



# **Brookside School**

2962 Brookside Road, Stockton, CA 95219 (209) 953-8642

## **Student & Parent Handbook 2019-2020**

# Table of Contents

<b>Item</b>	<b>Page Number</b>
<b>District Information</b>	3
<b>Brookside Mission Statement &amp; Academic Program</b>	4-7
<b>Community Involvement</b>	7-8
<b>Student Resources and Programs</b>	8-9
<b>Student Leadership Opportunities</b>	10
<b>Technology</b>	10-12
<b>Expectations of Student Behavior</b>	12-15
<b>Playground/Campus Rules</b>	15-16
<b>Brookside Practices and Policies</b>	17-22
<b>7<sup>th</sup> and 8<sup>th</sup> Grade Program</b>	23-24
<b>Philosophy of Discipline</b>	25-33
<b>Brookside Staff Information</b>	34-35
<b>Recess and Lunch Times</b>	36
<b>2016-17 School Calendar</b>	Inside back cover
<b>Brookside School Map</b>	Back cover

# **Lincoln Unified School District**

2010 West Swain Road  
Stockton, CA 95207  
(209) 953-8700

## **Board of Trustees**

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Lisa Cheney, Associate Superintendent Educational Services  
Michele Tatum, Associate Superintendent Human Resources

## **Brookside School Administration**

Katherine Bender, Principal  
Karen Ridley, Assistant Principal

# Welcome to Brookside School!

## Mission Statement

*We are committed to providing a high quality learning environment that meets the academic, social, emotional and physical needs of our students. The Brookside School staff in partnership with home and community will provide a safe and inspiring atmosphere that contributes to the development of critical thinkers, responsible citizens, and lifelong learners.*

*We believe that all students can learn.*

*Every decision we make is student centered.*

## Brookside's Academic Program

### Schedules

Days	Morning Kindergarten	Afternoon Kindergarten	1 <sup>st</sup> thru 6 <sup>th</sup> grade	7 <sup>th</sup> & 8 <sup>th</sup> grade
Monday	8:30-11:50	11:30-2:50	8:30-1:45	8:20-1:45
Tuesday - Friday	8:30-11:50	11:30-2:50	8:30-2:45	8:20-2:45

### Kindergarten through 5<sup>th</sup> Grade

Brookside prides itself in providing a comprehensive, rigorous, and supportive academic program to all students. In grades Kindergarten through 5<sup>th</sup>, students work in self-contained classrooms (they remain with one teacher) for the majority of the day in groups of approximately twenty-five (K-3<sup>rd</sup>) and thirty (4<sup>th</sup>/5<sup>th</sup>). Their time in class is spent learning language arts (English), mathematics, science, social science, music, physical education and other language arts-related curriculum. Music and PE are taught by the music and PE teachers.

### 6<sup>th</sup> Grade

In 6<sup>th</sup> grade, we begin a rotational schedule with the students. Students rotate classrooms/teachers for math, language arts and social science. Each student will have a homeroom teacher that teaches one of the above content areas and science. There is additional staff that teaches 4<sup>th</sup> thru 6<sup>th</sup> grade PE and general music.

6 <sup>th</sup> grade daily schedule		
Period	Monday	Tues-Fri
Homeroom	8:30-8:55	8:30-8:47
1	8:55-10:00	8:47-10:02
Recess	10:00-10:09	10:02-10:15
2	10:09-11:16	10:15-11:30

	11:16-11:30 (Science, homeroom)	
Lunch	11:30-12:15	11:30-12:15
Science/PE/Music	12:15-12:40	12:15-1:30
3	12:40-1:45	1:30-2:45

### **7<sup>th</sup> and 8<sup>th</sup> Grades**

Our 7<sup>th</sup> and 8<sup>th</sup> graders have seven classes per day that include language arts, mathematics, science, social science, physical education, and two elective courses. In classes that average 25 students, they rotate between six different classrooms and teachers and have a 35-minute lunch break. 7<sup>th</sup> and 8<sup>th</sup> grade students have opportunities to take advanced math courses based on specific criteria, and all 8<sup>th</sup> grade students are eligible to take Honors United States History.

### **Teaching and Support Staff**

Each member of our teaching staff is highly qualified in their subject area and works diligently to maintain and advance Brookside's tradition of academic excellence. They communicate with each other throughout the day and meet weekly in grade-level teams to plan lessons, confer about students, and analyze student data that they have collected throughout the week. Teachers are supported by a school counselor, a librarian, classroom paraprofessionals, a computer lab director, a reading intervention teacher, campus monitors, office staff, and administrators, whose primary goal is to provide our students with an effective and meaningful education.

### **Music Program**

#### **Band**

Beginning Band - This class is available to students beginning in fifth grade. New students begin by exploring the various band instruments. Instruction is offered twice weekly, once a week as a pullout program, and once in the morning before school. Students are responsible for providing their own instrument, except where school instruments are available for loan.

Intermediate Band - Continuing beginning band students move up to intermediate band on the recommendation of the teacher.

Advanced Band - This class is for students who have completed one year or more playing a band instrument, and are performing at or above grade level. Various styles of music are taught, and various performance opportunities are provided for students to participate in and attend. Students are responsible for providing their own instrument, except where school instruments are available for loan.

#### **Strings**

Beginning Strings - This opportunity is available to students beginning in fourth grade. Instruction is offered twice weekly on a pullout basis for thirty minutes. Students are responsible for providing their own instrument, except where school instruments are available for loan.

Intermediate/Advanced Strings - Beginning string students who continue, move to intermediate strings upon the recommendation of the teacher. Classes are held as a pull out program twice a week for thirty minutes.

### **Choir**

Choir is offered to students in fourth through eighth grade. Classes are grouped by grades, ability levels, and experience.

### **General Classroom Music**

Music is taught by a credentialed music teacher in kindergarten through 6<sup>th</sup> grade classrooms twice a week.

### **Gifted and Talented Education**

The district provides summer enrichment opportunities for GATE students.

### **Extra-Curricular Offerings**

Aside from our standard curriculum, Brookside offers a number of extra-curricular activities designed to enrich and extend students' education.

*Science Olympiad:* A county-wide, science-based competition for students in grades 3-6. Science Olympiad usually takes place in March or April; practices begin in January/February.

*Math Olympiad:* A county-wide, mathematics-based competition for students in grades 4-6. Math Olympiad usually takes place in March, practices begin in January.

*Mathletes:* A district-wide program for intermediate students that provides hands on math enrichment lessons once a week after school.

*Art Docent:* Parent-run program that offers students in-class art history and hands-on art lessons.

*Theatrical Production:* Students in grades 3 through 8 are able to participate in our annual theatrical production, which is hosted in conjunction with the Stockton Civic Theater.

Science enrichment lessons provided by the San Joaquin County Office of Education.

The offerings listed below are voluntary, fee-based, and operated by external vendors. Please ask office personnel for additional information.

*Bricks 4 Kidz:* The Bricks 4 Kidz class uses LEGO Bricks to deliver hands-on lessons correlated to cross-disciplinary curriculum objectives. The classes are held once a week.

*Spanish class:* The Spanish-Language Institute offers Spanish lessons to students in grades K-8 once per week.

*French class:* The French teacher offers French lessons to students in grades K-8 once per week.

*Young Rembrandts:* Art classes are available once per week after school.

## **Community Involvement**

### **Newsletter/Principal e-mails/phone messages**

A school newsletter will be sent home with students every third Friday. The newsletter contains important information pertaining to students and parents, PTSA meetings and happenings, and other pertinent school-related details. This student information and school events are also reported weekly through principal e-mail and phone messages.

