

**Stratford Elementary School STUDENT HANDBOOK  
2022-2023**

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## SECTION #1 SITE & DISTRICT INFORMATION

### PRINCIPAL WELCOME

Welcome to a new school year!

The schools in Central Union strive to bring the District vision of providing a world-class quality education to all of our students so that every child has the opportunity to excel to his or her highest potential. This is achieved through creating meaningful relationships with parents and students, constructing relevant and engaging learning, and providing a safe atmosphere. Each student will be treated as an individual, given the tools to be a lifelong learner, and taught to function as a member of a group and as a productive member of society. Our success in this mission will build lifelong, confident learners, who have the tools necessary for success in a changing world.

You are partners with us in achieving this goal, and we thank you for your support of your child's education.

Part of encouraging this partnership is our goal to keep our public informed regarding general District information, programs, achievements, along with the needs of the schools and District. The District utilizes a variety of communication methods in order to provide the public with adequate access to information. This may include, but is not limited to; District and school newsletters, mailings, the District web site ([www.central.k12.ca.us](http://www.central.k12.ca.us)), direct email communications, recorded telephone messages for parent/guardian information, electronic surveys, school accountability report cards, community forums and public events, notices sent home with students, and press releases.

Safety is also an important item for school and parent/guardian communication. Central Union Elementary School District serves approximately 1800 students from K through 8th grade. Central Union Elementary School District is and continues to be proactive in making the schools safe. As one might imagine, on occasion there is a need for assistance from medical staff including ambulances, law enforcement support, and Fire Department assistance when it is believed that an incident necessitates an investigation and/or assistance. The circumstances, of course, deal with students and staff and as a result are confidential in nature. Individuals, who need to be notified, are contacted as soon as possible.

On the rare occasion that there is a general risk to the students or staff of the Central Union School District, an appropriate form of communication is sent out. However, it is not the day-to-day District practice to notify parents and all staff of situations, which may involve law enforcement, fire protection or medical assistance was needed on a school campus.

As parents, you play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help the school staff respond effectively during an emergency.

1. Be prepared for early dismissals.

In some emergencies, such as in an earthquake, school officials will deem it prudent to send students home early. Your child's school will contact you if there will be an early dismissal. Please make sure you provide your school office with up-to-date contact information so that we can easily reach you if there is an early dismissal.

2. If no early dismissal, please do not pick up children at school or during an area emergency.

If you do not learn about an early dismissal, but learn of a school or an area emergency, please do not rush to school to pick up your child/children. Traffic will block any needed emergency vehicles, and your presence in the school building during (say an evacuation) may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of all students is paramount to us, and we will reunite students and parents as soon as possible.

3. Get information from local media in emergency.

In an emergency, stay tuned to KVPT Channel 18, Cable Channel 8, or Radio KMJ AM580 or KVPR FM 89.3 for current information, including how parents will be safely reunited with their children. For information on advance planning before an emergency, contact the local emergency-planning agency at Kings County Office of Emergency Services 559-584-1411.

The District and Site administrators and staff have a great working relationship with our community partners and go the extra mile to make sure that students and staff are safe and feel welcome at school. Following these simple guidelines will ensure the quality of this connection.

Please feel free to contact your school site should you have any questions or concerns.

## **SITE INFORMATION**

<http://stratford.central.k12.ca.us/>

## **SITE VISION & MISSION STATEMENTS**

SCHOOL VISION:

IN ORDER TO DEVELOP A DESIRE FOR LIFELONG LEARNING:

STUDENTS AND STAFF WILL EXPERIENCE A POSITIVE ENVIRONMENT

School-wide and classroom recognition possible for all students.  
Provide a clean, safe and well-maintained environment.  
Students feel welcomed every day.  
All students have the opportunity to be involved in school-wide activities.  
Staff will use positive reinforcement.

STUDENTS AND STAFF WILL DEVELOP A SENSE OF PERSONAL CONNECTEDNESS TO THE SCHOOL

Develop school spirit: Rallies & Assemblies  
Student recognition: Morning announcements, Trimester Awards, Student of the Month  
Parent and community involvement: Volunteering in the classroom, donations of goods and services, and cooperative adult centered fundraising.

STUDENTS AND STAFF WILL DEVELOP A SENSE OF RESPONSIBILITY TO OURSELVES AND OTHERS

Upper grade students mentor primary students: Cross-age tutoring, Peer helpers, Reading buddies.  
Students prepared for the learning day: Regular attendance, prepared and prompt to class.  
Respect for property and rights of others: responsibility for your actions.  
Respect for students' right to learn and teachers' right to teach.  
Maintain student and community pride in the school.  
Sensitivity for the feelings and emotions of others. All students have the right to be accepted by peers and adults.

STUDENTS AND STAFF WILL DEVELOP STANDARDS OF ACADEMIC EXCELLENCE AND PERSONAL BEHAVIOR NECESSARY FOR IMMEDIATE AND FUTURE SUCCESS

High expectations for students and staff, every child, every day, every way, learn.  
Academic and behavioral goal setting for students and staff.  
School-wide Positive Behavior Interventions and Supports (PBIS).  
Incorporate the latest learning, technological tools and theories.  
Students partake in interventions.

The Schools in Central Union strive to bring the District vision of providing a world-class quality education to all of our students so that every child has the opportunity to excel to his or her highest potential. This is achieved through creating meaningful relationships with parents and students, constructing relevant and engaging learning, and providing a safe atmosphere. Each student will be treated as an individual, given the tools to be a lifelong learner, and taught to function as a member of a group and as a productive member of society. Our success in this mission will build lifelong, confident learners, who have the tools necessary for success in a changing world.

