

**ABRAHAM LINCOLN HIGH SCHOOL
4341 VICTORIA AVENUE
RIVERSIDE, CALIFORNIA 92507
(951) 788-7371**



2022-2023 Student/Parent Handbook

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WELCOME FROM THE PRINCIPAL

Welcome to Lincoln High School--Home of the Panthers! We are looking forward to assisting you with your educational goals. Whether it be catching up on credits and returning to your home school or staying here at Lincoln and earning your high school diploma. We believe your experience will be positive and rewarding. Our classes are structured to meet individual needs. We provide a 21st Century teaching and learning experience for students who want a second chance or simply a smaller learning environment. Our administrative team and overall staff provide a caring atmosphere balanced with rigorous expectations and outstanding results in preparing students for college and careers. Our dedication coupled with your determination will get you to graduation. We are glad that you are a part of the Panther family!

ABRAHAM LINCOLN HIGH SCHOOL'S GOALS

1. To assist each student in developing a self-concept and healthy recognition of self-worth;
2. To assist each student in setting both academic and career goals;
3. To provide each student with the best possible preparation to achieve their academic and career goals;
4. To provide individualized instruction to enable each student to realize goals commensurate with his/her abilities;
5. To instill in each student an understanding and appreciation of our cultural, moral, and spiritual heritage;
6. To provide the opportunity, when possible, for students to return to the regular school program.

**ABRAHAM LINCOLN HIGH SCHOOL**

Schoolwide Learner Outcomes

In addition to achieving mastery of grade-level and/or content area standards, every student will become...

1. An effective communicator who... <ul style="list-style-type: none">· Responds to the topic· Develops ideas with support.· Attends to the needs of audience.· Demonstrates proficiency with multiple communication strategies.	2. A skilled problem solver who... <ul style="list-style-type: none">· Restates a given situation· Explains possible choices and consequences· Develops the ability to think logically and abstractly with language, numbers, and symbols.	3. A proficient technology user who... <ul style="list-style-type: none">· Manages data efficiently· Interacts with various print and digital resources.· Manipulates print and digital media to communicate ideas.· Effectively and appropriately integrates text, graphics and information sources.	4. An engaged community member who... <ul style="list-style-type: none">· Understands the importance of being an active member of a larger community.· Volunteers time and energy to causes in the community.· Seeks appropriate mentors.· Makes relevant connections to continued learning opportunities.
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ABRAHAM LINCOLN HIGH SCHOOL

Bell Schedule 2022 - 2023

Monday, Tuesday, Thursday, Friday

1st Period	8:30-9:22	52 Minutes
2nd Period	9:26-10:18	52 Minutes
Break	10:18-10:31	13 Minutes
3rd Period	10:35-11:27	52 Minutes
4th Period	11:31-12:23	52 Minutes
Lunch	12:23-12:58	35 Minutes
5th Period	1:02-1:54	52 Minutes
6th Period	1:58-2:50	52 Minutes

Early Release Wednesday

1st Period	8:30-9:12	42 Minutes
2nd Period	9:16-9:58	42 Minutes
Break	10:58-10:11	13 Minutes
3rd Period	10:15-10:57	42 Minutes
4th Period	11:01-11:43	42 Minutes
Lunch	11:43-12:18	35 Minutes
5th Period	12:22- 1:04	42 Minutes
6th Period	1:08-1:50	42 Minutes

CAREER CENTER

The Career Center is open to all students. They will have the opportunity to explore job and career options. Students are given instructions on how to apply for a job and fill out an application. Aptitude and interest tests are also provided. Information on jobs is available periodically.

COMMUNITY SERVICE

Students may volunteer at a **nonprofit organization** or a **place that has been pre-approved by the Guidance Office staff** to earn credits. The supervisor must keep a time card and complete an evaluation form.

Seventy-five (75) HOURS EQUALS FIVE (5) credits. The maximum is ten (10) credits per semester with a maximum of 40 credits.

RETURN TO COMPREHENSIVE HIGH SCHOOL

Students desiring to return to the comprehensive high school may make application for enrollment at the end of each semester. Re-admission to the comprehensive high school will be based upon the following:

1. Satisfactory attendance.
2. The student's attitude.
3. Satisfactory academic progress. Student must attain the appropriate grade level credits.