### **Parent-Teacher-Student Association (PTSA)**

PTSA is a national organization dedicated to supporting schools and their communities in order to enrich the learning experience of students. It is a critical way to bridge the gap between school and home. Through volunteerism, fundraising, and event coordination, the Brookside PTSA has enabled all Brookside Bobcats to enjoy assemblies, field trips, theater productions, and other educationally related experiences that may not otherwise be available to them.

PTSA meetings are held once per month in the library and are open to all. Meeting dates and times will be posted in the office and in student newsletters. Please consider yourself invited to participate in any and all PTSA functions and events throughout the year.

### **Reporting Bullying**

If you or your student becomes aware of any bullying behaviors being perpetrated on campus, after school, or via any electronic communication (internet, text messages, etc.), you are encouraged to report these incidents directly to your child's teacher, the school counselor, the office staff, or the principal (phone numbers and e-mail addresses listed on pages 33-34). Your contact will remain confidential, and action will be taken to cease the bullying behaviors immediately. Brookside prides itself on striving to achieve a truly bully-free campus, and your active participation in alerting us to any bullying behaviors is a crucial element in allowing us to maintain a safe and secure learning environment.

### **School Site Council**

The School Site Council (SSC) is charged with the responsibility of developing, implementing, and evaluating Brookside's School-Based Coordinated Plan. In this capacity, the SSC makes important decisions regarding school programs and funding. This body is composed of the principal, teachers, classified personnel, and parents. Each member serves a two-year term. Meetings are held once per month in the school library.

### **ELAC - English Learner Advisory Committee**

The ELAC is comprised of parents, teachers, and administrators. The team works to provide input to the School Site Council on the development of the School Plan. Most importantly, it provides an opportunity for parent involvement in their children's education. The group meets approximately 7-8 times per school year.

### **Volunteering in the Classroom**

Parents are strongly encouraged to volunteer in their child's classroom. In order to maintain a safe and secure learning environment, all volunteers must submit a volunteer application packet and be fingerprinted before they are permitted to volunteer in any classroom. Volunteer packets may be picked up in the Brookside office.

## **Student Resources/Support Programs**

### **Student Success Team**

This team is composed of support personnel (English Language teacher, Resource Specialist, counselor, Language/Speech/Hearing Specialist, school psychologist), the administrator and a general education teacher. This team provides extra academic and/or behavior management support to students in need.

### **Bobcat Library**

The Brookside School library has a full time librarian and over 14,500 titles available to our students ranging from exciting fictional works to rich expository text. All classes from kindergarten through 5<sup>th</sup> grade are scheduled to visit the library once per week. The library is open during school hours five days per week, and before and after school. Student artwork and projects are routinely displayed in the library, and it is widely considered the center of the campus by students and teachers alike.

While in the library, as well as everywhere on campus, students are expected to behave in a respectful and polite manner.

Students are required to pay for any lost or damaged books. Library privileges will be revoked, loss of social privileges may be imposed, and progress reports and report cards may be withheld if outstanding fees are left delinquent.

Library hours are 7:30 am – 4:30 pm Tuesday thru Friday and 7:30 – 3:00 on Mondays.

### **Child Care Program**

Brookside offers before- and after-school childcare for Brookside students between the ages of 5 and 13. Priority is given to our youngest eligible students. Childcare runs from 7:00 a.m. until school begins at 8:30, then ceases to operate until the morning kindergarten class is dismissed at 11:50. It then recommences and runs until 6:00 p.m. Please call 953-8731 for additional information. This is a fee based program.



## **Counseling**

We have a full time school counselor on campus. The counselor helps students with academic goals as well as social and emotional development.

## **English Learners**

Our classroom teachers use appropriate strategies to effectively help our students that are English Learners throughout the day in all curricular areas. The classroom teacher with the assistance of a classroom paraprofessional work one-on-one and/or in small groups with students who are second language learners to develop English language acquisition. We have the support of a primary language assistant (Spanish) daily.

## **Health Services**

Limited health services are under the supervision of the district nurse who is stationed in our office every day during lunch. She is not available to treat minor injuries. School personnel will perform basic first aid for minor injuries. When more serious injuries occur, parents are immediately contacted so they may seek assistance from their medical care provider. And, in the event of an emergency, 911 will be called and parents notified. Vision, hearing, dental and health screening are conducted annually at selected grade levels.

## **Mental Health Services Notification**

Students may access mental health services within the community through any agency listed on this website <https://lusdface.weebly.com/community-based-resources.html> or by asking for resources from the school site counselor. You are able to independently initiate services if you are 12 years of age or older by directly contacting the mental health agency or with the help of your parent/guardian. (Ed. Code § 49428)

## **Language, Speech and Hearing**

Each year, all children entering kindergarten, and other students who are new to the school, are evaluated for speech and language irregularities. If a child is identified as needing a speech therapy program, a specific remedial program will be developed for that child through the Individual Education Plan (IEP) process.

## **Resource Specialist and Special Day Class Programs**

The Resource Specialist and Special Day Class teacher provide individualized, prescriptive instruction for children who require aid beyond regular classroom instruction. Eligibility is determined through the identification of a discrepancy between a student's intellectual development and academic achievement. Results of the testing are shared through the Individual Education Plan (IEP) process. All decisions regarding a student's placement and participation in the program are made by the IEP team,

which includes the student's parents, teachers, administrator and support staff involved in the testing process.

## **Student Leadership Opportunities**

### **Conflict Managers/Peer Mediators**

Students in the intermediate grades are trained to help other students resolve problems in a respectful, cooperative manner.

### **Leadership Class**

The Leadership class is offered to students in the 7<sup>th</sup> and 8<sup>th</sup> grades as an elective. Students learn leadership skills, perform community service, and plan and facilitate activities for Kindergarten through 8<sup>th</sup> grade students that build school pride and spirit.

### **Lunch Commissioners**

Students in the intermediate grades are trained to monitor classes in the multi-use room during lunch. They help younger students understand and follow rules, help them in getting their lunch, and they perform various other duties.

### **Student Government**

Brookside School Student Council meets during lunch twice a month. Officers are elected by the student body in grades four through eight. Through a series of interviews with advisors and an administrator, students are assigned to a specific office.

## **Technology**

### **Student Access to Technology**

Students have access to a computer lab equipped with 35 MacBook desktop computers as directed by their teacher. Students are allowed use of laptops that are located in the library before (beginning at 7:30 am) or after school (until 4:30 pm).

Students are also able to utilize Google Chrome books during designated times Kindergarten thru 5th grade. 6th through 8th grade students are assigned a chromebook to use for the year that they will bring to school and home daily. This electronic device is being provided to the student to access curriculum, conduct research and complete assignments.

There is a computer science elective offered to 7<sup>th</sup> and 8<sup>th</sup> graders.

Chromebooks/iPads – Each classroom 2nd through 5th grade has a class set of Google Chromebooks for daily student use. Kindergarten thru 1<sup>st</sup> grade classrooms have access to the computer labs, iPads and Chromebooks for classroom use per discretion of the teacher.

### **Digital Integrity Pledge**

As a student of Brookside School, one of the privileges you have access to is a laptop in your classroom. This tool offers so many possibilities to increase your learning, follow your curiosities and to collaborate in a meaningful way with other students. Access to this tool is granted when students conduct themselves in an agreed upon manner that respects the technology, the classroom lesson, **the intellectual property of other people** and the other students in your classroom.