Our schools are doing wonderful things in Central Union Elementary School District. Our students routinely surpass expectations because of the efforts of our teachers and those who support them. It is often said that 'the children are our future', while this is a wonderful motivating quote, I'd like to offer a little different spin on this quote, to demonstrate what we believe at Central Union. The change goes like this ... 'We are the future for our children'. It is through this concept that the power of education is realized.

With the recognition that our role in a child’s development is paramount, and by embracing the highest commitment of every teacher, secretary, custodian, instructional aide, administrator, and support staff member, we can positively impact the future of your child. By taking this belief and combining it with the partnership of parents, guardians, family members, and the community, we can build that bright future for our students to make sure that every student is able to excel to their highest potential.

Central Union School District has the following targets for student success and achievement.

Ensuring students are prepared for 21st Century Learning and beyond through fully implementing CA Common Core Standards and the integration of technology throughout instruction

Providing all students with equitable access to core program activities, highly qualified staff, and having safe and well-maintained schools

Meeting the needs of English Learners to acquire English Proficiency and academic proficiency

Addressing the social-emotional/behavioral needs of our students leading to improved attendance, and reduced incidents of suspensions and bullying

Education is no doubt one of the most important aspects of a child’s life, and we are so honored to play a role in your child’s development. If you have a concern please contact your child’s teacher or school administrator. With better listening and more understanding we can meet in the middle and walk this important journey together.

### **Central Union School District BOARD & ADMINISTRATION**

Board President	Steven Salefske
Board Clerk	Dale Davidson
Board Member	Jeffrey Gilcrease
Board Member	Ceil Howe, III
Board Member	Vacant
District Superintendent	Thomas Addington
Assistant Superintendent, Educational Services	Davinder Sidhu
Chief Business Official	Teresa Santamaria

### **Central Union School District SARC INFORMATION**

#### **SARC Information**

Each Site's SARC can be found on the District website. A hard copy will be made available upon request at each school Site.

**DISTRICT CALENDAR**



**Central Union School District**

15783 18th Avenue, Lemoore CA 93245  
 Phone - 559.924.3405 [www.central.k12.ca.us](http://www.central.k12.ca.us)

**2022-23 School Calendar**

- August 8: First Work day (Teachers)
- Aug 10: **FIRST DAY OF SCHOOL (Students)**
- Sept 5: Labor Day
- Oct 10: Columbus Day
- Oct 31: **NO SCHOOL** (Teacher PD work day)
- Nov 11: Veteran's Day
- Nov 21-25: Thanksgiving Break
- Dec 19 - Jan 6: Winter Break
- Jan 16: M.L. King Day
- Feb 20: President's Day
- Apr 3 - Apr 10: Spring Break
- May 29: Memorial Day
- June 2: Last Day of School

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
31																					30	31					

  

November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				

  

March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

Regular Day
Minimum Day
Holiday - No School
Teacher Work Day - No school for students

Screenshot

[http://www.central.k12.ca.us/UserFiles/Servers/Server\\_4550549/File/ForStaff/Calendars/2018-19SchoolCalendar.pdf](http://www.central.k12.ca.us/UserFiles/Servers/Server_4550549/File/ForStaff/Calendars/2018-19SchoolCalendar.pdf)

**SECTION #2 ATTENDANCE INFORMATION**

## **ATTENDANCE INFORMATION**

### **ATTENDANCE:**

The objective of Stratford Elementary School is to establish an educational environment that will assist all students to learn in a variety of classroom situations and to prepare them for entrance into the workforce. In order to do this, children must attend school daily and be on time.

A vital part of the educational process is the student's interaction with the teacher and his/her peers. Tardiness is a disruption to the teacher and other students when class is in session. Furthermore, the late student misses critical instruction and directions at the beginning of class that may impact their success.

It has been determined that regular school attendance is related to a student's successful academic achievement.

We do not recommend that a child come to school if ill or if they could spread illnesses to others.

Medical appointments should be made, if possible, after school hours. An excused tardy may be granted for illness or a doctor's visit. The student will be allowed to make up missed work.

An unexcused tardy may result in a disciplinary action. Tardy and/or Truant pupils may be assigned to Saturday School. Detention may be assigned for tardies, regardless of the number of minutes involved.

Students with excessive absences may be required to bring a doctor's note to verify all absences.

### **ATTENDANCE REMINDERS**

Verify all Absences

1. Call the office or send a Parent Square notice each day of absence and give the reason for the absence.
- or
2. Date and sign a note and send it to school when your child returns to class.

Stratford School's attendance phone number is (559) 925-2605.

When your child is absent, please send a note or Parent Square notice to school giving the reason. A student must be present some part of the day to be counted present.

It is well established that faithful and regular attendance in school is related to student progress and achievement. Missing school is not desirable but it is not recommended that a child come to school if ill or could spread illnesses to others. Doctor's appointments need to be made after school hours. Monitoring of absences is still required – when students are absent, school districts must still determine why. When your child is absent, please send a note to school giving the reason.

The California Education Code §48205 (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from,

deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(a) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(b) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(c) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(d) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

(e) Attendance at parent/guardian's service member pre-deployment, deployment and returning from deployment activities not to exceed four (4) days per school year.

If you plan to take your child out of school for five or more days, please let office personnel know ahead of time. For this pre-informed absence, an Independent Study Contract may be set up that will maintain the continuity of your child's studies and prevent monetary loss to the District. Current state requirements mandate that parents meet with the teacher or administrator ahead of time to review and sign the Independent Study Contract, which must include a minimum of four hours of work per day. Please contact the teacher at least one week in advance of the absence so the work can be organized and the contract can be prepared.