CLOSED CAMPUS POLICY

Students leaving campus without permission will face progressive disciplinary action. Students who have early dismissal may not return to campus until the end of the regular school day. **Students must remain on campus for lunch period.** No lunch passes will be issued. Students are **NOT allowed to have FOOD, FLOWER or BALLOON deliveries made to school.** **DELIVERIES WILL BE TURNED AWAY.**



DISCIPLINE

The steps followed by Lincoln staff when discipline issues occur are listed below. Lincoln's discipline plan includes but is NOT limited to the following:

Discipline Protocol

1. Teachers will review classroom expectations with students
2. Teachers will provide student with verbal warnings
3. Teacher will initiate the "refocus" procedure and contact parent
4. Referral to Campus Manager and contact parent

Smoking

Smoking is not allowed on Lincoln's campus, within view of the campus or at any Riverside Unified School District property. Vapor or electronic cigarettes are not allowed on campus.

PROHIBITED/RESTRICTED ITEMS

Electronic devices, including but not be limited to radios, MP3 player, i.e. IPOD, CD players, headsets, cameras, pepper spray, laser beams, any type of game machine or chains worn anywhere on the person or attached to a wallet are not to be visible or activated during the school day (8:00 AM- 1:35 PM) with the exception of your scheduled lunch time.

Use of **Cellular telephones** during class time is prohibited and may result in disciplinary action.

SKATEBOARDS and **SCOOTERS** should be secured in the proper location immediately upon arriving on school grounds. Skateboards and/or scooters are not to be ridden on campus at any time nor should they be in your possession.

TARDIES

Should a consistent pattern of tardiness develop, a reduction in class periods, assignment to SSR, and/or parent conference may result. Students are considered absent if they arrive more than 20 minutes late to their first period class.

PASSES

Passes are required of students who are out of class for any reason during class time.

CYBER-BULLYING (Cell Phone Video Taping/Recording)

School officials have a responsibility to ensure the school is a welcoming place for all students. Bullying through electronic means, is a form of aggression that can cause fear, shame, or worse and interferes with another student's right to receive an education and is prohibited. In addition, if you use a cell phone to capture a video/recording of your teacher or another student(s) and post it on You Tube etc. you could face disciplinary action.

ANTI-BULLYING

The Board of Education prohibits bullying at any location, whether on or off campus that affects students or school activity under the jurisdiction of the school district. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

The Board of Education expects students and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying should be promptly investigated. If the complainant or the parent feels that appropriate resolution of the investigation or complain has not been reached, the student or the parent of the student should contact the Principal or the Direct of Pupil Services. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying at any time or through any method including direct physical contact or in-direct contact through media such as the Internet or cellular telephone text messages.

Definitions:

1. General Definitions

Bullying occurs when one or more students threaten, harass, or intimidate another student

through words, or actions including:

- Direct physical contact such as hitting or shoving
- Verbal assaults such as teasing or name-calling
- Socially isolating or manipulating a student
- Writing/posting threats or harassment on the Internet or through cellular telephone text messages.

These incidents will be acted upon when they occur:

- on the school grounds at any time
 - en route to and from school or a school-sponsored activity
 - during the lunch period whether on or off campus; or
 - during, or while going to or coming from, a school-sponsored activity
- Or at any time that affects enrolled in the schools of this District.

INTENTIONAL HARASSMENT

Intentional harassment is defined as threats or intimidation directed against students or a group of students that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that student or group of students.

Students are subject to suspension and/or expulsion for harassment when other means of correction have failed to bring about proper conduct or if the student's presence causes a continuing danger to physical safety or threatens to disrupt the educational process.

HATE VIOLENCE

Hate violence is defined as any act punishable under California statutes that interfere with the exercise of an individual's civil rights, defacing or damaging personal property, or felonies against persons because of the victim's race, color, religion, nationality, or ancestry. (Penal Code Sections 442.6, 442.7, and 442.7.75) Students are subject to suspension and/or expulsion for hate violence when other means of correction have failed to bring about proper conduct or if the student's presence causes a continuing danger to physical safety or threatens to disrupt the educational process.

Canine Detection

This campus is routinely inspected by detection canines for prohibited items in order to provide you with a safe learning environment.

