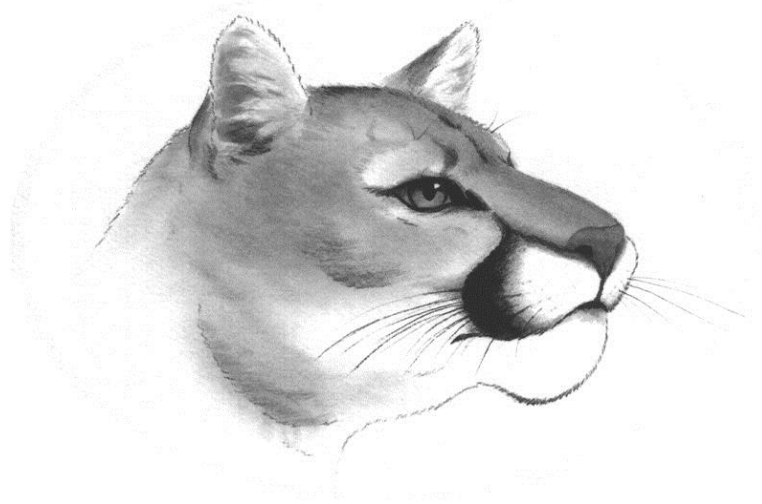


COLONIAL HEIGHTS SCHOOL

**Student/Parent Handbook
2018-2019**



**Nicole Merolla, Principal
8135 Balboa Avenue
Stockton, CA 95209
953-8783**

COLONIAL HEIGHTS SCHOOL

Dear Colonial Heights Families,

On behalf of the staff at Colonial Heights School, I am happy to welcome you to the 2018-19 school year! We are looking forward to a very meaningful and productive year together. At Colonial Heights we are committed to granting every member of our school community a safe and positive learning environment where all of our students are valued and encouraged to reach their full potential. We are dedicated to providing our students with a well-rounded education where learning is an engaging and exciting experience at every level.

In the pages ahead you will find the information you need to help us make this school year a positive and rewarding experience for your child. I encourage and invite you to become an active member of our community. On pages 17-19, you will find various opportunities to get involved and resources for helping ensure your child's success at Colonial Heights School. Whether you choose to volunteer or become a member of our PTSA, we look forward to working with you and building a long lasting partnership. Your support is vital, and we thank you for taking an active role in your child's education.

On the next page, are our school's vision, mission, and motto. Please take time to read them as they not only define our school's purpose but bring light to our beliefs and values as a school community.

I look forward to this year and in our continued commitment to the pursuit of excellence!

Sincerely,

Nicole Merolla
Principal

VISION

The vision of Colonial Heights School is to create a safe, respectful, and inclusive learning environment while promoting a community of resilient and responsible citizens.

MISSION

*We believe in acceptance and compassion.
We respect and value every student and strive to appreciate diverse life challenges with the expectation that every child reaches their full potential.*

MOTTO

"Dream and Believe, Learn and Achieve"

TEAMWORK

EDUCATORS

- Create a positive environment
- Assist students in developing thinking skills
- Encourage exploration
- Present academic materials
- Are open-minded and respectful to others
- Know each child as an individual
- Communicate clearly and work with other team members
- Are patient and understanding

STUDENTS

- Work hard at doing their best work
- Ask questions
- Are open-minded and respectful to others
- Act responsibly and follow school policies
- Get involved in school activities
- Communicate clearly with other team members.
- Are willing to take academic risks
- Are patient and understanding

PARENTS

- Support their child(ren)
- Encourage their child to do his or her best work
- Get involved in their child's schoolwork (i.e. go over homework, show an interest in special projects, attend school activities etc.)
- Are open-minded and respectful to others
- Communicate clearly with other team members
- Ask questions when information is unclear
- Show interest in their child(ren)'s school/education
- Are patient and understanding

2017-18 COLONIAL HEIGHTS STAFF

Principal	Mrs. Nicole Merolla.....	953-8871
Assistant Principal.....	Mr. Aritz Cardenas.....	953-8898
Office Supervisor	Mrs. Stacy Smith.....	952-3594
Office Clerk	Mrs. Danielle Dixon	953-8783
Counselor.....	Mrs. Andrea Gillig	953-8783
Safety Officer	Officer Allen Raikes.....	953-8783

State Preschool	Mrs. Denise Burns Mrs. Dee Vang Mrs. Gretchen Ardelean
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AM Preschool, Special Education	Mrs. Karyn Johnson
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County Program	Mrs. Rosario Mendez Mrs. Joanna Lapp Mrs. Chanthavee Rasamee
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The Learning Center Specialists	Mrs. Nikki Rodgers Ms. Genevieve Lucaccini Mrs. Lisa Robinson
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Language, Speech and Hearing Specialist	Ms. Sarah Donald
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Title I Teacher	Ms. Kadie Collette
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AM Kindergarten	Mrs. Amy Ricci
PM Kindergarten	Mrs. Christina Escobar-Walker

First Grade	Mrs. Jane Acoba
First Grade	Mrs. Karen Morelli

Second Grade	Mrs. Julie Innes
Second Grade	Ms. Chelsea Canepa

Third Grade
Third Grade
Third Grade

Mr. Peter Kaehler

Mrs. Lori Allen

Fourth Grade
Fourth Grade

Mrs. Vanessa Martinez
Mr. Nicholas Brown

Fifth Grade
Fifth Grade

Ms. Angela Gomez
Mrs. Jeanne Guillory

Sixth Grade
Sixth Grade

Mrs. Linda Oeun
Mrs. Carrie Wilson

Seventh/Eighth Grades-
Social Studies
Physical Education
Mathematics
Language Arts
Science

Mr. Kris Armknecht
Ms. Jordan Thompson
Mr. Marcos Nuno
Ms. Kiana Nelson
Mr. Kenneth Hamamoto