Be aware that a child is counted as present for apportionment purposes if he/she is in school for any portion of the day. This is not to say that you need/want to send a sick child to school, and then take the child home. However, if your child is absent for part of the day, and is physically well, it is better to bring the child to school for part of the day than to let him/her miss the entire day.

Saturday School may be assigned to a child to make up for absences. Please take special NOTE of this provision in the law.

The California Education Code §48260 states that any child with three unexcused absences or three tardies of more than thirty minutes in one school year is classified as a truant. Schools are required to notify parents/guardians when a student becomes truant. If a child is classified as a truant, the school may schedule an appointment with the School Attendance Review Board (SARB). SARB is a group of people (parents, educators, and employees of public agencies) who meet to explore ways to help children with attendance and/or discipline problems. SARB will make recommendations to the parents, the child, and the school. Excessive tardies involving less than thirty minutes will also be referred to SARB. If the recommendations of SARB are not followed, if absences or tardies without good reason continue, or if misbehavior continues, SARB may recommend legal action. This may consist of referring the child to the Probation Department and/or may be referred to the appropriate state/federal agencies.

Every effort will be made to assist students to acquire the very important habit of being punctual. When tardiness does occur, students must always check in at the office. Students who exhibit habitual tardiness will be referred to the School Attendance Review Board. Detention may be assigned for tardies, regardless of the number of minutes involved.

An excused tardy may be granted for illness or a doctor's visit. The student will be allowed to make up missed work. An unexcused tardy may result in a disciplinary action. Truant pupils may be assigned to Saturday School.

Our School is a California public school. Much of the income is generated by student attendance ADA (students actually at school each day). Our Schools must follow required steps in order to adhere to audit requirements. One of those steps includes notification to parents of excessive excused (activities indicated in Education Code § 48205 that would be considered excusable reason to be out of school) absences and unexcused (activities not listed as excusable from school) absences. It is realized that additional consideration/argument could be made for some additional military activities, but to the best of knowledge a document indicating this does not exist. Until there is a better solution the letters (generated via Power School) must be sent.

Possible Solutions:

\* Make sure to ask for Independent Study when possible. Independent Study can only be approved for five (5) days or more. Some penalties exist for students that have been granted Independent Study previously, but did not complete the necessary work.

\* Saturday School is an avenue to make up absences In this instance, it should not be viewed by the student as a punishment, but a means to make up absences that can not be cleared in any other way.



\* Understand the process and work within its parameters. Make sure that necessary days out of school do not exceed the number that will create issues. Do not have students out of school for other unnecessary reasons. Then, when these important events occur that necessitate that students miss school, it is not an issue to be concerned with when a “required” letter arrives.

The desired outcome is that the above information provided will be useful to those not abusing the system and attempting to follow the rules. As always your efforts are appreciated.

### Independent Study

For a planned absence or if an emergency arises, notify the office personnel. An Independent Study Contract may be set up which will help maintain the continuity of your child’s studies and prevent monetary loss to the District.

New state requirements mandate that parents/guardians meet with the teacher or administrator ahead of time to review and sign the Independent Study Contract which must include a minimum of four hours of work per day.

Please contact the teacher at least one week (7 days) in advance of the absence so the work can be organized and the contract can be prepared.

### Part of School Day

A child is counted as present if in school for any portion of the day. If your child is absent for part of the day, and is physically well, it is better to bring the child to school for part of the day than to let him/her miss the entire day.

### Saturday School

Stratford Elementary School offers Saturday School from 8:00 a.m. - 12:00 p.m. on specified dates. Saturday School attendance allows students to make-up one day of absence for each day of Saturday School. Saturday School may be assigned to a child for poor behavior or to make up for absences. Please take special note of this provision in the law.

## **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

### Local SARB Hearing

School Attendance Review Board (SARB) is a specific group (administrator, educators, nurse, and employees of public agencies) who meet to explore ways to help children with attendance and/or discipline concerns. SARB will make recommendations to the parents, the child, and the school. Parents/guardians may be asked to sign an Attendance Contract at this meeting.

### County SARB Hearing

Failure to attend the local SARB hearing will result in the case being turned over to the Kings County School Attendance Review Board (SARB) and may result in criminal prosecution by the Kings County District Attorney.

If the recommendations of the local SARB Panel are not followed, if absences or tardies, without valid excuse continue, or misbehavior continues, SARB may recommend legal action.

### Legal Action

School attendance is mandatory by law. A habitually truant student may be placed on probation, be detained, and parents/guardians may be required to pay a fine.

Legal action may consist of referring the child to either the Probation Department or Child Protective Services and/or referring parents/guardian to the District Attorney.

## **TARDINESS**

### Promotion/Retention

A child is a candidate for retention if he/she reaches nineteen (19) days of absences throughout the school year.

#### Tardiness

You may refer to the Central Union School District Student Code of Conduct Pages in this handbook.

#### School Site Plan:

1. Parent/guardian is called after 3 tardies.
2. Student conference after 3 tardies.
3. Letter mailed home after 5 tardies.
4. A Saturday School may be assigned for every 5 tardies.

#### Truancy

You may refer to the Central Union School District Student Code of Conduct Pages in this handbook.

A 'truant' is defined as "any pupil who is absent from school without a valid excuse, three full days in one school year or tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year or any combination thereof." California Education Code §48260. Schools are required to notify parents/guardians when a student becomes truant.