### **Brookside Bobcats pledge to:**

1. Communicate effectively using technology.
  - a. Students will share their thoughts and in the process promote inquiry using technology tools.
  - b. Students will seek solutions using technology, not create problems.
  - c. Students will use appropriate language on all computer programs.
  - d. Students will avoid offensive language towards other people.
  - e. Students will keep their username and password private so as to not compromise their information online.
2. Collaborate with other learners using technology.
  - a. Students will use their talents to achieve their academic goals together.
  - b. Students will not threaten any person or group using online tools.
  - c. Students will maintain the safety and integrity of the technology and keep them free from physical abuse and viruses.
  - d. Students will use technology for school purposes only.
  - e. Students will maintain a respectful and professional tone online as they collaborate with others.
3. Critically think about problems in a new way using technology.
  - a. Students will treat the technology as a tool, not as a toy.
  - b. Students will use the technology for legal/academic purposes only.
  - c. Students will obey copyright rules and give credit to all online sources used to investigate a topic or create a knowledge product.
  - d. Students will seek to use available technology tools in new ways in order to solve problems and investigate solutions.
4. Creatively use technology to express and challenge themselves.
  - a. Students will actively investigate the possibilities of online tools to create new original knowledge products that can be shared with others.

- b. Students will utilize approved, unblocked sites and online resources while working on school technology.
- c. Students realize that accessing, viewing, downloading or displaying material that is offensive, lewd, vulgar or otherwise inappropriate is NOT a creative use of the technology. Such actions will be dealt with through real and appropriate consequences.
- d. Students will find opportunities to teach each other creative tips and 'insider-knowledge' of software utilized on school technology.

The use of technology is a privilege, not a right. By pledging yourself to the above agreement, you have gained access to tools that will allow you to take command of your own learning. Digital Integrity is a choice that comes with great reward!

## **Expectations of Student Behavior and School Rules**

***All students are expected to be considerate of the rights, feelings and safety of others.***

### ***Assemblies***

Assemblies provide an excellent place to develop dramatic talent, to promote public speaking and musical ability, to convey general information, and to build school spirit. Courteous conduct is essential in every assembly so that the programs may be enjoyed by all.

The following are guides to assembly conduct:

- Students should enter the assembly escorted and directed by their teachers
- Applause is the only acceptable way to show appreciation at an assembly
- Students must be quiet, orderly, and attentive when others are speaking or performing and join in when asked to participate
- Students are to return quickly and quietly to their classroom when dismissed

### **Bicycles, Skateboards, Rollerblades, Scooters and Helmets**

Bikes are to be parked, and should be locked, in the bike rack area located at the front of the school. If a student chooses to ride a bike, parents must realize the bike rack area is unsupervised and the school does not accept responsibility for loss of or damage to the bike. It is strongly recommended that your child learn about bike safety practices, and that they wear bicycle helmets, (which is required by law). Helmets may be locked to bikes or stored in the classrooms during the day. Primary students are encouraged to leave their bicycles at home.

Bikes, skateboards, rollerblades, and scooters are to be walked on campus at all times. This includes the area at the front of the school from the bike rack to the sidewalk.

Students who fail to follow these procedures will lose the privilege of riding their bike, rollerblades or scooters to school for a prescribed amount of time.

Students are not allowed to be near the bike racks unless they are arriving or departing from school. Only students who ride bikes to and from school may go into the bike rack area.

### ***Riding the Bus***

When students ride the bus for any purpose, they are required to be familiar with and observe the following safety procedures. Violations of bus safety procedures may result in the student being issued a 'bus citation,' in which case the incident will be reported to the Transportation Department. Upon earning a second bus citation, student bus privileges will be suspended until a meeting between the parent, director of transportation, bus driver, and school principal can take place. A third bus citation/violation of the bus service safety procedures may result in the pupil being denied bus transportation for the remainder of the school year.

#### ***RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT***

With this in mind, pupils will:

- Listen attentively to the orientation given by the bus driver.
- Remain in their seats at all times. Keep all parts of their body and clothing inside the bus.
- Use an appropriate indoor-level voice.
- Refrain from any behavior that will cause the bus driver to divert his/her attention away from the road.
- Follow any and all directions given by the bus driver.
- Be at the bus stop no less than five minutes before the bus is scheduled to pick them up.
- Have their bus pass each day.

### ***Cafeteria Behavior***

Wait patiently, quietly and safely in line

Follow the directions of the cafeteria staff and lunch commissioners

Remain seated at your designated table until excused

Talk quietly

Eat your own lunch

Clean up after yourself

Always walk, no running

### ***Dances***

Three dances, one per trimester, will be held for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students, and may include the students of other Lincoln Unified Schools. All dances will be held after school. Students are expected to remain at the dance until the conclusion or until a parent arrives to pick up the student. *School dress code rules apply to all dances.*

Students dancing inappropriately or violating school rules will be asked to leave.

Additional disciplinary actions may be taken as deemed necessary by administration.

Students must meet eligibility requirements to attend extracurricular events.

## ***Dress Code Policy***

Clothing worn to school should be appropriate and safe for playground activities as well as the classroom. The dress code policy exists to maintain safety and to ensure that clothing does not detract or interfere with the educational process.

1. Clothing must cover the torso (no tube tops, half-shirts, halters, racer back tops, tank tops, or tops with straps less than 2 inches, sagging or low rise pants, shorts or skirts). Please note: Any top or shirt that exposes cleavage may not be worn.
2. Clothing, buttons, logos, emblems, insignias which show obscene, alcohol or drug related slogans, words, pictures, or sexually suggestive statements (including backpacks) are strictly prohibited.
3. No excessive or large jewelry that creates a safety hazard.
4. No clothing related to gangs or gang activity
5. Dresses, skirts and shorts are to be worn no shorter than mid-thigh.
6. No clothing with holes, tears or cuts – this includes jeans.
7. Shoes must be worn at all times and must be closed-toed. Bare feet, flip-flops, open-toed sandals, back-less shoes, high heels are NOT acceptable.
8. Hats(caps and knit caps) and hoods can only be worn outside. Religious/cultural head attire can be worn at all times.
9. Leggings are not permitted unless covered by another affixed item of clothing (shorts, skirt, etc.) or a long shirt that is no shorter than mid-thigh.
10. No transparent, sheer or see-through clothing
11. No masks, excessive make-up or any article of clothing interfering with the identification of a student

The dress code applies during every school day and at **all school functions**, including dances, field trips and performances/presentations. Students not complying with the code will be asked to call home for a change of clothing, asked to wear clean washed spirit wear, and/or not allowed to participate in an event. If abuse of dress code becomes chronic, detention will be assigned. If behavior continues, students may be assigned a Saturday School or suspended based on defiance.

The staff and administration reserve the right to determine if any clothing item is inappropriate, and whether or not a student should call home and/or not be allowed to participate in an event.

## ***Homework***

Homework is defined as an extension of learning that is a part of regular school hours. All homework assignments are clearly explained at the time of assignment.

In addition to extra practice, homework also teaches children to be responsible. Children who benefit the most from homework are those students whose parents show an interest in what they are learning, provide time and space for homework, provide encouragement if needed, and check their children's work nightly. This helps reinforce the expectation that homework is important for student success. The most important homework you can do with your child is read to or with him/her.

### ***Invitations***

Please be considerate of the feelings of others and refrain from handing out personal party/event invitations at school. Our PTSA works very hard each year to create a student directory with phone numbers and addresses for your use.

### ***Personal Equipment/Toys***

To prevent accidents and avoid unnecessary distractions, damage and/or theft, personal equipment and/or personal toys are not allowed at school. This includes but is not limited to: cell phones; iPods; MP3 players; CD/DVD/record players; video game consoles; paging devices, and laser pointers. These items will be confiscated and returned only to a parent.

The staff and/or administration will not perform intense investigations to recover lost or stolen items of this nature.