4th-6th Physical Education

Mr. William Scheflo

Classroom Music
Strings
Band
Choir

Mr. Nathan Davidson
Mr. Brian Schlegel

Librarian

Mrs. Lisa Blount

Lead Custodian

Mr. Elliseo Monterossa

SCHOOL CALENDAR 2018-19

Aug. 15	First Day of School
Aug. 16	Back to School Night (7 th /8 th Grades) 5:30PM
Aug. 21	Back to School Night (Kindergarten -6 th) 6:00PM
Sept. 3	Labor Day Observed (no school)
Nov. 12	Veteran's Day Observed (no school)
Nov. 19-23	Thanksgiving Holiday (no school)
Dec. 21 - Jan. 4	Winter Break (no school)
Jan. 21	Dr. Martin Luther King Day (no school)
Feb. 11	Lincoln's Day (no school)
Feb. 18	President's Day (no school)
April 15-19	Spring Break
May 27	Memorial Day Observed (no school)
May 30	Last Day of School

Daily Bell Schedule

Office Hours: 7:30am - 4:00 pm

Preschool- 6th Grade

AM Pre-School (Monday-Friday)

School Begins	8:00
Dismissal	11:00

PM Pre-School (Mon-Fri)

School Begins	12:00
Dismissal	3:00

AM SDC Pre-School (Mon-Thurs)

School Begins	8:30
Dismissal	11:30

AM Kindergarten

School Begins	8:10
Lunch	11:30-11:50
Dismissal	11:30

PM Kindergarten

School Begins	11:35
Lunch	11:10-11:30
Dismissal	2:55

Grades 1-6

	<i>Monday</i>	<i>Tuesday-Friday</i>
Warning Bell	8:05	8:05
School Begins	8:10	8:10
Recess (Grades 1-3)	9:30-9:45	9:30-9:50
Recess (Grades 4-6)	10:10-10:24	10:10-10:28
Lunch (Grades 3-4)	11:00-11:45	11:00-11:45
Lunch (Grades 1-2)	11:25-12:10	11:25-12:10
Lunch (Grades 5-6)	11:50-12:35	11:50-12:35
Dismissal	1:30	2:30

Daily Bell Schedule

7th - 8th Grade

Monday

<u>Period</u>	<u>Time</u>	<u>Duration</u>
1	8:10-8:59	49
2	9:01-9:47	46
Break	9:47-9:52	5
3	9:52-10:38	46
4	10:40-11:26	46
5	11:28-12:14	46
Lunch	12:14-12:50	36
6	12:50-1:30	40 (Advisory Period)

Tuesday-Friday

<u>Period</u>	<u>Time</u>	<u>Duration</u>
1	8:10-9:07	57
2	9:09-10:05	56
Break	10:05-10:10	5
3	10:11-11:07	56
4	11:09-12:05	56
Lunch	12:05-12:37	32
5	12:37-1:33	56
6	1:35-2:30	55 (Elective Period)

Conference Weeks

<u>Period</u>	<u>Time</u>	<u>Duration</u>
1	8:10-8:58	48
2	9:00-9:45	45
Break	9:45-9:50	5
3	9:50-10:35	45
4	10:37-11:22	45
5	11:24-12:09	45
Lunch	12:09-12:45	36
6	12:45-1:30	45 (Elective Period)

Academic Programs

Preschool

The Lincoln Unified Preschool Program has been designed to enable children to set their own goals and to work toward accomplishing these goals. We offer students opportunities within a carefully planned daily routine to work and play independently, make choices, pursue their own interests, and problem solve throughout the process. Children in the Lincoln Unified Preschool Program are assisted, guided and supported by adults who are aware of their developmental needs, and who will focus on the children's choices and decisions, strengths and areas of need.

Instructional Program:

- Project Approach Curriculum
- Fletcher's Place
- Raising A Reader
- Desired Results System
- Ages & Stages Questionnaires (developmental assessment tool)

Collaboration/Transition to Kindergarten:

- Articulation meetings with preschool and kindergarten teachers
- Transition activities (buddy reading, touring the kindergarten classroom, etc.)
- Academic Conferences- preschool special education staff and general education preschool staff meet throughout the year to case manage students on IEP's and discuss general education students who may need a Student Study Team meeting.

Parent Involvement:

- School Readiness Advisory Committee- parents, staff and community members share ideas, thoughts, and suggestions regarding preschool and before/afterschool programs.
- Parent Education meetings are held at each preschool site throughout the district. Topics include but are not limited to, Early Literacy, Healthy Choices, Positive Discipline, Parenting, Asthma awareness, Child Safety, etc.
- Parent Resource Centers are located in each preschool classroom. Parents have a variety of books to check out and use as needed.

Kindergarten

Colonial Heights School offers two half-day kindergartens, AM and PM. Common Core Standards drive the curriculum and lessons. Teachers are fully credentialed and provide a caring and safe environment for your students to learn. All students may participate in lunch in our multi-use room, and are supervised by a trained staff member.

1st - 6th Grade

1st through 6th grade curriculum is based on the Common Core standards. Our teachers use the Lincoln Unified District-adopted curriculums: *Wonders & Study Sync* for language arts and *Eureka Math* for mathematics. Classes are taught in a self-contained setting with one teacher per classroom. All students receive the required number of physical education minutes. P.E. for students in grades 4-6 is taught by a PE specialist. All students receive classroom music instruction twice a week taught by a district music specialist. Students in grades 4-6 may also participate in beginning band, strings or choir.

Kindergarten classrooms are equipped with 10 iPads per class. 1st through 6th grade classrooms are equipped with a Chrome book computer for each student. All of our classrooms are also equipped with an Apple TV component and a Smart TV.

7th - 8th Grade

Students in grades 7 and 8 follow a daily schedule of 6 periods, approximately 56 minutes long, consisting of Language Arts, Math, Social Studies, Science, Physical Education and an elective. Electives include band, choir, study skills, foreign language, computer skills, arts and crafts, student council/leadership. Electives offered vary from year to year depending on student interest and teacher background. Students have the opportunity to choose a different elective each quarter, if their grade point average (GPA) is 2.0 or higher. Students whose GPA is lower than 2.0 will be considered for the study skills elective to help them achieve the 2.0 threshold. Additionally, students who are working above grade level and qualify will be enrolled in a high school mathematics class in order to best meet their educational needs.