#### Truancy Letters

1. After three incidents in any combination of unexcused absences or very tardies, a letter will be sent to the parents/guardians.
2. After an additional unexcused absence or very tardy, a second letter will be sent to the parents/guardians. Parents/guardians will be asked to attend a conference regarding attendance issues.
3. After an additional unexcused absence or very tardy, a third letter will be sent to the parents/guardians with a notification to attend a Local School Attendance Review Board (SARB) Hearing.

## **SECTION #3 GENERAL INFORMATION**

### **ACADEMIC AWARDS AND STUDENT RECOGNITION**

Perfect attendance will be recognized for students who have no absences. When appropriate, attendance at a previous school will be considered. Saturday School attendance will make up an absence.

Various other awards are presented throughout the year for such activities as athletics, art, music, oral recitation, citizenship, Character Counts, academics, and improvement.

#### **HONOR ROLL:**

The Honor Roll is a means of giving recognition to students based on scholastic achievement. The requirements reflect the student's academic achievement and his/her effort and citizenship. The Honor Roll is computed by trimester.

To qualify, students in grades 4-8 must not receive a D or F or incomplete on their report cards. For grades 4-8 the grade point average is based on grades for reading/language arts, mathematics, science, and history/social studies. An A equals 4.0 points, a B equals 3.0 points, and a C equals 2.0 points. There are three types of honor rolls (A Honor Roll, B Honor Roll, and Principal's List).

Grades 4-8

Principal's List 4.00

A Honor Roll 3.50-3.99

B Honor Roll 3.00-3.49

### **BUS TRANSPORTATION GUIDELINES**

#### **BUS/TRANSPORTATION RULES:**

Bus transportation is a privilege, not a right. Students must adhere to several regulations, for safety reasons.

1. Students are expected to wait in an orderly manner at the bus stop. They are to refrain from interfering with passing traffic or the rights of other students.
2. Quiet talking is permitted on the bus. Bus drivers will determine the upper limits of acceptable volume of noise. Bus drivers are directed to limit the noise in a bus in order that they may thoroughly concentrate on safe driving.
3. Students are expected to recognize the fact that the bus driver is in charge of the operation of the bus and to show the driver respect.
4. Students are expected to treat the bus with respect and care and to avoid accidental or intentional defacing of the bus.
5. Eating food or drinking on the bus is not permitted.
6. No part of a passenger's body should be extended out of the bus.
7. Throwing items in and out of the bus is not allowed.
8. All passengers are expected to remain seated at all times on the bus unless given permission to do otherwise by the driver.
9. No live animals may be transported on school buses except guide dogs and signal dogs.
10. Emergency exits are to be used or involved only under the direction of the bus driver.

You should consult the Student Code of Conduct for the consequences of inappropriate bus behavior. Students can be denied the use of school buses because of inappropriate behavior.

Students must return to school in the same vehicle and with the same chaperone UNLESS the school has approved prior arrangements. Failure to abide by this procedure will result in the loss of school transportation privileges.

### **Wellness Policies on Physical Activity, and Nutrition Resolution**

[http://www.central.k12.ca.us/departments/nutrition\\_services/wellness/](http://www.central.k12.ca.us/departments/nutrition_services/wellness/)

## **CLASSROOM SNACKS AND PARTY GUIDELINES**

### CLASSROOM PARTIES:

All parties must be approved by site administration and must comply with all Board policies including those regarding Food Allergies/Special Dietary Needs (AR 5141.27). All food items brought to school must have ingredient labels in order to clear food allergy concerns. Traditionally, homerooms have no more than four parties per year (Halloween, Christmas, Valentine's Day, End-of-Year). Classroom parties should be kept simple in nature and appropriate for the grade. Responsible adults are required to make arrangements and supervise the children while preparations are being made and until the room is cleaned up after the party. Student birthday parties are not encouraged at school. Please check with your classroom teacher prior to bringing anything to school for birthday celebrations. ALL foods and beverages available to students at all District School Sites will support health curriculum and promote optimal health.

### Snacks Must Meet the Following Criteria

Calorie Limits: Snacks must contain less than or equal to 200 calories

Sugar Limits: Snacks must contain less than or equal to 35% sugar by weight

Sodium Limits: Snacks must contain less than or equal to 200mg

Fat Limits: Saturated fat must be less than or equal to 10% of calories

There must be no trans fat in the package as served

### Healthy Snack Alternatives:

- Fresh Fruit
- Veggie Sticks
- String Cheese
- Baked Chips
- Pretzels
- Graham Crackers
- Popcorn
- Applesauce
- Whole Grain Crackers
- Whole Grain Cereal Bars

### Healthy Drink Alternatives:

- Bottled water
- 100% Fruit Juice
- Low-fat Milk
- Non-fat Milk (Flavored)

### Alternative Items:

- Treat Bags w/non-food Items such as stickers, pencils, erasers, etc.

Remember, this is for the health of our students!

## **DRESS CODE GUIDELINES**

### DRESS CODE:

The Student Code of Conduct in the back of this booklet contains the dress code for all. The purpose is to define student dress and grooming requirements. A consistent dress and grooming policy is necessary in order to maintain order, provide a safe school environment and promote discipline. Dress or grooming that draws undue attention detracts from the educational process and is therefore unacceptable. School regulations prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Student violations of these regulations are termed willful disregard of the valid authority of the district. The principal or assistant principal may administer any appropriate disciplinary action up to and including suspension. Individual circumstances will always be taken into consideration.

It is the responsibility of the student, in cooperation with the parents and the school, to maintain an acceptable standard of dress.

