



Linscott Charter School

Home of the Sea Otters

Family-Student Handbook

2023-2024

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Linscott Charter School Mission Statement

Linscott Charter School is a K-8 parent participation school, collaboratively governed by parents and staff. Dedicated teachers and supportive families provide individualized, active, hands-on learning that fosters each child's academic success, encouraging excellence. Students become self-motivated, critical thinkers, demonstrating creativity and confidence. Our focus on community, in and out of the classroom, allows students to gain social and environmental awareness.

Ways to Be Involved in Your Child's Education at Linscott

As a parent participation school, Linscott relies heavily on our partnership with families. We develop deep relationships with our families and students that span decades. We believe that our high-quality education is achieved through this collaboration between school and home. When families show an interest in and dedication to their child's school, children are more committed to their education and in turn, learn better.

Below are a few ways that you can be involved here at Linscott. We look forward to seeing you on campus!

- Help support students in the classroom
- Help support students at recess or lunch
- Chaperone field trips
- Help support our Enrichment teachers (PE, Music)
- Teach an exploratory (elective) to our 6-8th graders
- Take home projects for your child's classroom
- Help garden or weed on campus
- Help out on campus beautification days



In the following pages, you will find Linscott's policies and procedures. These expectations help keep our campus safe and welcoming for all. Please contact the Administrative Director with any questions or concerns.

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Linscott Community Curriculum (LCC)

In addition to the academic curriculum, Linscott has a character curriculum that is taught through the attitudes and actions students witness from the adults around them. Our LCC is modeled by adults in the school environment to support and motivate student learning and personal development and is based on assumptions about how humans best learn and respond to the world around them.

Linscott community members model...

- Respectfulness: Treating others as you would like to be treated
- Responsibility: Being accountable for your actions and choices
- Responsiveness: Reacting positively to help others
- Resourcefulness: Finding solutions for self and community

Linscott community members agree to...

- support the learning community so that the highest level of learning can take place for self and others
- act in a safe manner and to help others to do the same
- respect self, others and the school community at all times



Along with the positive feedback provided for sound decision making, the LCC has a behavior management component which requires students to reflect on choices they make that negatively impact themselves and/or their community. These “log-ins” provide reminders for our community’s expectations. Natural consequences begin at the 4th log-in and become progressively more significant if the log-ins continue.

After the 12th login in a single month, students are required to serve a Reflective Friday which involves staying at school on a Friday until 2:30 with Mark Damiani to reflect on the behavior(s) that are causing issues and develop a plan to change.

Each month, students begin with a new login sheet and a new opportunity at making positive decisions.

There are, of course, some behavior choices that are so serious they require more than just a log-in. For example, threats of physical violence, actual violence, weapons on school grounds, leaving campus, harassment of any kind, etc., are all grounds for suspension and possible expulsion.

Independent Study

Every day that a student misses school for a trip or vacation without doing Independent Study, they fall behind their peers and the school loses money. For 2021-2022, we **lost over \$200,000** in school funding due to absences. Of this amount, about \$50,000 is due to trips and unexcused absences. This money could be used to pay for much needed school programs to support our students. Please plan vacations to fall during our school breaks as much as possible. We understand that there may be times during the year that your child may not be able to attend school for various reasons other than illness. We expect our students to participate in Independent Study during these situations so that they stay academically on pace with their peers.

Independent study is initiated in the office. As soon as you are aware that your child will be missing school, please contact the office - the sooner the better. Andrea will contact the teacher for work and materials. Your child will also be offered Independent Study if they are isolating due to COVID-19.



For more information, please see Linscott Independent Study Policy on the Linscott Website at:

 [Linscott Charter School Independent Study Policy - as of 8_2_22.pdf](#)

Cell Phone Use at Linscott

Linscott recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. However, to keep the focus on our students developing academically as well as acquiring the necessary skills for face-to-face interaction with peers and adults, we feel it's imperative to reduce the unnecessary distractions that our students are facing. To help preserve our classroom environments and allow our students to focus on learning, **students may not use their cell phone at school unless instructed to by a staff member.** Cell phones that are brought to school are to be kept in the student's backpack at all times. Cell phones that are seen between the hours of 8:30-3:00 will be confiscated and stored in the Principal's office for the day. If a phone has to be confiscated and sent to the office more than once, the phone will only be released to the student's parent. Please do not text your student during the day. The office is prepared to field important messages to students on your behalf.

Harassment & Bullying Policy

Linscott Charter School is committed to providing programs, activities and a school environment that are free from discrimination based upon gender, sexual orientation, ethnic group identification, race, national origin, religion, color, age, marital status, and mental or physical disability, physical size or characteristics. Members of the school community are expected to treat each other with dignity and mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and potentially damage self-esteem.

Shared Definitions

- **Harassment** means verbal, visual or physical conduct based on an individual's actual or perceived sex, sexual orientation, ethnic group identification, race, national origin, age, marital status, religion, color, or mental or physical disability, physical size or characteristics and which has the purpose or effect of substantially interfering with a person's 'at school' performance or otherwise creating an intimidating, hostile or offensive school environment.