Each classroom is equipped with one Chrome book computer per student, an Apple TV component, a Smart TV, and a printer.

In addition to core instruction, seventh and eighth grade students have the opportunity to participate in many extra-curricular activities, which include but are not limited to spirit week, dances, community service activities, field trips and PTSA sponsored events.

K-8 Music

We are proud of our district's K-12 music program. Currently, we offer Chorus twice a week for students in grades 4-6. As well as Band and Strings for students in grades 4-8. Strings begins in 4th grade; band begins in 5th grade. Intermediate students who wish to become a part of this program will have the opportunity to sign up after an informational performance assembly by district music teachers in the fall.

K-8 Physical Education

All students in grades kindergarten through 8 receive Common Core standards-based P.E. instruction for the required number of 200 minutes every two weeks. Students in grades K-3 are taught by the classroom teacher. A physical education specialist teaches students in grades 4-6 twice a week. Students in 7th and 8th grades receive PE instruction five times a week taught by a full-time PE teacher.

8th Grade Promotional/High School Requirements

In order for 8th graders to participate in extra-curricular activities throughout the school year, and the promotion ceremony, dance and year-end activities/field trips they must:

- Earn a cumulative GPA of 2.0
- Not have any F's in the 4th quarter
- Not have any suspensions the 4th quarter and/or more than three days of suspension the previous quarter
- Attend a minimum of 4 periods on the day of promotion

Grade 9 Placement/High School Requirements

A point system will be used to determine student's eligibility to attend 9th grade at Lincoln High School. Four areas will be considered:

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

8+ points = Student is eligible to attend Lincoln High School

6-8 points = Student must attend summer school & is eligible to

attend LHS in the fall based upon successful completion of summer school program

Fewer than 5 = Student will be required to attend 9th grade at another LUSD site other than LHS

Student Resources and Support

ASES Program

The purpose of the ASES programs is:

1. To provide a safe, nurturing environment where students will learn and have fun.
2. To provide students with engaging opportunities that develop an understanding of self, their own interests, and skills that will lead them to develop a sense of individual purpose, an understanding of cultural contributions, and give meaning and direction to learning.
3. To provide a well-rounded program that promotes a healthy lifestyle through good nutrition and physical activity.
4. To provide students with a connection to the variety of programs and opportunities available in our community by developing strong relationships with community partners.
5. To provide a link between the school day programs and the after school program.

The ASES Programs operate Monday through Friday, from school dismissal time until 6:00 p.m. **every day that school is in session.** The staff, with a ratio of 1 adult for 20 students, remains with the students throughout the afternoon program.

The programs include a **nutritious snack, enrichment activities linked to core academic curriculum, active recreation, prevention/intervention activities, homework/academic tutoring assistance, and clubs.**

To enroll in an ASES Program, students must be enrolled in the school at which the program is being offered. All sites distribute pre-registration forms during priority enrollment period. Priority will be given to current families, including siblings, in the program, as well as teacher/administrator referral due to academic or high need. If families make the criteria, they will be asked to attend a **MANDATORY** registration and orientation meeting. If they do not attend this meeting they will be put on the waiting list.

The program does have some very important requirements:

- Students must attend the program everyday they are in school and are only allowed 5 unexcused absences.
- Good behavior and cooperation are required from every student in order to remain in the program.
- Parents, students, and staff must sign a Program Contract that outlines specific expectations and reasons for dismissal.

Counseling Services

Counseling is available to all students at Colonial Heights School. There is one, full time, fully credentialed counselor available who serves students individually, in small groups and as a whole class.

English Language Learner Support

Extra support for students learning English is provided daily. Students receive this support through both integrated classroom instruction as well as designated, direct instruction in English Language development at every grade level.

Focus Center

The Focus Center is designed as a place for students to work when they are unable to focus in the regular classroom, are causing disruptions for the learning of others or for in-school suspension. The Focus Center leader ensures students complete missing assignments and work being assigned while they are out of the classroom. When infractions have led to their time in the center, the staff of the Focus Center works with the students to help them address their mistakes and identify strategies that will help them avoid repeating them.

Library Media Center

The library houses a large variety of books and resource materials. Students may check out books, research and use computers. The hours are 7:45-3:15, M-F. A library aide is on duty daily to assist students and staff.

Gifted and Talented Education (GATE)

The GATE program strives to ensure that the regular classroom is structured in such a way that any student who demonstrates extraordinary talent or ability in intellectual ability, creativity, a specific academic area, leadership, and/or the visual and performing arts is given the opportunity to pursue that gift during the instructional day. The following principles and strategies provide the foundation of the program: theory of multiple intelligences, open-ended challenges that require a student to think divergently to solve a problem,

challenges that require task commitment, creativity, and a growing knowledge base, expectations that each student will work at a level commensurate with his/her ability. Students are identified as GATE in 3rd grade and can participate in the program in grades 4-8.

Language, Speech and Hearing Program

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

The Learning Center (TLC)

The resource and special day programs provide individualized, prescriptive instruction for eligible children. Eligibility is determined through the identification of a discrepancy between a student's intellectual development and academic achievement. Results of this testing is shared through the Individual Education Program (IEP) process. All decisions regarding a student's placement and participation in the program are made with the IEP team, which includes the student, the student's parents, teachers, administrator and support staff involved in the testing process.

Title I

Title I is a federally funded program to assist students who need additional support in reading. Services are provided by our Title I teacher and three bi-lingual paraprofessionals.

Involvement of Parents in the Title I Program

Colonial Heights School holds an annual meeting informing parents of the Title I requirements and their rights to be involved in the program.

- We send out flyers to identified students, write an announcement in the school newsletter, send out a recorded phone/email message, and post the agenda in the school office.
- We survey parents' needs.
- We involve parents in an ongoing, timely review, planning, and revision of the Title 1 policy and program. The Title 1 Involvement Policy and Home-School Compact are reviewed annually, along with school goals, programs, and budgets.
- We provide parents with information about the Title 1 program/services. At the meeting we explain how students are identified, the programs and services we provide.