## **Playground/Campus Rules**

### ***All Play Areas***

Inappropriate language, teasing, bullying will not be tolerated

If a ball is tossed or kicked over a fence, students should notify a teacher/campus supervisor

Students should stay in clear view of the yard supervisors

There is no running, pushing, or playing tag on the playground equipment

All grades should use their designated areas at recess time and before school, where there is yard supervision provided.

Students must never throw bark, rocks, dirt or dirt clods, etc.

Rough play is not allowed

### ***Blacktop Areas***

Students are to play in areas designated for their grade levels

Students are never to kick a ball on the black top area unless directed by a teacher as part of a P.E. activity.

Students are not to cross through games or activities in progress

Students are not to run on the blacktop unless involved in a game like basketball, etc.

Tag is not allowed on the blacktop

Courtesy is expected on the school grounds. Games are not to be locked thus keeping some students from playing

### ***Game Rules***

'Locking out' (excluding students from participation in games and/or activities) is not permitted

Specific Bobcat game rules for four square, tetherball, hopscotch and various appropriate forms of tag will be explained at the beginning of the school year

### ***Grass Areas***

Students are to play in grade level designated areas only

The levee is off limits on both primary and intermediate/middle sides of campus

Students are to play on grass areas only when conditions permit safe use

All games on the grass areas must be safe and follow school guidelines. Games that frequently cause injuries, such as tackle football, are not allowed

### ***Playground Equipment***

#### **Bars**

Students may not sit, stand or jump on top of the horizontal bars

Students are to go in one direction on the bars

Students must never push or pull other students off the bars

#### **Slides**

Students are to wait their turns for the slide, and slide down in a sitting position with both feet extended in front of them

Only one student is allowed on the slide at a time

After sliding, immediately move away from the slide to allow the next person to go down

Walking up or down the slide, or jumping off the side of the slide, is not allowed

#### **Benches**

Benches are for sitting only

#### ***Quiet Zones***

Students are not to be in the courtyard or between the classroom buildings during recesses or lunch

Students are not to be out on the playground during unsupervised times

Students are to walk quietly, and not run or bounce balls in the Quiet Zone

#### ***Restrooms***

Students are to use only restrooms designated for their grade levels unless directed by a staff member

Students are expected to use the restrooms in a responsible manner

Students must not litter or create unsanitary conditions in restrooms



# Brookside Practices and Policies

## CAMPUS HOURS

The Brookside office opens at 7:30 a.m. and closes at 4:00 p.m. ***No supervision is provided after 3:00 p.m.***

The cafeteria/multi-use room opens its doors for breakfast at 7:40. ***Please do not drop off your children prior to 7:40 if you will not be supervising them.***

## CLASS SCHEDULES

Days	Morning Kindergarten	Afternoon Kindergarten	1 <sup>st</sup> thru 6 <sup>th</sup> grade	7 <sup>th</sup> & 8 <sup>th</sup> grade
Monday	8:30-11:50	11:55-3:15	8:30-1:45	8:20-1:45
Tuesday - Friday	8:30-11:50	11:55-3:15	8:30-2:45	8:20-2:45

Students are prohibited from being on any other campus during school hours, or while any school activities are taking place, unless prior permission has been obtained from the principal of the school.

## Library/Media Center Hours

Monday-Friday 7:30am-4:30 pm

## CAMPUS POLICIES

### Attendance Procedures

Each teacher will monitor and record all student absences. In the event of an absence, the attendance procedures as outlined below must be followed.

1. On the first day of an absence, the parent or guardian should notify the school of the student's absence. Be sure to call the office during business hours (7:30 am – 4:00 pm) Absences must be cleared within 48 hours or will be coded as unexcused.
2. If a phone call is impossible, students are required to bring a note to the Brookside office before school on their first day back to school.
3. Notes must contain the first and last name of student, reason for absence, days/date of absence, signature of PARENT OR GUARDIAN.
4. Students who will be absent for 3 or more days and request homework must allow the office 24 hours to secure assignments from the teachers.
5. If student absences are not cleared by parent contact, the absence will be listed as unexcused.
6. State law permits the following reasons for excused absences or tardies:
  - a. Illness
  - b. Dental or medical appointments
  - c. Death in immediate family
  - d. Authorized religious holidays
  - e. Subpoena to court
  - f. Quarantine
  - g. School-sponsored activity

All other absences are UNEXCUSED.

7. If an absence of 3 or more hours/periods has not been cleared through parent contact or note, efforts will be made to notify the parent by phone.
8. If a student is tardy (unexcused) to school, lunch detention may be assigned.
9. Excessive accumulated absences will be addressed with behavioral consequences including, but not limited to, lunchtime detention, visits by the school resource officer or Lincoln Security personnel, or transportation to the truancy center.

### ***Tardy Policy***

# of Tardies	Consequence
<b>1-3</b>	<b>Warning</b>
<b>4</b>	<b>Contact parent – truancy letter</b>
<b>5</b>	<b>Student loses morning recess – Parent Conference</b>
<b>6</b>	<b>Student loses lunch recess – Parent Conference</b>
<b>7 or more</b>	<b>Saturday School – Parent Conference</b>

\* A student with a chronic tardy problem may be referred to the principal and/or School Attendance Review Board.

### ***Student Insurance***

An opportunity to purchase student accident insurance is offered annually. Details about coverage, cost of the policy, and enrollment procedures are sent home at the beginning of the school year.

Medical and accident insurance is required for students who wish to participate in after-school sports activities.

### ***Injury or Illness***

Health services are not provided at Brookside School. Students who are ill should not come to school.

- Check on the health of students each morning before they leave for school and keep students home if they have an elevated temperature or other signs of illness.
- Make careful plans for emergency care if parents are to be away from home or are otherwise unavailable.

### ***Medication During School Hours***

- Physician and parent/legal guardian must complete the Medication in School form.
- Medication must be delivered to the school office staff by parent/legal guardian in a vial labeled by the pharmacist or in the original pharmacy container.
- Non-prescription drugs such as aspirin, cough syrup, antihistamines, etc., must be in the original container and are treated as prescription medication with the Medication in School form on file.
- No student may carry his/her own medication. If it is necessary, you may bring medication to school and administer it to your own child.

Medication in School forms are available in the school office and many physicians have them. Remember to request it from the school prior to the physician's visit so that medication can begin on schedule. If you have any questions, call 953-8729.

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

Parents have the right to inspect all school records which are directly related to their children. Each student has a cumulative folder which is maintained at the school of residence. It contains all the basic information regarding attendance, subjects taken, grades, credits, test results, health records, special programs, etc. To inspect these records, confer with the principal at the school.

### ***Parent/Guardian Liability***

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

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

### ***Class Preparation***

Students are expected to arrive in class prepared with planners, a pencil and/or pen, paper, textbooks, and completed assignments. For Physical Education class this means having proper P.E. attire.

### ***Academic Integrity***

It is the expectation that the work produced by the students is of their own effort – copying other people's work, plagiarism etc. will not be tolerated. ***Consequences will begin with a Saturday School and increase to in school suspension and at home suspension if the behavior continues.***

Academic dishonesty includes, but is not limited to:

- Giving/getting improper assistance on an assignment meant to be individual work
- Plagiarizing part or all of another person's work and submitting it as your own
- Having/using a cheat sheet
- Gaining or providing access to unauthorized materials

### ***Textbooks/Library Books***

Textbooks are checked out to each student. Students are expected to keep all books clean, unmarked, and damage free. Textbooks transported between home and school must be covered. Papers must not be stored inside books as books are damaged in that manner. Students are expected to treat library books respectfully and return them in undamaged condition. Students will be expected to pay for lost or damaged textbooks and library books and keep their library accounts up to date.

### ***Requests for Student Work***

Parents may request homework for a student who will be absent for 3 or more days.