General campus and classroom dress should be clean, neat, and worn in an orderly manner so as not to distract from or disrupt the learning climate. Shoes (appropriate to the activity) must be worn at all times on campus and during school activities.

One purpose of the schools is to maintain a proper learning environment. All clothing shall be neat and clean and acceptable in repair and appearance sufficient to be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

- \* Articles of clothing, which display gang symbols or affiliation, profanity, or products, or slogans, which promote tobacco, alcohol, drugs, or violence, are not allowed.
- \* Tank tops, spaghetti strap tops, halter-tops, bare midriffs or chests, see-through outfits, tube tops, or off-the-shoulder blouses are not allowed. All tops must fit properly, shall not be oversized, and cannot extend beyond the fingertips. All shirts with straps must measure at least 2 inches in width.
- \* Overalls must be worn with a shirt and must be fitted at the waist. Both straps of the overalls must be fastened and worn over the shoulders at all times.
- \* Dresses, jumpers, skirts, skorts, and shorts must be no more than four inches above the top of the knee, regardless of any other garment that might be worn beneath the shorts etc. Spandex and bicycling shorts are not allowed.
- \* Shoes must be worn by all students. All shoes must have a strap across the toes and around the back of the heel. No steel-toed shoes are allowed. Straps must be worn at all times.
- \* No "House shoes", or "slippers" are to be worn.
- \* All pants must be worn with the top around the wearer's waist and must be covering undergarments. The waist size of pants must be appropriate for the size of the wearer. No oversized or baggy clothing is allowed. (with student in a standing position; when material is pulled away from the knee area and measures more than 4 ½ inches, then the pants will be deemed too baggy) Clothing is to be worn as designed and as traditionally intended. All pants must have a finished hem and not touch the ground. No pajama pants.
- \* Belts may not hang down. Belts must be worn through the loops. Buckles may not be oversized or have initials on them.
- \* Hoop shaped earrings cannot exceed a diameter of 1½ inches to prevent injuries. Dangling earrings may not exceed 1 inch in length when measure from the bottom of the earlobe.
- \* Body piercing shall be limited to the ears. All other piercing shall be covered to prevent injuries.
- \* All body art shall be covered.
- \* Hats may be worn in inclement weather and for protection against the sun. Hats must be worn as they were intended to be worn. Hats must be white/grey/black in color or display only the school logo. Hats or hoods may not be worn inside.
- \* Sunglasses may be worn only during outdoor activities.
- \* If makeup is used, it should be discreet (natural look).
- \* Hair, which causes undue attention, is not acceptable (i.e. unusual design, colors, symbols, etc.)

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

(Education Code 32282)

## **ENROLLMENT OPTIONS AND STUDENT PLACEMENT GUIDELINES**

### **ADMISSION:**

California Education Code states a child shall be admitted to a kindergarten at the beginning of a school year, or at any later time in the same year if the child will have his/ her fifth birthday on or before September 1st.

Transitional Kindergarten is available for children turning five years old between September 2, 2022 and February 2, 2023 for the 2022-2023 school year.

Please call the School Site or the Central Union School District Office for more details.

If a child has not attended school before, it is mandatory to bring a birth certificate and shot record. Children need evidence that they have been protected against polio, diphtheria, pertussis, tetanus, rubella, and hepatitis B. All first grade students need evidence of a physical. If a child is transferring from another school, the school office will need transfer forms and/or a report card from the other school.

#### ASSIGNMENT OF STUDENTS TO CLASSES:

Assigning children to their teachers is an important matter certainly to us and especially to parents. Because this task may be approached in various ways at different schools, some insight into the philosophy, rationale, and procedure used may be useful to you.

First, the assignment of students to their teachers and the formation of class lists are educational decisions which are just as crucial to individual and group success as decisions concerning the selection of personnel, books and materials, instructional programs, and teaching strategies. Careful consideration and deliberate attention must be given to several important factors.

\* The composition of the classroom is important. The students must be compatible to the extent that an effective learning environment and an atmosphere of cooperation can be established. There are certain combinations of students that, in their best interests, should not be placed in the same classroom. Individual personalities, the collective personality of the group, and the social/educational dynamics of the school must be weighed. All of these factors must fit together in order to create a positive school climate and equal educational opportunity for all students.

\* Classes will be balanced in respect to size.

\* Classes will be balanced with respect to achievement levels, gender, and ethnicity. Some consideration can be given to the special needs of students with different learning needs and those Students on 504 Plans, and our English Learners.

#### DISTRICT ASSESSMENTS:

Assessment is the ongoing process of gathering evidence of what each student actually knows, understands, and can do. Comprehensive assessment approaches include a combination of formal and informal assessments— formative, interim, and summative. An effective assessment system can be used to evaluate the extent to which students are learning and thriving based on state standards and local goals.

- Formative assessment tools and processes are part of the ongoing instruction that happens regularly in class to provide teachers and students with feedback on student learning. This assessment of student progress is ongoing in each classroom and is accomplished using a variety of strategies, including class work, homework, tests, portfolios, and authentic assessments.
- Interim assessments are administered formally at a district-wide level at intervals throughout the school year. They provide information for teachers for the purposes of predicting students' ability to succeed on a summative assessment, providing data on the impact of specific programs or instructional practices, or diagnosing gaps in a student's learning.
- Summative assessments are conducted at the end of a specific time frame, often at the end of the school year. They are designed to evaluate students' performance against a defined set of content standards. The district administers all mandated summative assessments. (See Mandated Testing)

Students enrolled in special education programs in general statewide and district wide assessment programs with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. (Education Code 56385)

#### WITHDRAWAL FROM SCHOOL:

The office staff would like a week's notice prior to a student's transfer. This is necessary in order to allow time for records to be

obtained from the teacher(s), health records from the nurse, and to bring the student's cumulative records up to date.