- We inform parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.
- We develop a Home-School Compact that outlines how parents and the school staff and students share the responsibility to improve student achievement and to ensure students reach proficiency. This document is last page of this handbook. Please sign and return it to your child's teacher.

Building Capacity for Involvement:

Colonial Heights School engages Title 1 parents in meaningful ways with the school. We support a partnership among staff, parents, and the community to improve student achievement.

- We provide materials and training to help parents work with their children. Once teachers observe a need, they provide appropriate materials for parents to use with their children. Throughout the year, the district office provides training on new programs.
- Parents receive information during Back-to-School night, in August, about the curriculum, assessments, and standards students are expected to meet. Parents have the opportunity to meet with the classroom teacher one-on-one (formally twice a year) during Parent-Teacher conferences to look at their students' proficiency levels and set goals for the year.
- Parents are invited to participate in School Site Council, Parent-Teacher-Student Association (PTSA), and School Advisory Committee (SAC) to be involved in decisions related to our school.
- We train staff on the value of working with parents as partners. Ongoing district and school level in-services are offered to staff. Staff is expected to maintain open communication with parents regarding their children's social, emotional, and academic needs in the form of email, phone calls, and/or written communication.
- We integrate parent involvement with other sites and the district office. Parents are informed of programs and activities happening throughout the District via record phone/email messages and school flyers/newsletters.

Accessibility:

Colonial Heights School provides opportunities for all Title 1 parents to participate in the school, including parents of limited English proficiency, parents with disabilities, and parents of migratory students.

- We provide translators for parents and teachers to support the communication process.
- We provide childcare for various meetings and school sponsored events.

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.

Parent Resources and Support

Parents are welcome in our school. When coming to Colonial Heights School to observe throughout the school day, *please make arrangements in advance* with the teacher or the principal through the office staff. For the safety of all students, you must check in at the office and wear a visitor's badge. We appreciate your interest and participation in your child's program.

Volunteering

Parents provide valuable services to the children at Colonial Heights School, and are greatly welcomed. Volunteers need to fill out the Volunteer Information Packet, and may be required to be fingerprinted through our security office. A Volunteer Information Packet is available upon request from the school office.

Back-To-School Night

Back-To-School Night is a wonderful opportunity for parents to meet teachers and ask questions, and is also for teachers to explain grade level expectations and curriculum. Your attendance is imperative as it sends a clear message to your child that his/her education is a very important priority to you and your family.

Newsletter

Once a month, your child will bring home the Colonial Heights Newsletter. Please read it as you will be kept up-to-date about important school programs, events and educational issues.

PTSA

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

Meetings are held once a month and are open to all. Even if you don't have time to attend meetings, we hope to have you join PTSA. Your membership contribution alone will help tremendously.

School Site Council (SSC)

SSC is an elected group of school staff and parents charged with the responsibility of developing, monitoring and funding the Single Plan for Student Achievement. This plan outlines school goals, funding sources, and the manner in which student achievement is measured. The Colonial Heights SSC is made up of 5 parents, 3 teachers, 1 classified employee and 1 administrator. Each group elects their own representatives to a two-year term. Information about elections is shared through our school newsletter. Parents interested in serving on our SSC are invited to nominate themselves or others by contacting the school office.

Reporting of Student Progress

Colonial Heights School reports student progress to parents through report cards sent home twice per year (semesters) in grades K through 6 and through parent-teacher conferences. For Grades 7 and 8, students will be given a report card FOUR times (quarterly) during the school year. Parents, teachers, and students will conference twice per school year. However, a conference may also be scheduled on an as-needed basis.

Aeries

Aeries is our on-line attendance, discipline and grading system. Parents of 7th and 8th graders may view their child's current grades, homework assignments and attendance on Aeries at any time. Our office staff will provide you the information and password you need to log-in to your child's records. We encourage you to check Aeries often.

Rights of Parents to Inspect Student School Records

Parents have the right to inspect all their child's school records. Each student has a cumulative folder in the school office. It contains all the basic information regarding attendance, subjects taken, grades, credits, test results, health records, special programs, etc. To inspect these records, confer with the principal or designee at the school. Students who have received assistance from special programs may have supplemental records in addition to the school record. To inspect these records, see the administrator in charge of that special program.

SCHOOL PRACTICES AND POLICIES

Absences/Tardies

All absences must be reported accurately to the state by the school. **Please contact the office at 953-8783 within 48 hours**, or send in a note upon your child's return to school with the date(s) and reason for the absence. You may leave a message at this number even when the office is closed.

Parents need to sign in their child at the office if arriving after school begins. *When arriving after a dental or doctor appointment, you must bring a doctor's note, so that the tardy can be excused.* Please try to make appointments outside of school hours whenever possible.

Excused absences include: illness, dental or medical appointments, family emergency/crisis or attending a funeral for an immediate family member. **All other absences, including family trips, are unexcused.**

Truancy

Please help your child arrive at school on time every day. Tardiness negatively impacts your child's learning, and their late entry to class disrupts the learning of other students.

If a student has an unexcused tardy (per school clocks) of more than 30 minutes 3 times in an attendance reporting period or has been absent 3 times without valid excuse, he/she is considered a truant and receives a "notification of truancy" letter.

By connecting with parents and guardians quickly, we strive to work together to identify and remove any barriers families face in getting their children to school. We understand unavoidable illnesses may sometimes keep your child at home. We also know absences can accumulate and interrupt your child's education.

Our goal is to provide the best education for your child and increase their chances for success in life. The habit of attending school every day is valuable for all children. We appreciate the opportunity to partner with parents and guardians to increase daily attendance throughout the Lincoln Unified School District.

Release During Class Hours

No student is permitted to leave the school grounds at any time during school hours without the knowledge of school personnel. If it is necessary for you or someone else to pick up your child during the school day, you must come into the office and sign the student out. Only persons listed on the child's emergency card will be allowed to sign out a child, unless the parent provides written permission for someone else, and that person has a photo identification with them to present to our office staff. Please try to keep this to a minimum since it is important for your child to be in class every day, all day. When possible, schedule appointments after school hours.