Teachers will respond by 3:00 p.m. of the NEXT work day, enclosing the appropriate homework assignment to cover the anticipated days of absence.

### ***Independent Study Contracts***

If a student is going to be absent for five days or longer for a non-medical reason, their parents may request an Independent Study Contract. If an ISC is approved by their teacher(s), the teacher(s) will gather/prepare the work that the student will miss during their absence, will give it to the student or parent, and the student will be expected to complete the work during their absence. The completed work must be turned in the day that the student returns to school.

If the work is not turned in, or is turned in incomplete or is deemed by the teacher(s) to be unacceptable, the student will receive no credit for the work and their absences will be switched from 'excused' to 'unexcused'. **The request must be made at least two weeks prior to the student's first day of scheduled absence.** If this timeline is not met, the teacher(s) has the right to refuse the request.

### ***Lost and Found***

Any lost items should be reported to the office immediately. Check before school, during lunch periods, and after school for lost articles. Do not bring large sums of money or other valuables to school. All belongings should be labeled. The school cannot be held responsible for personal belongings or money left in classrooms, the Multi-Use Room, or elsewhere on the campus.

### ***Musical Instruments***

Brookside School is not responsible for lost or damaged musical instruments being used or stored on school grounds.

### ***Property***

Students and their parents are responsible for all school property lost or damaged by the student. Grades, diplomas, and transcripts may be withheld until arrangements have been made to pay for the lost or damaged property.

### ***Use of Telephone***

Telephones in the office are not for student use except in cases of emergency and only with permission from staff. **AT NO TIME DURING THE SCHOOL DAY MAY CELL PHONES BE USED BY STUDENTS FOR ANY REASON, UNLESS GIVEN PERMISSION BY A STAFF MEMBER.**

### ***Counseling***

Our principal, school psychologist, and counselor are available to help students with class schedules, study habits, attendance problems, academic goals, personal problems, or problems between students. Students should not wait until a problem becomes extreme before seeking help.

### ***Visitors On Campus***

In keeping with Brookside's campus safety policy, all visitors are required to go to the office, sign in, and receive a Visitor's Pass before visiting any classroom. Administrators, at their discretion, may escort visitors to classrooms.

### ***Skates/Skateboards/Scooter Policy***

Skateboards are not allowed to be ridden on the Brookside School campus for any reason.

### ***Display of Student Affection***

The inappropriate display of affection between two persons is forbidden. Parent contact will be made for those students unwilling to cooperate.

### ***Media Coverage***

Please indicate on your student's emergency card whether you give your consent for your student to appear in video broadcasts or photographs used by the media. Personal information released to the media is limited to name and grade.

### ***Backpacks***

Student lockers are unavailable. Books and personal items are usually carried by students in backpacks or bookbags. Keep money on your person, not in your backpack. Keep backpacks and bookbags within your area of close personal supervision at all times. Do not bring expensive personal items including electronics, trading cards or large sums of money to school. If it is necessary to bring these items or money to school, please bring them to the office for safe-keeping. Never leave valuable personal possessions in your backpack. Brookside School is not responsible for stolen items. Backpacks should be labeled with student name. Backpacks with inappropriate writing or decorations are not permitted on campus and will be confiscated.

### ***Cell Phones/Electronic Devices***

Students may bring cell phones to school but may not use them for any reason during school hours. If students are caught using their phone, or even having it out of their backpack, it will be confiscated and will be returned only to a parent or guardian through the administration office.

No iPods or other electronic musical devices are permitted on campus at any time for any reason.

### ***Gum and Sunflower Seeds***

Gum and sunflower seeds are not allowed on campus.

### ***Candy Sales***

Except as a sanctioned ASB fundraiser, the selling of candy (or anything else) on campus is strictly prohibited.

### ***Transfer Policy***

On the last day the student is enrolled at Brookside School, the student must get a Withdrawal Form from the office, and, during the day, secure the signature of all the student's teachers and Media Center Specialist (Librarian). All books must be turned in to teachers. The Clearance Form should be returned to the office clerk at the end of the day. If any debts are owed, the student or parents should pay the debts and receive a receipt. The student will then receive his/her completed Withdrawal Form, including immunization information.

## 7th And 8th Grade Program

The mission of Brookside School’s middle school program is to help students reach their full potential and prepare for high school and beyond. Our team of dedicated teachers provides excellent instruction in a rigorous academic program. In addition to our core program, students are able to choose from a wide variety of electives that focus in areas of science, technology, STEM, foreign language, culinary arts, music, athletics and more. Students have the opportunity to participate in lunchtime tournaments and a college tour.

Seventh and eighth grade students are required to take the following courses:

Language Arts	1 period
Social Science	1 period
Elective	2 periods
Math	1 period
Physical Education	1 period
Science	1 period

7 <sup>th</sup> /8 <sup>th</sup> grade daily schedule		
Period	Monday	Tues-Fri
1	8:20-9:03	8:20-9:08
2	9:05-9:51	9:10-9:58
Break	9:51-9:59	9:58-10:05
3	9:59-10:45	10:05-10:53
4	10:47-11:33	10:55-11:43
5	11:35-12:21	11:45-12:33
Lunch	12:21-12:59	12:33-1:07
6	12:59-1:45	1:07-1:55
7	N/A on Mondays	1:57-2:45

Grading policies will be explained by each teacher at the beginning of the school year. If you have any questions about grading policies, please contact the specific teacher (see contact list in the back of this handbook)

Education Code Section # 51240 -- Whenever any part of the instruction of health, family life education, and sex education conflicts with the religious training and beliefs or personal moral convictions of the parent or guardian of any student, the student shall be excused from such training upon written request of the parent or guardian. Parent information nights are held each semester to provide parents an opportunity to preview the materials used in this class.

### **Eighth Grade Promotion and Ninth Grade Placement Criteria**

The Lincoln Unified School Board expects that eighth grade students must demonstrate that they have the necessary knowledge, behavior and attendance to participate in eighth grade promotion activities and to go directly to Lincoln High School. A point system will be used to determine high school readiness. Students must earn 8 or more points to be eligible to attend Lincoln High School.

	Points Possible	Points Earned	Points Required
Spring CAASPP English Language Arts	4		Total points earned must be $\geq 8$ to attend Lincoln High School
Spring CAASPP Mathematics	4		
Grade Point Average (Calculation will be based on GPA for entire eighth grade year)	4		
Attendance through Quarter 1 (Calculation will be based on entire school year)	4		

If a student does not meet the criteria to attend Lincoln High School, he/she will be offered enrollment at Village Oaks High School, as well as summer school. You will receive an invitation to meet with site administrators and/or counselors to discuss enrollment sometime in May or June.

If a student does meet the criteria to attend Lincoln High School, he/she will need to meet all of the following benchmarks to be **eligible for athletics, activities and leadership during the first quarter of their 9th grade year.**

- Fourth quarter GPA of 2.0 or greater
- No F's in the fourth quarter
- 95% attendance throughout the school year
- Three or fewer days of suspension in the fourth quarter

### **8<sup>th</sup> Grade Promotional and Social Requirements/7<sup>th</sup> Grade Social Requirements**

Per Board Policy 6145 : All current eighth grade students, including English language learners and students with an IEP, maintain a cumulative 2.0 G.P.A. throughout the entire school year by averaging all quarter grades (with no F's during the prior quarter), and have three or fewer days of suspension during the prior quarter to be eligible to participate in any extra-curricular activity including but not limited to the promotion ceremony, dances and end of the year fieldtrips. All ninth grade students, including English language learners and students with an IEP, must have earned a cumulative GPA of 2.0 with no "F's", and have three or fewer days of suspension during the prior quarter (4<sup>th</sup> quarter) to be eligible for any extra-curricular activities during the first quarter at Lincoln High School, including but not limited to the Back to School Dance, Homecoming Dance, and participation on any athletic team. Additionally, all students will lose their eligibility for 30 calendar days immediately following a suspension of more than three days. Incoming 9<sup>th</sup> grade students may use a one-time waiver to the "No F" criterion by informing the high school athletic director (for athletics/cheerleading) or assistant principal (for non-athletics) of their intent to use the one-time waiver. This one-time waiver applies to students' entire four year high school experience.

