIOD 1/2 8:00 - 9:25	PERIOD 1/2 8:00 - 9:25	PERIOD 1/2 8:00 - 9:35	FINAL 1 8:00 - 10:00
PERIOD 2 8:41 - 9:16	BREAK 9:25 - 9:35	RALLY 9:25 - 10:25	BREAK 9:35 - 9:45	BREAK 10:00 - 10:30
PERIOD 3 9:22 - 9:57	PERIOD 3/4 9:35 - 10:55	PERIOD 3/4 10:25 - 11:45	PERIOD 3/4 9:45 - 11:15	FINAL 2 10:30 - 12:30
PERIOD 4 10:03 - 10:38	STRIPES 11:01 - 11:34	LUNCH 11:45 - 12:25	LUNCH 11:15 - 11:55	
PERIOD 5 10:44 - 11:19	LUNCH 11:34 - 12:14	PERIOD 5/6 12:25 - 1:40	PERIOD 5/6 11:55 - 1:25	
PERIOD 6 11:25 - 12:00	PERIOD 5/6 12:14 - 1:34	PERIOD 7/8 1:46 - 3:00	PERIOD 7/8 1:31 - 3:00	
LUNCH 12:00 - 12:40	PERIOD 7/8 1:40- 3:00			
PERIOD 7 12:40 - 1:15				
PERIOD 8 1:21 - 1:56				

# STRIPES Schedule 2017-2018

August/September				
			17 F	18 R
21 E	22 R	23 R	24 R	25 R
28 E	29 R	30 R	31 R	1 R
4	5 R	6 R	7 R	8 R
11 E	12 R	13 R	14 R	15 R
18 E4	19 1	20 2	21 3	22 Y
25 E	26 5	27 6	28 7	29 8

December				
				1 8
4 E	5 1	6 2	7 3	8 4
11 E	12 5	13 6	14 7	15 8
18 EF	19 EF	20 EF	21 EF	22
25	26	27	28	29

March				
			1 7	2 8
5 E	6 1	7 2	8 3	9 4
12 D	13 5	14 6	15 7	16 8
19 E	20 1	21 2	22 3	23 4
26	27	28	29	30

October				
2 E	3 1	4 2	5 3	6 4
9 D	10 5	11 6	12 7	13 8
16 E	17 1	18 2	19 3	20 4
23 E	24 5	25 6	26 7	27 8
30 E	31 1			

January				
1	2	3	4	5
8 E	9 R	10 R	11 R	12 R
15	16 R	17 R	18 R	19 R
22 E	23 R	24 R	25 R	26 R
29 E	30 1	31 2		

April/May				
2	3 5	4 6	5 7	6 8
9 E	10 C	11 C	12 C	13 C
16 E	17 1C	18 2C	19 3	20 4
23 E6	24 5	25 Y	26 7	27 8
30 E	1 1	2 2	3 3	4 4

November				
		1 2	2 3	3 4
6 E8	7 5	8 6	9 7	10
13 E	14 1	15 2	16 3	17 4
20	21	22	23	24
27 E	28 5	29 6	30 7	

February				
			1 3	2 4
5 E	6 5	7 6	8 7	9 Y
12 E	13 R	14 8	15	16
19	20 1	21 2	22 3	23 4
26 E	27 5	28 6		

May/June				
7 E	8 5	9 6	10 7	11 8
14 E	15 1	16 2	17 3	18 4
21 E	22 5	23 6	24 7	25 8
28	29 R	30 R	31 R	1 F
4 F	5 F	6 F	7 FL	8

B = Beginning of School  
D = District Day  
C = CAASPP Testing

R = Regular Bell Schedule  
Y = Rally Schedule  
L = Last Day of School

E = Early Release  
F = Finals  
G = Graduation