Arrival to School

For safety reasons, students should arrive on campus no earlier than 7:40 a.m.

After School

Unless students are participating in after-school activities or are detained by a teacher, they should be off the school grounds within **fifteen minutes** of the dismissal bell. This is for safety reasons as no adult supervision is provided.

Students participating in an afterschool program should go directly to the assigned room for that program.

Students riding the bus should report **directly** to the bus area when the dismissal bell rings. Bus drivers are on a tight schedule and cannot wait for students. Students who miss the bus will need to call home for a ride.

Bicycles, Skateboards, and Scooters

Students may ride their bicycles to school and park them in the bike rack area. If a student chooses to ride a bike, parents must realize that the bike area is unsupervised and that the school will not accept the responsibility for loss or damage to the bike. Bikes, skateboards, and scooters are to be walked on campus at all times. **Students must wear a helmet.**

Breakfast Program

A nutritionally balanced breakfast is served each morning beginning at 7:40AM in the multi-use room.

Breakfast is free for ALL students. Students must arrive at school no later than 10 minutes before the bell rings in order to receive breakfast before school begins.

Drop-Off and Pick-Up

- **Students may NOT be on the CH campus any earlier than 7:40 a.m.** This is for your child's safety. There is no supervision before that time. They may go into the cafeteria starting at 7:40 to eat breakfast and/or sit quietly.
- When pupils arrive at school in the morning, they are to line up and wait for entry at 7:40 a.m. In the event of rain, all K-6 pupils are to report to the multi-use room, and 7th and 8th grade students report to the library.
- It is extremely important that your child arrive to school on time.
- Students who ride the bus will be dropped off in the morning in the front of the school and enter the campus through the multi-use gate.
- After school, students will exit the campus from the front of the school.
- Bus riders, after school, will line up and exit the Paloma Street gate.

Early Dismissal

On Mondays, 1st-8th grade students are dismissed early at 1:30. Students will be dismissed at 1:30 each day during conference weeks as well. Students are released at the regular time on Monday and dismissed early on Friday.

Bus Rules

All bus riders are issued a "bus pass." Students must have the pass with them in order to ride the bus to and/or from school. Students are required to be familiar with and observe bus safety procedures. Violations of the bus safety procedures will be reported to the LUSD Transportation Department. *Continued violation of the bus service safety procedures may result in the pupil's loss of bus transportation privileges.*

RIDING THE BUS IS A PRIVILEGE.

With this in mind, pupils will adhere to the following:

- Remain in your seat at all times.
- No headphones.
- Keep all parts of your body and clothing inside the bus.
- No eating or drinking on the bus.
- Behave as you would be expected to behave inside the classroom.

Cafeteria Rules

- Wait patiently, quietly, and safely in line
- Respectfully listen and follow directions given by the Cafeteria Supervisors and Campus Monitors
- Remain seated at your designated table until excused
- Use an indoor voice
- Eat your own lunch
- Clean up after yourself

Candy and Treats

No gum or candy may be brought to school.

In order for our children to maximize learning while at school, it is important that they eat breakfast. Parents are encouraged to provide healthy food in their student's snack and/or lunch.

Snacks may **not** be eaten on the blacktop or field. We ask that students eat in designated snack areas where they can dispose of their own trash. Students who do not clean up after themselves, will lose this privilege.

If you and your child wish to bring treats for the other children in your child's class, state nutrition laws require that the treats be "store bought" and in a sealed package. Treats cannot be homemade. Treats will only be distributed the last 30 minutes of the school day.

Lunch

Lincoln Unified School District and Colonial Heights participates in the National School Lunch Program (NSLP), which provides a nutritionally well-balanced lunch every day. Students whose families qualify will receive this lunch at no cost. Applications for the free-lunch program were included in the first-day-of-school packet and are available in the school office. Students who are not eligible for this program may buy lunch at school or bring one from home. **We strongly discourage frequent dropping off of lunches as it disrupts classroom learning.**

Parents may prepay on their child's account during morning hours or online.

Rules associated with the NSLP do NOT allow food to be taken home or shared with siblings, parents, or friends. Siblings or students who do not attend CH may not be fed with school food.

Change of Address

Please notify the school office of any change in your address, telephone number, neighbor reference, or of your family health advisor. It is critical that we have a current emergency number for every child.

Closed Campus

Students may not leave the campus without permission at any time during the school day. Students will only be permitted to leave, after they're checked-out by a parent or legal caregiver.

Complaint Procedure

Any individual, agency, or organization may file a complaint with the local school district or directly to the State Department of Education. Complaints are filed in situations, which involve an alleged violation by the local school district of Federal or State law or regulation. The complaint must be in writing. Any individual, agency, or organization may also file for a due process hearing whenever there is a disagreement between parents and school district over such things as placement, assessments, goals, and objectives.

Dances

- Dances will be held on two or three occasions throughout the year for 6th, 7th & 8th grade students only.
- Students will be expected to remain at the dance until its conclusion or until a parent arrives to pick up the student. Students will be required to obtain written permission from their parents prior to the dance to attend the dance and additionally, if they are going to walk home. Students will not be allowed to leave the dance without parent written consent.
- All students are required to leave campus immediately following the dance. **Students who are not picked up within 15 minutes of the conclusion of any dance will not be permitted to attend the next dance.**
- Students need to have earned a 2.0 grade point average to attend.
- Students cannot have any out-of-school suspensions for the quarter in order to attend a dance, rally, etc.
- Dress code will be strictly enforced.

Dress Code Policy

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

Students are encouraged to dress for successful learning and attend school properly prepared for the educational process. Students shall be dressed and groomed in a manner reflecting good taste and decency.