\*All 7<sup>th</sup> graders must meet the same requirements in order to participate in extra-curricular activities.

# **Philosophy of Discipline**

## ***Student Rights***

At Brookside School, all persons have the following rights:

- the right to learn;
- the right to be safe and feel safe;
- the right to be respected as a person;
- the right to be treated with kindness and courtesy.

The Lincoln Unified School District believes that the best discipline is self-imposed and that each student should learn to assume responsibility for his/her own actions.

Our goal is to enhance each student's awareness of his/her personal responsibility by providing an orderly and predictable set of guidelines so each student can choose the course of action which is in his /her best personal interest.

## ***A Restorative Approach to Discipline***

In the following pages you will find information about our school rules and the guidelines for consequences we have put in place to help our students learn from their mistakes. When a student falls short of our school's expectations, a school administrator will determine the action that will most help the student acknowledge his/her wrong doing, accept responsibility for it and make amends to those who have been negatively impacted. Consequences will be targeted to restore the harm caused to relationships and/or property as a result of the violation.

The application of disciplinary action is at the discretion of the school administrator or the administrator's designee, depending on the individual circumstances and the student's disciplinary history. The administrator may deviate from these guidelines when the principal determines it is appropriate to do so.

Part of our district's mission is to prepare students to be successful in today's global society. Part of being successful is to be able to acknowledge how our behavior impacts those around us. We must be willing to take responsibility for our behavior when we physically or emotionally hurt another person, or cause damage to another person's property. Having to face those we hurt, repair damage we have caused and hear how we caused others to feel helps to be better able to take responsibility for our behavior. It helps us make different choices the next time we are upset about something. LUSD believes that by addressing discipline in this way - a way that restores and repairs relationships - our students will be better prepared for success when they graduate from our schools.

## ***Standards for Student Behavior***

In order to maintain a school climate in which all students can learn, it is vital for all students to assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectations has been developed based on provisions of the various California Government Codes.



While the standards are not intended to be exclusive, they illustrate the types of behavior which are appropriate and are necessary in a wholesome "school climate." These expectations shall apply to all students.

### ***Student Behavior in Relation to School Personnel***

When serious violations occur, police intervention is often necessary as required by state law. Expulsion proceedings will be initiated against a student who assaults any school personnel, or who threatens great bodily harm with apparent ability to commit such harm.

### ***Detention***

Students who are tardy to school, sent out of class, or violate school rules may be assigned one or more days of detention to be served during lunch or after school. Students will be released from detention with ample time for them to purchase and consume their lunch. Students who fail to serve detention, who are removed from detention for misbehaving, or who arrive to detention late, will be assigned Saturday School. If a student fails to serve detention on two consecutive school days, the student may be suspended from school for one day.

### ***Saturday School***

A student may be assigned Saturday school for violating school rules (see below). Saturday school is held on Saturdays from 8:00-11:00am in the school library. Students are expected to arrive on time, be prepared with work to do, and follow school rules while there. Saturday school proctor has the right to remove any student from Saturday school for misbehavior, defiance, or other violation of school rules. Any student removed from Saturday school must be picked up by a parent or guardian immediately and may be suspended from school as a result.

### ***In-School Detention (Focus Center)***

A student may be assigned In-School Detention in the Focus Center for the entirety of a school day for violating school policy/rules.

LUSD Focus Centers are places for students to reflect on their misbehavior, while receiving support for making better choices in the future. They are also a place where students are required to work on and complete their school work, so they do not fall behind in their classes.

### ***Student Behavior Toward Other Students***

Each student is expected to respect the rights of others. Each student also has an obligation to promote and safeguard an atmosphere where all learning activities can take place without fear of disruption. Disruptive or dangerous student behavior in class, on school grounds during school functions, or while coming to and going home from school, will not be tolerated. The principal or Superintendent may recommend a pupil's expulsion for the following violations:

1. Physical injury to another person
2. Possession or sale of weapons
3. Sale/Possession/Use of drugs or alcohol
4. Commission of robbery or extortion

5. Gang-related activity
6. Sexual harassment
7. Bullying/Creating a hostile learning environment

### ***Public, Health, Safety, and Traffic Regulations***

Parents, students, and school personnel are responsible for avoiding hazards and preventing harm, injury, fear, or inconvenience to others. Rules that are established to promote and to protect the physical well-being of all persons must be observed, practiced and obeyed for the benefit of all.

### ***Reporting of School Violence -- Education Code 49079***

A school district shall inform the teacher of every student who has caused or attempted to cause serious bodily injury or injury, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The district shall provide the information to the teacher based on any written records that the district maintains or receives from a law enforcement agency regarding a student described in this section.

### ***Degrading and Inflammatory Statements***

Lincoln Unified School District affirms as its policy that all students, staff, and parents/visitors to district sites and/or activities have the right to be free from abusive statements, written or verbalized, which in any way degrade the unique qualities of an individual such as his/her race, ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such comments are damaging to self-esteem and have no place in an educational institution.

### ***Guidelines for Disciplinary Action***

The rules on the following pages include the types of behavior that are deemed unacceptable at school and school activities. Included are examples of possible consequences of each behavior. Other inappropriate behaviors will also lead to consequences, even if not specifically listed.

***It is important that all students read this section carefully and have a clear understanding of the rules and consequences.***

Students may be assigned the same consequences for misbehavior occurring coming to and returning from school as are indicated for infractions while on school campuses or at school-sponsored events. Students will be held accountable for following these rules and should be aware that not understanding a rule or not knowing about it is not an acceptable excuse for misbehavior. If you do not understand any of these rules or have questions about them after your teacher has covered the material in class, you should see the principal.

Students will be held accountable for their conduct to and from school as well as during school hours and school-sponsored events. Students will be accountable for their behavior during non-school hours that affects their school attendance or the school attendance of other students.

While the consequences listed below for the various unacceptable behaviors will be generally followed, the school administration may at any time place a student on suspension or recommend expulsion if it is determined that such an action best serves the interest of the student(s) and/or the school. Any student who has been in detention or suspended from school may not participate or observe any extra curricular activities that day.