## **ENTERING AND LEAVING CAMPUS**

### **ARRIVAL AT SCHOOL/DISMISSAL:**

Students should not arrive at school prior to 7:45 A.M. unless they arrive on the bus. Students arriving early on the bus should go to the cafeteria and eat breakfast and then go to the playground after 7:45 A.M. Once students arrive at school, they are not to leave the campus for any reason. Students arriving after the 8:00 bell must report to the office for an admit slip to class. Students returning from an absence should bring a note from their parent or guardian explaining the absence.

Parents are to be notified if a student is asked by a teacher or administrator to remain after school. Parents who wish to have a student excused early must come to the office and sign their children out. Then the student will be called from the classroom and released. This procedure is for the safety of the student. School personnel cannot be expected to recognize every parent's voice on the phone. If there is to be a change in your child's mode of transportation, you must send a note with your child. The child must bring the note to the office when arriving at school. This note will be signed and copied for the classroom teacher and the school's records. It is important for your child's safety that you to be on time when picking up your child from school.

Please make every effort to let your child know how he/she is to get home if you must make any changes in transportation or childcare on a particular day.

Students who are inter-district transfers must have arrangements made so they are not dropped off at school when the playground is not supervised and so that they do not have to remain unsupervised at the end of the school day. It is the parents' responsibility to make arrangements for the supervision of their children outside school hours.

## **FIELD TRIPS AND EXTENDED SCHOOL ACTIVITIES**

### **FIELD TRIPS:**

Parent volunteers are always welcome to assist during field trips. If you choose to participate as a parent volunteer, your child's teacher will notify you ahead of time as to your responsibilities during the outing. Advance notice is necessary for any parent who volunteers and might be with a child other than his/her own without the supervision of a school employee. The Central Union School District requires that all volunteers attend orientation training once a year. State law requires a safety clearance and/or fingerprinting. This process sometimes takes several weeks. Volunteers are not allowed to take other siblings/children on fieldtrips. All students are required to ride in the bus with their classmates to the designated event. Insurance regulations prohibit children not enrolled in Central Union School District from riding a bus to or from a school-sponsored event.

## **GRADES/PROMOTION/RETENTION PROCEDURES**

### **GRADUATION AWARDS & REQUIREMENTS:**

The following minimum requirements are necessary for a student to receive a diploma and to participate in any graduation activities.

1. Complete the prescribed course of study.
2. Pass the District's promotion/retention criteria.
3. Earned no more than a total of nine (9) discipline tickets.
4. Maintain satisfactory attendance and citizenship, which includes being present 90% of the school year (162 days out of 180). Completed Independent Study does not count as days absent. Saturday School may be used to make up absences.
5. Maintain a 1.5 GPA in cores classes for the eighth grade year.
6. Complete checkout procedures, to include but not limited to, returning all school property, paying fees, and signing appropriate forms.

To be eligible for awards at graduation a student cannot have a "N or U" in citizenship nor a "D" or "F" in classes on report card during any trimester of the 8th grade year.

Graduating with Honors

1. Grades must be at a 4.00 GPA every quarter of 8th grade year.

#### Graduation Speeches

1. The valedictorian and the salutatorian, if they choose, have the honor of giving the graduation speeches.
2. To be eligible to speak at graduation, the student cannot have an "N or U" in citizenship nor a "D" or "F" in classes and on report card during any trimester of the 8th grade year.

#### Superintendent's Award

1. Top scholar, highest GPA for the 7th and 8th grade years, leadership, positive role model, community service.

#### Principal's Award

1. Exemplifies the Six Pillars of Character Counts.
2. A top scholar, one of the highest GPAs of the 8th grade year.

#### American Legion Award

1. Service: contribution to the school
2. Honor: truthfulness, honesty
3. Citizenship: an "O or S" in each class
4. Scholarship: GPA of 3.00 or greater
5. Patriotism: honor to the United States of America
6. Leadership: show others the acceptable way of conduct.

#### Classified Employees' Award

1. Willingness to help others.
2. Good citizenship
3. Participates in classroom discussions and activities
4. Respected by teachers and peers.

#### Athlete of the Year

1. Good citizenship, leadership.
2. Participate in volleyball or football, basketball and track.
3. Athletic skills
4. Desire to improve, able to be coached.

Must be eligible to participate in athletics each quarter of the 8th grade year.

#### PROGRESS REPORTS:

Progress reports are also used for positive messages and may be sent as often as seems appropriate by the teacher.

Parents of fourth through eighth grade students can access their student's grades on a daily basis through the Internet. The school office will provide parents with directions to access their children's grades. Parents may use school computers during school hours or their local Public Library to access the Internet.

#### PROMOTION/RETENTION:

The Governing Board expects students to progress through each grade within one school year. As early as possible in the school year, employees should identify students who should be retained and who are at risk of being retained. Students shall be identified on the basis of grades and the Central Union School District's Multiple Assessments.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.



When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or his designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, summer school programs and/or the establishment of a Student Study Team.

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the District agree that the student shall continue in kindergarten for not more than one additional school year.

Students shall be identified at risk for retention on the basis of the following criteria:

1. Between Grades 2 and 3; and Grades 3 and 4

- a. Minimum competency on standards-based assessments in core areas
- b. A student must be reading on grade level or not more than a year below, or will be a candidate for retention.
- c. A student must be present 90% of the school year (162 days out of 180), or will be a candidate for retention. (Completed Independent Study does not count as days absent. Saturday school may be used to make up absences).