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

The following clothing/items are NOT acceptable on campus:

- Sexually suggestive clothing
- Extremely brief/excessively tight
- Low-cut clothing exposing breasts, bra or bra strap
- Strapless garments
- Off the shoulder garments
- Clothing exposing the midriff
- Muscle shirts, undershirts, or shirts with spaghetti-straps
- Clothing that exposes the buttocks, or which does not cover undergarments (raising both arms should not expose any part of the midriff/stomach area; when seated, back/buttocks should not be exposed)
- Clothing that is altered to identify students with gangs
- Bandanas of any size or colors
- Pajamas, blankets and/or lounge clothing
- Clothing that advocates or advertises any type of alcohol, drugs, acts which are illegal, obscene, or hazardous to one's health
- Frayed/cut/torn clothing and/or jeans with holes above one's fingertips
- Skirts, dresses, and shorts must be long enough to reach mid-thigh
- Articles of clothing may not display inappropriate phrasing
- Belts must be the correct waist size with no belt length hanging
- Flip-flops, cleats of any kind, and slippers are not permitted. (Shoes must have a back strap.)
- Shoes designed to be laced must be worn laced and tied
- Apparel related to gangs or groups such as: gloves, bandanas, shoestrings, wristbands, belts, jewelry, or hats.
- Jewelry that is deemed as disruptive or hazardous by staff.
- Hats or head coverings, including hoods are not to be worn inside.

Violations of the CH dress code will be dealt with as reasonably as possible.

- In cases where the article may be turned inside-out to meet the requirements of the dress code, the student shall be required to do so for the remainder of the day. Repeat offenders will be required to call home for a change of clothing, and/or assigned detention, Focus Center and up to suspension.
- In cases where it is not appropriate for an article of clothing to be turned inside out, the school will attempt to loan the student an article of clothing for the day. If the school is not able to provide substitute clothing then a phone call will be made to the parent/guardian requesting delivery of appropriate clothes.
- Items that disrupt the educational process will be confiscated as inappropriate and will only be returned to the parent/guardian.
- If a student's clothing is not of an appropriate size and the student is unable to effectively correct the situation, the staff may, at its choice, provide a non-destructive means to resize the clothing. This may involve, but is not limited to, the use of safety pins, cable ties, string, or tape to resize the article of clothing.

Electronics/Cell Phone Policy

All cell phones must be turned off and kept in a student's backpack. They must not be visible. Students may not use their cell phones once inside the school gates. Electronic items such as handheld video games, iPod's, mp3 players, etc. are not to be brought to school for any reason.

If any of these items are brought to school or the student uses a cell phone during school for any reason the following consequences will be imposed:

- Phone or electronic item will be confiscated from the student
- Phone or electronic item will be returned **only to the parent/guardian of the student**
- Students who repeatedly disregard this expectation will be expected to leave their phone in the office during the day.

Colonial Heights School is **not** responsible for lost, stolen, or broken electronic items or cell phones. The school will not pay for items that are lost, stolen, or misplaced by staff members after confiscation. Colonial Heights School will not investigate stolen cell phones. *The phone's security is the sole responsibility of the student.*

Evening School Events

Students are not allowed at evening events without a parent in attendance.

Field Trips

For the safety of our students, all parents chaperoning, attending and/or driving for a field trip must have their fingerprints on file with the LUSD's Human Resource Office prior to going on any trip. Field trips requiring transportation will most often involve district-provided bus transportation. Students must have a signed permission slip from their parent or guardian before being allowed to participate.

Injuries, Illness, Medications at School

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

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

No medication may be given to your child during school hours without a completed "Authorization for Medication to be Taken During School Hours" form on file in our office. These forms were included in the first-day-of-school packet or may be picked up in the office and must be completed by your child's physician. Medications are kept in the school office and administered by office staff only.

Internet Use

Students will regularly access the Internet as part of their learning process via computers in the classroom and the library. However, before this can happen, parents and students must review and sign the "Internet Ethics and Acceptable Use Agreement." These forms were included in the first-day-of-school packet and are also available in the school office. Any student violating this agreement will lose the privilege of access to the network for a length of time determined by the teacher and/or administrator.

Library

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

Lost and Found

The lost and found bin is located in the multi-use room. Parents are strongly encouraged to write their child's name on lunch pails, backpacks, and clothing, especially sweatshirts, sweaters, and jackets. Unclaimed items will be donated to charity periodically throughout the year.

Office Hours

The office is open from 7:30 a.m. - 4:00 p.m. The message phone for important messages and absence reports during non-school hours is 953-8783.

Playground/Recess

Recess is a really important time for students to take a break, get a drink, go to the bathroom, get some fresh air, and have fun. It can also be a time when many students make less than perfect behavior choices. The Colonial Heights School staff is very committed to holding all children accountable for their behavior towards one another. We teach and reinforce skills to help children solve conflicts in an appropriate manner. In the event we need to contact you about something that took place during recess, we will look to you for your help in reinforcing, at home, what we teach at school.

Restrooms

- Students are to use only designated restrooms for their grade levels, unless specifically directed by a staff member to use an alternative restroom.
- Students are expected to use the restrooms in a responsible manner.
- Students are expected to keep the restrooms clean and free of litter and unsanitary conditions.
- Students are expected to use the restroom before school and during recesses.

Telephone/Messages

The school phone is for business purposes ONLY. Students will be permitted to use the office phone only in the event of illness, injury, or as requested by a teacher. Students may not use the phone to make nonessential calls such as after-school arrangements with friends.

In an effort to reduce classroom interruptions that interfere with teaching and learning, messages to children of a non-emergency nature will be written down and placed in the teacher's box or emailed to the teacher. There is no guarantee that the teacher will check his/her box or email prior to the end of the day. Please make all non-emergency plans with your child prior to the start of the day.

Forgotten lunches, instruments, etc., can be left in the office, and the child will be notified in a timely manner without disrupting his/her class.

Upon arriving at school all students must turn off and store their smart phones and electronic devices and they must remain off the entire day. Putting them on silent instead of off is not permitted. Any communication that a student needs to make with home or home with the student, needs to go through the office.

Toys/Personal Items

No toys may be brought to school. This includes all toys, electronic games, audio equipment, and any items not necessary for classroom learning. Please be sure your child understands this. You can help by monitoring what is in your child's backpack as you check their homework each night. The only items they should carry are those that they need for learning such as homework folders, papers, pens and pencils.