### **A BEHAVIORS**

- Any behavior that disrupts teaching or learning
- Materials for class missing
- Non-participation in class
- Incomplete assignments or homework
- Food and drink in classroom
- Gum chewing, sunflower seeds on school grounds
- Failure to return signed materials from parents
- Bullying behaviors: Rumor-spreading, teasing, intimidation, threats, any behavior that creates a hostile learning environment, etc. done physically, verbally, in writing, or by electronic means

### **CONSEQUENCES FOR TYPE A BEHAVIORS**

- Teacher conference with student
- Additional assignments
- Teacher-held detention (15 - 60 minutes)
- Parent contact/conference with teacher
- Detention or Saturday school
- Classroom suspension by teacher
- Bring proper clothing from home

### **B BEHAVIORS**

- REPEATED TYPE A BEHAVIORS (3x)
- Harassment or abuse of other students
- Excessive tardies, uniform violations, dress code violations (3 or more)
- Period cuts
- Disturbing classes in session
- Littering/throwing food
- Throwing water
- Inappropriate dress
- Out of class without a pass
- Possession or use of unauthorized radios, ipods, recording devices, paging devices (beepers), hand-held video games, cellular phones and other disruptive items
- Skating/bicycling/skateboarding on campus
- Obscene/vulgar gestures or words
- Cutting in line
- Gambling: playing with dice or cards is not permitted on school campus
- Petty theft
- Unauthorized sale of merchandise
- Unacceptable conduct as determined by staff members
- Failure to report to the office with a referral

- Hitting/kicking tables or doors
- Unnecessary physical contact, such as non-aggressive punching, shoving, kicking, hitting
- Spitting
- Possession of the following: water balloons, water guns or water squirters, rubber bands, or any item which may cause a disturbance
- Cheating/copying/plagiarism
- Encouraging, watching, or instigating a fight/conflict
- Bullying behaviors: Rumor-spreading, teasing, intimidation, threats, any behavior that creates a hostile learning environment, etc. done physically, verbally, in writing, or by electronic means

### **CONSEQUENCES FOR TYPE B BEHAVIORS**

- Behavioral referral
- Counselor referral
- Administrator conference
- Saturday school
- Campus cleanup
- Lunch/After-school detention (1 to 5 days)
- Exclusion from extra-curricular activities
- Student Study Team referral
- Financial responsibility
- In-school detention (Focus Center) 1-5 days
- Off-campus suspension - 1 to 5 days
- Confiscation
- Bring proper clothing from home

### **C BEHAVIORS**

- REPEATED VIOLATION OF TYPE B BEHAVIORS (3x's)
- Bullying behaviors: Rumor-spreading, teasing, intimidation, threats, any behavior that creates a hostile learning environment, etc. done physically, verbally, in writing, or by electronic means
- Profanity or abusive language directed at staff
- Vandalism/destroying property
- Tagging (on any material), possession of tagging supplies
- "Pantsing" any student
- Leaving campus without authorized pass
- Instigating/encouraging a fight
- Failure to complete detention or Saturday school
- Throwing or shooting objects to cause harm, nuisance, or damage
- Smoking and/or possession of tobacco/drug paraphernalia (mandatory 6 week substance abuse counseling)
- Possession and/or use of E-Cigarettes/Vapor Pens. (mandatory 6 week substance abuse counseling) - When any of these items are used with an illegal substance, the consequences for illegal substances will be imposed.
- Tampering with fire alarms
- Possession or use of firecrackers, fireworks, or any flammable material

- Lewd and lascivious acts
- Racial slurs, harassment of person directed toward ethnicity, cultural, heritage, physical and mental attributes, or religious beliefs or practices
- Acts of racial prejudice
- Any gang related activities

### **CONSEQUENCES FOR TYPE C BEHAVIORS**

- Lunch detention (2 to 5 days)/Saturday school
- Off-campus suspension - 1 to 5 days
- In-school detention (Focus Center) 1-5 days
- Parent or guardian is financially responsible for theft, vandalism or damage occurring on school property
- Police report
- Expulsion procedures initiated

### **D BEHAVIORS**

- REPEATED VIOLATION OF TYPE C BEHAVIORS (2x's)
- Extortion/robbery
- Possession or use of weapons, including, but not limited to explosives, firearms, and knives of any size
- Battery, physical assault, fighting
- Possession of drugs/alcohol/substitute substance on person or for sale during school hours
- Threats, verbal or physical assault of district personnel
- Sexual harassment – is defined as unwelcome and/or offensive sexual behavior. It includes visual, verbal, or physical behaviors of a sexual nature that make someone feel uncomfortable.
- Persistent Bullying Behaviors: Rumor-spreading, teasing, intimidation, threats, any behavior that creates a hostile learning environment, etc. done physically, verbally, in writing, or by electronic means
- Forgery

### **CONSEQUENCES FOR TYPE D BEHAVIORS**

- Off-campus suspension - 3 to 5 days
- Expulsion procedures initiated
- Police report
- Referral to School Resource Team

### **Social Networking Sites/Electronic Communication**

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

### **Video Taping/Photography/Recording**

Any use of a video/audio recording device, including cameras and camera phones, on campus before/during/after school during school activities, without explicit permission from

a teacher or administrator is strictly prohibited and may result in a suspension. Use of a phone to record people without their consent is strictly prohibited and will result in consequences.

### **Non-Discrimination Policy**

Lincoln Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits unlawful discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code §422.5, Education Code §220 and actual perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, or for inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator, or Michele Tatum, Associate Superintendent Human Resources Lincoln Unified School District; 2010 W. Swain Road, Stockton CA 95207; (209) 953-8817; [mtatum@lusd.net](mailto:mtatum@lusd.net).

### **Information About Consequences**

The administrator will use their discretion in determining the consequence for action, based on degree of severity and/or previous patterns of behavior of the student. Any student who accumulates two referrals in the same day or three referrals in 1 week may be suspended from school. Failure to report to the office with a referral may result in suspension.

### **SELF DEFENSE**

Any student who actively participates in a fight with another student will be suspended for up to five days. Any person who throws a punch, tackles another person, or in any way participates in a fight will be considered to be acting not in self-defense, but in an aggressive manner. Self-defense is defined as walking away from, avoiding, or otherwise averting any and all physical contact with other people.

### **SUSPENSION AND/OR EXPULSION**

Policy Statement - It is the policy of the Lincoln Unified School District that suspension is a last resort form of punishment and therefore should be imposed after other means of correction have failed. The exception is when the principal determines that the student's presence in school would constitute a threat to the welfare and safety of students or severely disrupts the educational process of the school. Suspension

Definition - Suspension is the removal of a pupil from ongoing instruction for adjustment purposes.

Student conduct can lead to suspension or expulsion from school. When a pupil is subject to discipline based on the education code sections below, a school administrator will use his or her discretion to address and correct a pupil's specific misbehavior.

Per the California Education Code, Sections 48900; 48900.2; 48900.3; 48900.4; and 48900.7, students may be suspended or recommended for expulsion if the student has committed one of the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance
- Unlawfully offered, arranged or negotiated to sell any controlled substance
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco or any tobacco product
- Committed an obscene act or habitual profanity
- Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
- Disrupted school activities or otherwise willfully defied valid authority
- Knowingly received stolen school or private property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault or committed sexual battery
- Harassed, threatened, or intimidated a pupil witness in order to prevent testimony or to retaliate for giving testimony
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Engaged in, or attempted to engage in, hazing
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a student or school personnel
- Sexual harassment
- Hate violence, if the student is in grades 4 through 12
- Intentionally engaged in harassment, threats, or intimidation that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting, creating substantial disorder, or invading rights
- Made terrorist threats against school officials or school property

Per the California Education Code, Sections 48915(c), there is to be an immediate suspension and a mandatory recommendation for expulsion if the student has

committed one of the following offenses, either on school grounds or at an off-campus school-sponsored event:

- Possessing, selling or furnishing a firearm – note: this does not apply to “imitation” firearms
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing sexual battery
- Possessing an explosive