- **Bullying** is defined as any severe or pervasive physical, verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students.
 - **Bullying is intentional:** Bullying behavior targets one or more students with actions that are made to intentionally harm.
 - **Bullying involves an imbalance of power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
 - **Bullying is repetitive:** Bullying behaviors happen more than once or have the potential to happen more than once.

For more information, please see Linscott Policy #2300 on Harassment and Bullying on the Linscott Website at: [Linscott Policies and State Reporting](#)

Guidelines for Appropriate Dress

Students at Linscott are expected to dress in a manner that is appropriate for a learning environment. The following guidelines are presented to assist students and parents in making responsible, respectful and responsive choices.

- No clothing with inappropriate logos – no advertising for alcohol, drugs, discriminatory/offensive messages, etc.
- Skirts and shorts must reach the tips of the fingers when arms are held straight along the wearer's side.
- Pants must cover underwear. Boys "jersey-style" sleeveless shirts must have a sleeved shirt underneath.
- The midriff section must be covered. Shirts, tops, etc. must touch the waistband of the pants or skirts.
- Tank tops should have straps at least two fingers in width.
- Shoes should be a reasonable height. No overly high heels or platforms. No flip flops or Uggs in PE
- Hoods may be worn outside, but are not allowed in the classroom.



- Skirts may not be worn to PE unless they have shorts (built-in or otherwise) underneath
- Due to safety concerns, shoes with “built-in wheels” are not to be worn during school hours.

Civility Policy

Members of the Linscott Charter School community will treat each other and members of the public with respect and expect the same in turn. This policy promotes mutual respect, civility, and orderly conduct among school employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free work place for our students and staff. In the interest of presenting employees as positive role models to the children of this school, as well as the community, the Linscott Charter School encourages positive communication, and discourages volatile, hostile or aggressive actions. The school seeks public cooperation with this endeavor.

For more information, please see the Linscott Civility Policy on the Linscott Website at: [Linscott Policies and State Reporting](#)

Uniform Complaint Policy

You may contact the school office to obtain a copy of Linscott’s complaint procedures. The complaint procedures can be use for a variety of issues including discrimination, harassment, employee issues, school safety issues, etc. There are specific processes and timelines for different types of complaint issues and privacy will be respected in all complaint investigations.

For more information, please see the Linscott Uniform Complaint Policy on the Linscott Website.

Statewide Testing Notification

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families



and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

Emergency Preparedness

At Linscott we believe our MOST important responsibility is to keep your children safe when they are at school, and we take that responsibility seriously. We have procedures in place and posted in classrooms that outline our emergency plans in the event of fire, earthquake, flood, lockdown, and toxic spills. These procedures are reviewed, practiced and prepared for regularly.

FIRE

Everyone quickly and quietly evacuates the buildings to their designated spot and staff communicates via walkie talkie to account for all students, staff, volunteers, and visitors.

EARTHQUAKE

Everyone is to "duck and cover" under the nearest desk or table until movement stops and it is safe to move around. When the teacher determines it is safe, everyone evacuates following the fire procedure.

FLOOD

Linscott Charter School is considered to be in the flood zone of the Salsipuedes Creek. In the event of a flood due to water level of the creek or a levee break, an evacuation may be ordered.

Planned evacuations may allow enough time for parents to be contacted to pick up their students at school before the evacuation goes into effect. Those students not picked up by the time an evacuation is activated will be relocated to a place determined by the Red Cross and signs will be left behind directing parents to that relocation center.

Emergency evacuations, ones with less than ½ hour in which to relocate, will not allow time for parents to be notified in advance. Students will be evacuated to a site determined by the Red Cross,



and after everyone is safely moved, every effort will be to notify all parents of the location. Local Emergency Services Representatives will be able to direct parents to the correct relocation site.

SHELTER-IN-PLACE/LOCKDOWN

In the event of a medical emergency or police activity in the area, Linscott may be placed on a Shelter-in-Place or Lockdown. ***ALL*** students, staff, volunteers, and visitors are to quickly move to the closest building and follow the directions posted in each building. Please DO NOT tie up cell phone service or classroom phone lines trying to get information. We have only 2 lines into the school and need those available to get information from law enforcement. Lockdowns may last for extended periods of time and are only lifted when law enforcement feels it is safe for students to be outside.

If you volunteer at school when students are present, your student's teacher will review expectations with you. It is extremely important that, if you are on campus during a drill or a real emergency, you follow the procedures just like we ask students to do, for example evacuating buildings during a fire drill or sheltering in the nearest classroom during a lockdown. In a drill, you are helping model the appropriate behavior for students. In a real emergency, staff will be depending on parents who are volunteering to help keep students safe and calm.

If an emergency occurs when your student is at school and you are not, please follow the directions of law enforcement and emergency personnel who are dealing with the situation. School staff will be focused on keeping your children safe and, while we understand the need for parents to know what is happening, we cannot stop our supervision of your children to answer phone calls, text messages, etc.