EXPECTATIONS FOR STUDENT BEHAVIOR

While these expectations are not intended to be exclusive, they illustrate the types of behavior that are appropriate and necessary in a wholesome school climate. These expectations apply to all students. It is important that parents review these expectations with their children, so that all will have a clear understanding of the rules and consequences. Being unformed of the rules, i.e. "I didn't know," is not an unacceptable excuse for misbehavior.

A Restorative Approach to Discipline

In the following pages you will find information about our school rules and 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 us 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 student will be better prepared for success when they graduate from our schools.

Respect Others

Fair play and courtesy to others is encouraged throughout the school. All persons at Colonial Heights have the following rights:

- Right to learn
- Right to be safe and feel safe
- Right to be respected as a person
- Right to be treated with kindness and courtesy

Respect Yourself

In order to respect yourself and be the best student you can be you must:

- Be in class on time

- Be prepared for class with appropriate materials
- Participate in class activities
- Follow classroom procedures
- Complete assignments, including homework
- Be in school every day unless ill
- Dress and groom appropriately according to dress code

Respect Your Environment

It is very important that we respect our learning environment by:

- Keeping the campus clean and free from litter
- Keeping the shrubs, trees, flowers as landscaped
- Keeping the bathrooms clean
- Keeping the walls of our campus free from writing, or carvings
- Keeping all equipment, tables, chairs, desks, and books free from being defaced or damaged
- Reporting adults without a pass to a staff member
- Using school property only when permission is given

Glossary

- **Asking for Help**

An act of seeking help from an adult to help one's self avoid getting into trouble. Asking for help may sound like, "I am so mad at that student, I'm afraid I might hit him and get myself in trouble. Can you help me?"

- **Breaking Up or Preventing a Fight**

Seeking help from the nearest adult; encouraging the student to walk away; surrounding a friend and moving him/her away from the argument

- **Bullying**

Bullying is "typically an attempt to get power over another individual and tends to be repeated over and over. It occurs in four main ways: physical bullying, verbal bullying, relational bullying and cyber bullying." (*No Bully*, 2010)

Students should report bullying to their teachers, our counselor, our security officer, the principal or to any staff member. If bullying persists and is not stopped via regular strategies, a Solutions Team will be organized by a staff member trained in the process. This process is designed to address the problem

with the students who are having trouble and a few other students who are able to support those having difficulty.

- **Defending One's Self**

Putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; walking away

- **Reporting a Problem**

An act of seeking help from an adult to solve a problem before someone gets hurt or does something that may get them into trouble. Reporting a problem may sound like, "Teacher, those students are really mad at each other and are talking about fighting. I don't want them to get in trouble."

- **Snitching**

An act of "telling on" someone for the sole purpose of getting that person in trouble.

Academic Integrity Policy

Academic integrity is highly valued and any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual/group assignment or a final grade is not permitted. The following is a list of forms of cheating, plagiarism, and other forms of dishonesty:

- Giving or getting improper assistance on an assignment meant to be individual work
- Plagiarizing or copying part or all of another person's work and submitting it as your own
- Copying answers found online
- Having/using a cheat sheet
- Altering a graded assignment and resubmitting it for a higher grade
- Failing to properly cite paraphrased materials with in-text citations and work cited page
- Having/using notes, formulas, or other information on an electronic device when not given permission
- Having/using a communication device to send/receive information when not given permission
- Gaining or providing access to unauthorized materials
- Using the services of another student or a company to complete assignments or projects

Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device, even if it is not used, is an act of academic dishonesty and will be dealt with as such.

Students who violate the Academic Integrity Policy will receive discipline which may result in a failing grade on an assignment and suspension from school.

Philosophy of Consequence

The staff and administrators of Colonial Heights are committed to working with each student as an individual. Expectations for behavior must be imposed consistently for all students by all staff, yet the selection of consequences must be made according to that which the individual students need to help correct the behavior.

Consequences may be include:

- Teacher conference with the student
- Administrator conference with the student
- Phone call to parents for reinforcement of the expectations at home
- Conference with student, teacher, parent
- Conference with student, teacher, parent and principal/assistant principal
- Classroom suspension by teacher
- Removal from play
- Campus cleanup
- Removal from playground for time-out in the office
- Lunch detention
- In-school detention or suspension may be imposed in the event that a student's misbehavior is habitual, physically aggressive or violent.

Unacceptable Behaviors

- Acts of racial prejudice or use of racial or sexual slurs
- Any act which interferes with another student's learning activities
- Assault/battery
- Chewing gum
- Bullying
- Defiance of authority
- Participating in a fight
- Video taping or recording a fight/conflict instead of getting help to stop it
- Watching a fight/conflict instead of getting help to stop the fight
- Extortion-intimidation or threatening others
- Fighting
- Gambling

- Horseplay- slugging, punching, shoving, kicking, slapping, pushing, or tripping others
- Involvement in any gang-related activities
- Leaving the school campus without the permission of school authorities
- Lighting of any fires or possession of matches/lighters
- Possession of electronic devices on campus, i.e. ipod's, mp3 players, video game devices, etc.
- Possession of laser pointers
- Possession or use of firecrackers or other explosives
- Possession or use of weapons, i.e. knives, guns, or use of an object for the purpose of injuring or intimidating another person
- Possession, sale, or use of alcohol, tobacco product(s), illegal drugs or any smoking device including vape pens, and/or other paraphernalia
- Profanity
- Refusing to or falsely identifying yourself
- Setting false fire alarms
- Sexual harassment
- Spitting
- Spreading rumors and/or teasing
- Stealing
- Throwing or shooting objects (including food or liquid) to cause harm, nuisance, or damage
- Use of cell phones during school hours for any reason
- Vandalism
- Verbal abuse

What to Do to Avoid a Fight

- Let the principal and/or assistant principal know if you are feeling unsafe, threatened or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important the problem be addressed quickly.
- Avoid listening to and spreading gossip. The only thing that comes from gossip is hurt feelings and anger. Adopt the attitude, "If I did not hear it with my own ears, it is not worth being hurt or angry about it.
- Don't confront another student when angry. The other person may react defensively, unsure of what you might do. Ask for help from a teacher or staff member. If you are not able to forget about or ignore what the other student is doing that makes angry.