### The Brookside Staff

Name	Location	Grade Level	Contact Information
Adriana Collins	301	Kindergarten	<a href="mailto:acollins@lUSD.net">acollins@lUSD.net</a>
Julie Glennon	300		<a href="mailto:jglennon@lUSD.net">jglennon@lUSD.net</a>
Debbie Helms	301		<a href="mailto:dhelms@lUSD.net">dhelms@lUSD.net</a>
Brenda Acosta	103	1 <sup>st</sup> Grade	<a href="mailto:bacosta@lUSD.net">bacosta@lUSD.net</a>
Aimee Weidner	102		<a href="mailto:aweidner@lUSD.net">aweidner@lUSD.net</a>
Marji Overgaard	101		<a href="mailto:movergaard@lUSD.net">movergaard@lUSD.net</a>
Brittany Miner	112	2 <sup>nd</sup> Grade	<a href="mailto:bminer@lUSD.net">bminer@lUSD.net</a>
Audrey Peters	110		<a href="mailto:apeters@lUSD.net">apeters@lUSD.net</a>
Bahar Torrente	111		<a href="mailto:btorrente@lUSD.net">btorrente@lUSD.net</a>
Roz Lopez	116	3 <sup>rd</sup> Grade	<a href="mailto:rlopez@lUSD.net">rlopez@lUSD.net</a>
Mary Regan	114		<a href="mailto:mregan@lUSD.net">mregan@lUSD.net</a>
Amy Tenaza	115		<a href="mailto:atenaza@lUSD.net">atenaza@lUSD.net</a>
Misa Horita	105		<a href="mailto:mhorita@lUSD.net">mhorita@lUSD.net</a>
Yvonne Dell'Aringa	506	Reading Intervention	<a href="mailto:ydelaringa@lUSD.net">ydelaringa@lUSD.net</a>
Greg Kalthof	401	4 <sup>th</sup> Grade	<a href="mailto:gkalthof@lUSD.net">gkalthof@lUSD.net</a>
Jonelle Richardson	400		<a href="mailto:jrichardson@lUSD.net">jrichardson@lUSD.net</a>
Natalie Williamson	402		<a href="mailto:nwilliamson@lUSD.net">nwilliamson@lUSD.net</a>
Ariel Barry	403	5 <sup>th</sup> Grade	<a href="mailto:abarry@lUSD.net">abarry@lUSD.net</a>
Kristen Russell	404		<a href="mailto:krussell@lUSD.net">krussell@lUSD.net</a>
Laura Setness	405		<a href="mailto:lsetness@lUSD.net">lsetness@lUSD.net</a>
Summer Costello	406	6 <sup>th</sup> Grade	<a href="mailto:scostello@lUSD.net">scostello@lUSD.net</a>
Tanya Scott	507		<a href="mailto:tscott@lUSD.net">tscott@lUSD.net</a>
Connie Costa	407		<a href="mailto:ccosta@lUSD.net">ccosta@lUSD.net</a>
Jennifer Toy	509	7/8 <sup>th</sup> Grade	<a href="mailto:jtoy@lUSD.net">jtoy@lUSD.net</a>
Terry Coburn	504		<a href="mailto:tcoburn@lUSD.net">tcoburn@lUSD.net</a>
Sarah Dias-Sprague	502		<a href="mailto:sdiassprague@lUSD.net">sdiassprague@lUSD.net</a>
Brandy Davis	505		<a href="mailto:bdavis@lUSD.net">bdavis@lUSD.net</a>
TBD	503		
Tony Sciarini	501		<a href="mailto:tsciarini@lUSD.net">tsciarini@lUSD.net</a>
Erin Height Meagan Williams	109	Resource Specialists	<a href="mailto:ehight@lUSD.net">ehight@lUSD.net</a> <a href="mailto:mewilliams@lUSD.net">mewilliams@lUSD.net</a>
Lisa Abarca	104	Language Speech and Hearing Specialist	<a href="mailto:labarca@lUSD.net">labarca@lUSD.net</a>
Nathan Davidson	602/603	Music	<a href="mailto:ndavidson@lUSD.net">ndavidson@lUSD.net</a>
Jason Ryan	602/603		<a href="mailto:jryan@lUSD.net">jryan@lUSD.net</a>
Anthony Kolafa	113		<a href="mailto:akolafa@lUSD.net">akolafa@lUSD.net</a>
Cara Dahl	602/603		<a href="mailto:cdahl@lUSD.net">cdahl@lUSD.net</a>
Alyssa Ramirez	Admin Office	School Psychologist	<a href="mailto:aramirez@lUSD.net">aramirez@lUSD.net</a>
Jenna Hellige	Admin Office	Counselor	<a href="mailto:jhellige@lUSD.net">jhellige@lUSD.net</a>
Nicole Delucchi	Admin Office	School Nurse	<a href="mailto:ndelucchi@lUSD.net">ndelucchi@lUSD.net</a>
Kristi Farrell	Library	Librarian	<a href="mailto:kfarrell@lUSD.net">kfarrell@lUSD.net</a>
Stephanie Libhart	Admin Office	Safety Officer	<a href="mailto:slibhart@lUSD.net">slibhart@lUSD.net</a>
Rodger Paul	Campus	Lead Custodian	<a href="mailto:rpaul@lUSD.net">rpaul@lUSD.net</a>
Paa Thor	Campus	Custodian	<a href="mailto:pthor@lUSD.net">pthor@lUSD.net</a>
Mike Vue	Campus	Custodian	<a href="mailto:mvue@lUSD.net">mvue@lUSD.net</a>
Maria Mills	Admin Office	Attendance Clerk	<a href="mailto:mmills@lUSD.net">mmills@lUSD.net</a>

Karen Schardt	Admin Office	Office Supervisor	kschardt@lUSD.net
Karen Ridley	Admin Office	Assistant Principal	kridley@lUSD.net
Katherine Bender	Admin Office	Principal	kbender@lUSD.net

## Bell Schedule 2018-19

### School Start and End Times

Days	Morning Kindergarten	Afternoon Kindergarten	1 <sup>st</sup> thru 6 <sup>th</sup> grade	7 <sup>th</sup> & 8 <sup>th</sup> grade
<b>Monday</b>	8:30-11:50	11:30-2:50	8:30-1:45	8:20-1:45
<b>Tuesday - Friday</b>	8:30-11:50	11:30-2:50	8:30-2:45	8:20-2:45

### Recess Times

#### Tuesday-Friday

1 <sup>st</sup> Grade	10:00-10:15	Primary Yard
2 <sup>nd</sup> Grade	10:30-10:45	Intermediate Yard
3 <sup>rd</sup> Grade	10:15-10:30	Intermediate Yard
4 <sup>th</sup> Grade	10:17-10:30	Intermediate Yard
5 <sup>th</sup> /6 <sup>th</sup> Grades	10:02-10:15	Intermediate Yard
7 <sup>th</sup> and 8 <sup>th</sup>	9:58-10:05	

#### Mondays & Conference Weeks

1 <sup>st</sup> Grade	10:00-10:10 a.m.	Primary Yard
2 <sup>nd</sup> /3 <sup>rd</sup> Grade	10:15-10:25	Intermediate Yard
4 <sup>th</sup> – 6 <sup>th</sup> Grades	10:00-10:09	Intermediate Yard
7 <sup>th</sup> and 8 <sup>th</sup>	9:51-9:59	

### Lunch Times

1 <sup>st</sup> and 2 <sup>nd</sup> Grades	11:45-12:30	11:45-12:00 in MUR
3 <sup>rd</sup> and 4 <sup>th</sup> Grades	12:00-12:45	12:00-12:15 in MUR
5 <sup>th</sup> Grade	11:30-12:15	11:30-11:45 in MUR
6 <sup>th</sup> Grade	11:30-12:15	11:30-11:45 in MUR
7 <sup>th</sup> and 8 <sup>th</sup> Grades (Monday)	12:21-12:59	12:23-12:38 in MUR
7 <sup>th</sup> and 8 <sup>th</sup> Grades	12:33-1:07	12:33-12:48 in MUR

### Rainy Day Lunch

4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grades	11:30-12:00	Teachers pick up kids in MUR at 12:00
1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> grades	12:00-12:30	Teachers pick up kids in MUR at 12:30
7 <sup>th</sup> and 8 <sup>th</sup> Grades	12:30-1:00	Students are released at @ 1:00