2. Between Grades 4 and 5; 5 and 6; 6 and 7; 7 and 8; 8 and 9

- a. Minimum competency on standards-based assessments in core areas
- b. A student must maintain a cumulative 1.5 GPA in Reading, Language, Math, Science and Social Studies for the 1st, 2nd and 3rd trimesters, or will be a candidate for retention.
- c. A student must be present 90% of the school year (162 days out of 180), or will be a candidate for retention. (Completed Independent Study does not count as days absent. Saturday School may be used to make up absences.)

3. Grade 8 Graduation Requirements

- a. Complete the prescribed course of study
- b. Pass the District's promotion/retention criteria
- c. Earned no more than a total of nine (9) discipline tickets
- d. Complete checkout procedures, to include but not limited to, returning all school property, paying fees, and signing appropriate forms

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

If the teacher's recommendation to promote is contingent on the student's participation in Summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at the time.

If a student is identified as being at risk of retention, the principal shall notify the student's parents/guardians, in writing, as soon as possible. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. A written plan will be developed.

All potential retentions will be reviewed by the site Student Success Team (SST), which will include the principal or assistant principal. Generally a student will be retained only one time during his/her elementary school years, but the child must show substantial effort toward achieving promotion requirements.

The Superintendent or designee may require a student who has been recommended for retention or has been identified as being at risk of retention to participate in a supplemental instructional program with the parent/guardian's consent. Such programs may be offered during the summer, after school, on Saturdays and/or during intersessions. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.

#### REPORT CARDS:

Report cards are sent home three times a year, grades K-8. Conferences are scheduled with all parents at the end of the first trimester.

#### 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.

CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grades 3–8 and grade 11.

What is the test format? The Smarter Balanced assessments are computer-based.

Which standards are tested? The California Common Core State Standards.

CAASPP: California Alternate Assessments (CAAs) for ELA and Math

Who takes these tests? Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments.

What is the test format? The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

Which standards are tested? The California Common Core State Standards through the Core Content Connectors.

CAASPP: California Science Test (CAST)

Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS).

CAASPP: California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

Which standards are tested? Alternate achievement standards derived from the CA NGSS.

CAASPP: California Spanish Assessment (CSA)

Who takes the test? The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

What is the test format? The CSA is computer-based.

Which standards are tested? The California Common Core State Standards en Español.

#### ELPAC

Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Initial and Summative ELPAC are computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

#### Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

Which standards are tested? Alternate achievement standards derived from the 2012 California English Language Development Standards.

#### Physical Fitness Test

Who takes the test? Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

Which standards are tested? The Healthy Fitness Zones, which are established through the FITNESSGRAM®.

## **HOMEWORK POLICY**

### HOME/SCHOOL COMMUNICATION:

Open communication between the home and the school is essential to the progress and development of the students and the effective operation of the school. The parent and the school are partners when it comes to meeting the educational needs of children. Establishing good communications is a major objective of the school and each teacher is diligent in keeping in contact with parents. Parents can keep informed about their child's school by going to the school website.

### HOMEWORK:

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the District's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. Homework assignments shall not constitute more than 20 percent of the subject matter grade.

The following chart is intended to serve as a general guideline as to appropriate time allocation that can be expected for a student to spend doing homework during a typical Monday-Thursday period, Friday and holiday evenings excluded. However, teachers may assign homework on Friday, particularly if there are long-term projects and assignments.

Grade K 20 - 60 Minutes per week  
Grades 1-2-3 100 - 120 Minutes per week  
Grades 4-5-6 120 - 180 Minutes per week  
Grades 7-8 180 - 360 Minutes per week

It should be remembered that some students work quickly and will be able to complete their homework in less time than shown in these guidelines. Other students who work more slowly may require more time to complete their work. Adjustments are to be made by the teachers according to the student's individual needs. These adjustments may be made on an informal basis, based upon the individual student's skill. The homework expectations may also be formally defined in a qualifying student's Individualized Education Plan or Section 504 Accommodation plan.

The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Students who miss schoolwork because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

### **LOST OR DAMAGED BOOKS/EQUIPMENT/PROPERTY**

#### **BOOKS/SCHOOL EQUIPMENT:**

When a student is issued a book or other supplies or equipment, uniform, instrument, etc., he/she assumes responsibility for its care. It must be returned on request in a condition similar to that when issued. If not, damage or replacement costs can be assessed. Teachers will record the code number and condition of textbooks when they are assigned. The costs of texts have risen sharply in recent years. Report cards for individual students will be held pending the clearance of unpaid moneys or the return of textbooks and/or equipment. It is required that books be covered by the end of the first week of school. An excellent and inexpensive book cover can be made from a shopping bag. Tape and glue should NEVER touch the book. Teachers will check books on a regular basis to see that they are covered.

#### **LOST AND FOUND:**

Many articles become lost or are left unclaimed during the course of a year. It helps if personal belongings are marked so your child can identify his/her articles easily. Items may be claimed by checking the lost and found boxes and/or checking with office personnel. Lost and found boxes are on each campus. You can check with your School Site for the specific location of these boxes. These boxes are for clothing. Such things as books, wallets, and jewelry should be taken to the office. Periodically, unclaimed items are given to a charitable organization.