- Ask to speak with the counselor. She can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner

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, or harassing, and cause the campus to be an intimidating, hostile or offensive environment for another student will be disciplined according to District Policies and/or CA Education Code 48900(p).

Video Taping/Photography/Recording

Any use of a video/audio recording device on campus before/during/after school during school activities, without the explicit permission from a teacher or administrator, is strictly prohibited and may result in a 1-5 day suspension. Use of a phone to record people without their consent violates school rules and may be illegal.

Sexual Harassment

For the purpose of student discipline, sexual harassment is defined as unwelcome and/or offensive sexual behavior. It includes visual, verbal, or physical behaviors that make a student feel uncomfortable. Incidences of sexual harassment will be taken seriously and handled according to district policy and may result in suspension or even expulsion depending on the student's previous discipline record and the severity of the offense.

Suspension/Expulsion

As stated in California Education Code 48900, a student may be suspended from school or recommended for expulsion when the superintendent or the principal determines that the student has committed any of the offenses listed below as (a) through (o) and (r) plus § 48900.2, .3, .4 at, going to, or leaving from any school activity on or off campus.

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of such an object, the student has obtained written permission from a certificated school employee;
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division

10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.

- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in §261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in §243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

§48900.2

In addition to the reasons specified in §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in §212.5. For the purpose of this chapter, the conduct described in §212.5 must be considered by a reasonable person of the same gender as the victim to be

sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive environment. *This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive.*

§48900.3

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

§48900.4

In addition to the reasons specified in §48900 and §48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has 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 reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

In addition, beginning May 1 of each school year, students who display behavior that warrants suspension, the administration reserves the right to assign days of suspension beginning with the last day of school and working backwards into the year. Thus, a student could potentially miss the end of the year parties, events, etc.

Nondiscrimination and Educational Equity

It is the policy of the Lincoln Unified School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age, or mental or physical disability in the educational programs or activities in which it operates. *Lincoln Unified School District Board Policy #2429.*

Colonial Heights School
Title 1 School-level
Parent Involvement Policy

Involvement of Parents in the Title 1 Program:

Colonial Heights School holds an annual meeting to inform parents of the Title 1 students of the Title 1 requirements and their rights to be involved in the Title 1 program.

- Inform parents of Title 1 programs.
- Provide parents with information about Title 1 services at parent conferences.
- Inform parents with an explanation of the curriculum, assessments and proficiency levels students are expected to meet.
- Provide parents of Title 1 students with opportunities to discuss and make decisions relating to education of their children.
- Provide opportunities on how parent can help students achieve the goal of attending higher educational opportunities.
- Provide an after-school program for students for enrichment programs and physical exercise.

Home-School Compact:

Colonial Heights School has jointly developed a Home-School Compact and will distribute it to parents of Title 1 students. The compact outlines how parents, the school staff and the students share the responsibility to improve student achievement and to ensure students reach proficiency.

- Highly Qualified teachers are in each classroom at Colonial Heights School providing highly qualified instruction
- Reading with students at home and providing a quiet place to study
- ParentLink phone messages are sent home regularly in Spanish and English
- Bi-lingual news letters are sent home once month
- Two conferences a year are scheduled to inform parents of students' progress
- Parents are always welcome to volunteer to help in our classrooms
- Parent surveys are sent twice a year to better serve our Title 1 families

Accessibility:

- Colonial Heights Provides full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students, including, to the extent practicable, providing materials and

required school reports in a format and language for parents to understand.

Parents and families of Title 1 families are always welcome and invited to partner with Colonial Heights School staff and students.

- PTSA-Parent Teacher Student Association
- English Language Advisory Committee (ELAC)
- School Site Council (SSC)
- Back to School Night

Colonial Heights Home-School Compact

Please read carefully, sign and return to your teacher.

Colonial Heights will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Principal Pledge:

As Principal, my role is to create a welcoming, supportive, effective, and positive learning environment at our school. I will carry out the following responsibilities to the best of my ability:

- Ensure a safe and orderly learning environment
- Talk with parents and students about the school's mission and goals
- Support the partnership between parent, student, and staff
- Encourage parents to be involved in decisions that affect their child's education

Principal Signature/Date

Teacher Pledge:

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of ability:

- Provide motivating, high-quality instruction, and interesting learning experiences in my classroom that address CA content standards
- Explain my goals, expectations, and grading system to students and parents
- Strive to address the individual needs of each student
- Communicate regularly with parents regarding each student's progress by holding parent-teacher conferences twice a year, sending home report cards, and meeting with parents as needed through phone calls and scheduled consultations
- Provide opportunities for parents to volunteer, observe, and participate in the classroom. I will send home notices for volunteer opportunities throughout the year, and parents can also contact me to set up times they would like to participate and observe

Teacher Signature/Date

Student Pledge:

I realize that my education is important to me. I know that I am the person responsible for my own success and that I must work hard to achieve that success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Work as hard as I can on my school assignments and return completed homework on time
- Ask my teacher for help when I don't understand something
- Follow Colonial Heights "Expectation for Student Behavior" and be responsible for my own actions
- Limit my TV watching and other electronic device usage and read books instead
- Arrive to class on time, be prepared to learn, and have all the necessary materials

Student Signature/Date

Parent Pledge:

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will carry out the following responsibilities to the best of my ability:

- Provide a quiet study time at home and encourage good study habits
- Know how my child is progressing by attending conferences and school events, looking at schoolwork, talking to the teacher, and being involved with the school
- Participate in decisions that affect my child education
- Limit my child's TV viewing and other electronic device usage and encourage him/her to spend time reading everyday
- Send my child to school each day on time, prepared with all the necessary materials, well rested, well nourished, and properly dressed
- I have read the attached Title 1 Parent Involvement Policy

Parent Signature/Date