THIS IS A DRUG, TOBACCO AND WEAPON FREE CAMPUS

CLASSROOM RULES

The instructor's classroom rules must be respected and followed. Students must come to class prepared with pencil, pen and paper and ready to learn. Absolutely no phone use in the classroom! In the event of an emergency, permission must be granted by a teacher or administrator to use the phone in the office.

PARKING

Students who drive to school must park on 13th street. Students who do not exhibit safe and careful driving practices will not be allowed to drive to school. Please drive carefully. Students are not to be in the parking lot except to arrive and to leave. No students are to be in the parking lot during class hours.

VISITING OTHER HIGH SCHOOLS

Lincoln students must not visit another high school campus nor loiter in the vicinity. If you have legitimate business at another campus, go directly to the office for permission to transact it, and leave at once. If you fail to comply with this direction you can/will be suspended up to five (5) days.

END OF SCHOOL DAY

Students that have ended their school day are to leave the campus and go directly home or work. If a student is waiting for a ride he or she may wait in the quad area. Students may not loiter around the school. Students that do loiter will be subjected to discipline meaning possible suspension.

Parents are expected to pick up their student by 3:00 PM or make arrangements for their student(s) transportation home. All students are expected to be off campus by 3:00 PM.

LEAVING CAMPUS WITHOUT PERMISSION

LINCOLN HIGH SCHOOL IS A CLOSED CAMPUS. This means that Lincoln students **ARE NOT TO LEAVE THE CAMPUS** during the time they are scheduled to be at school. Students who do have a reason to leave campus must sign out and obtain a pass from the Attendance Office authorizing them to leave. Students under the age of 18 must have parental/guardian permission to be dismissed early. Failure to comply with this closed campus policy will be considered defiance of school authority, and such students will be subject to disciplinary action including reduction of class load and suspension. **VISITORS ARE NOT ALLOWED.**

OFF LIMIT AREAS FOR LINCOLN STUDENTS

Students allowed in quad area during lunch only. There are a number of areas on or in the vicinity of the Lincoln campus where students are **not** allowed during school hours. In the past serious problems have developed in these areas. Therefore, in an effort to **ensure the safety and well-being of all Lincoln students**, the following locations have been declared **OFF LIMITS** and any student will be subject to disciplinary action and possible suspension if observed in these areas without school supervision:

1. Lincoln Park located on the corner of Park Avenue and 13th Street.
2. The Gas Station on 14th Street and the alley that intersects 14th.
3. The alley adjacent to the store on 13th and Victoria.
4. The baseball field, portable area, Infant Center (unless your child is enrolled).
5. All areas along 14th Street behind the gym, woodshed, and custodial room.
6. The corner of Victoria and 13th Street during school hours.
7. The area in and around **cars, trucks, vans, and trees on 13th Street**, as well as, parking lot during class.
8. Absolutely no loitering in the neighborhood adjacent to the school grounds. Please wait inside of the campus for transportation home

13TH AND 14TH STREET GATES

14th street gate will be closed daily at 7:35 AM and 13th street gate will be closed at 8:05 AM. Any guests wishing to come on campus must park outside and enter through the gate on Victoria Ave.

COMPULSORY ATTENDANCE REQUIREMENTS

All youth in the State of California are required to attend school a minimum of three (3) hours a day unless, they have graduated from high school or have reached the age of 18. The only exceptions are if a student:

1. Has been suspended,
2. Has been exempted,
3. Has been expelled by the Board of Education,
4. Has passed the CHSPE and has parental consent to leave school or,
5. Is working full-time. (A student working full time must attend six class periods per week)

If the student's attendance is not satisfactory, home contacts will be made with parents.

Parents are asked to call the school Attendance Office, (951) 788-7371 ext. 67243, when their student is out of school.

Students who must be absent for non-ill reasons are expected to make up the periods missed within the same week.

It is essential for students and parents alike to understand that the program at Lincoln represents a very special educational opportunity. Lincoln can accommodate only a limited number of students at a time; therefore, it is imperative that each student demonstrates an ability to adjust to and benefit from this program. In order for a Lincoln student to benefit, he/she must accumulate 20 productive class hours per week. **When a student has persistently demonstrated an inability to adjust to and benefit from this program, he/she is in defiance of reasonable school authority and will be subject to reduction in class load, suspension and possible expulsion.**

If desired, parents are welcome to call the Attendance Office daily to confirm their child's attendance at (951) 788-7371, ext. 67243.

COMPULSORY ATTENDANCE LAW

Students need to be in school every day to receive the best possible education. Absenteeism is very costly, causes long-term problems for students, schools and our community. California Compulsory Attendance Law requires every person between the ages of 6 and 18 years of age to attend school full time every day, unless the student has been legally exempted or has graduated from high school.

In addition, California's Attendance Law requires parents/guardians to verify all students' absences by either a note or telephone call to the school **within 5 days of the student's return to school**. This verification shall include:

1. The student's full name;
1. The date(s) of absence;
2. The specific reason for the absence;
3. The name and relationship of the person providing the information;
4. The date when the verification was made.

It is very important that parents/guardians understand that the reason provided for the absence either orally or in a written note, only provides the reason for the absence and that this information does not in and of itself excuse the absence. Only authorized district personnel determine if an absence shall be considered to be excused or unexcused. If a student is absent for any of the following reasons, school personnel may determine the absence to be excused:

- Illness or injury to the student (**Not to exceed 10 days per school year** without a physician's note per RUSD Administrative Regulation 511). **Any excess of 10 absences or more in the school year without verification by a physician's note or authorized school personnel will be considered unexcused absences.**
- Medical, dental, optometric, or chiropractic appointments for the student verified by a doctor's note or authorized designee.
- Attendance at a funeral for a member of the student's immediate family.
- Evidence of head lice. (Re-examination by a school nurse or authorized school personnel **within 24 hours after the date indicated on the Health Treatment Agreement form required for lice**. Any absences after failing to follow this procedure will be considered unexcused.

PARENT ENGAGEMENT POLICY

Title I, Part A School-Level Parent and Family Engagement Policy This policy describes the means of carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c). Abraham Lincoln High School has developed a written Title I, Part A parental involvement policy with input from Title I parents. The school site annually involves parents in the joint development and agreement of the policy, which is reviewed as part of Single Plan for Student Achievement (SPSA) and through site advisory groups, i.e., School Site Council (SSC), English Learner Advisory Committee (ELAC), Parent Teacher Organization (PTA) when in program improvement status. The policy is updated periodically to meet the changing needs of parents and the school. The policy will be provided in the informational materials that are distributed to parents at the beginning of the year.

Involvement of Parents in the Title I

Program To involve parents in the Title I program at Abraham Lincoln High School the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I during the first SSC meeting of each school year.
- A flexible number of meetings will be held at varying times based on parent needs. These meetings include at minimum 5 ELAC meetings as well as 5 SSC meetings.
- The parents are given time and are involved in reviewing and providing needs for the school at each of the SSC meetings that are held as well as at ELAC and PTA meetings.
- All updates and information regarding Title I is provided to parents in a timely manner through SSC, ELAC, and or PTA meetings.
- Parents are provided with an explanation of the curriculum and student progress at parent-teacher conferences, Back to School Night, and through data reporting from state and local assessments that are given throughout the year.

Parents have to opportunity to request regular meetings with teachers and administrators through informal request, 504 meetings, back to school, SSC, ELAC and PTA

Title I, Part A School-Parent Compact

The Abraham Lincoln High School, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

Schools will provide support in targeted areas as identified by formative and summative assessments such as CAASPP Math and ELA, District Benchmark Assessments, and/or based on teacher input. Utilize district support staff to implement engaging instructional strategies. Provide highly quality teachers and instructional aides to deliver instruction and Response to Intervention (RTI) strategies.

Parents will provide a quiet place for their child to study nightly, ensure homework is complete, frequently monitor their child's progress by reviewing progress reports from classroom teachers, attend parent meetings such as Back to School Night, ELAC, and School Site Council.

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- (A) parent-teacher conferences at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;
- (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

- A) Parent teacher conferences are available upon request at any time during the year.
- B) Progress reports and final grades are sent out quarterly for each students. Grades are also available every day through the Aeries portal.
- C) Staff is available through phone and email daily, parents can also be added to teachers google classroom to receive communication.
- D) School provides a translator for use each day that is available to each teacher.

This Compact was established by Abraham Lincoln High School on 4/21/22, and will be in effect for the period of 8/8/22-5/23/23. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: 8/31/22.