### **MEDICAL AND EMERGENCY PROCEDURES**

#### **ADMINISTERING MEDICATION:**

California Education Code §49423 states any student who is required to take medication, during the regular school day, prescribed for him/her by a physician may be assisted by the school nurse or other designated school personnel if certain requirements are met: (1) a written statement from the physician detailing the method, amount and time schedules and (2) a written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the manner stated by the physician. Forms for this purpose are available in the school office or from a school nurse. Students are not allowed to keep any medication (including vitamins and cough drops) in their personal possession without a doctor's order on file with the school nurse.

No staff member may issue aspirin to any student under any circumstance. In the rare case where a student needs to carry medicine on his/her person, a doctor's order form is needed and verification from the school office.

#### COMMUNICABLE DISEASES/LICE:

If your child complains about a stomachache, earache, sore throat, or cold symptoms or has not been free of fever for at least twenty-four hours, keep him/her home for observation. If your child is absent because of one of the following diseases, please notify the school office: chicken pox, mumps, red measles (rubella), German measles (rubella), impetigo, pink eye, ringworm, or lice.

Any child with a temperature of 99.6° or over will be sent home from school. Parents will be contacted to pickup.

**A WORD ABOUT LICE:** Lice may bother people in all walks of life. Having head lice does not mean one is dirty. Transmission can occur quite easily from one infested individual to another. Children should be instructed not to share combs, brushes, hats, scarves, coats or sweaters. If your child is found to have been infected with lice, you will be notified and asked to pick your child up from school that day. Information will be provided on the recommended treatment procedures. Treatment consists of shampooing with a special medicated shampoo. It is recommended that all members of the family be treated. All bed linens should be washed in hot soapy water and dried in a hot dryer at least twenty minutes. Clothing, combs, and brushes should be cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. The absence for the complete treatment of head lice will be limited to one school day of an excused absence. The student will be able to return the school the next day after he/she is checked and cleared by the school nurse.

#### FIRST AID & ILLNESS:

First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the parent at once. **FOR THIS REASON, THE SCHOOL REQUIRES AN EMERGENCY CARD WITH CURRENT INFORMATION.** It is the parent's responsibility to keep the information of the Emergency Card current.

### **PARENT INVOLVEMENT AND COMMUNITY ENGAGEMENT OPPORTUNITIES**

#### PARENT NOTIFICATION:

You have the right to request information regarding the qualifications of your child's teacher. You may request information regarding:

- \* Whether the teacher has met state credential criteria for the grade level or subject they teach;
- \* Whether the teacher is teaching under emergency or other similar status;
- \* The college degree major of the teacher and any other graduate certification or degree held;
- \* Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

#### Parental Request for Information

Student Grade

Teacher

I would like the following information regarding the above teacher:

- \* Whether the teacher has met state credential criteria for the grade level or subject they teach;
- \* Whether the teacher is teaching under emergency or other similar status;
- \* The college degree major of the teacher and any other graduate certification or degree held;
- \* Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

#### PARENT RIGHTS:

It is the policy of the Central Union School District to allow parents access to any records that pertain to their children. If you wish to see any of these records, contact the principal of the school. The principal will make an appointment to review these records with you as soon as is practical. If your child has a psychological file, you may wish to contact the District psychologist at 924-3405 for detailed information about psychological files.

The school will not release your child's records to anyone without written consent except to the following:

1. School officials or teachers within the District who have a legitimate educational reason for having the records
2. County, state, or federal officials who have a legal right to see this information
3. When information is needed to protect the health and/or safety of your child or another child a school district to which your child will transfer.

#### INDIAN EDUCATION POLICY AND PROCEDURES:

The Central Union School District is responsible for providing your children with an exceptional elementary school education. The Central Union School District is required by the Federal Government to have an Indian Education Policies and Procedures (IPP) in place. The IPP plays an important role. The policy ensures that communication and input is sought from families regarding the education of our Native American students. Periodically throughout the year, we will be asking that you review the IPP's and provide the District with your input.

#### PARENT SURVEY:

Once a year, a survey is sent home to the parents of each student. This survey is used to obtain parent feedback regarding the strengths and weaknesses of the schools' programs and the extent to which the school is meeting the needs of the students and the community. The school results from this survey are useful for planning and improving the school program. The results are reviewed and discussed by the School Site Council and school staff. Recommendations for improvement are made and considered for implementation. In the past, the thoughtful responses of the parents have had an impact in helping the school maintain effective programs for the students. You are urged to respond to this survey when it is sent home.

#### PARENT VISITATIONS:

Parents are always welcome and are encouraged to visit the school. Visits should be scheduled with the teacher in advance so that suggestions for appropriate times will make the visit as productive as possible. In the interest of safety, ALL VISITORS MUST CHECK IN AT THE OFFICE UPON ARRIVAL AT SCHOOL AND PRIOR TO VISITING A CLASSROOM OR THE PLAYGROUND.

#### SCHOOL SITE COUNCIL & EL PARENT ADVISORY COMMITTEES:

Programs and basic objectives of a school must reflect the needs of the community it serves. In order to accomplish this, two conditions are necessary: (1) the school must be able to identify and interpret the needs of the community, and (2) parents must be knowledgeable about the objectives and programs of the school in order to judge whether those needs are being met.

School Site Council meets a minimum of 4 times a year to study and evaluate the various components that comprise the schools and to offer input for ways of improving those components. Voting membership on the School Site Council is evenly divided between school employees and members of the community. The basic objectives of the School Site Council are:

1. To study and become knowledgeable about the various programs and components that makes up the school.
2. To discuss the effectiveness and appropriateness of these programs and components relative to the goals of the school.
3. To aide in assessing community attitudes about the school.
4. To act as a communication liaison between the community and the school.

Stratford School believes that the programs and basic objectives of a school must reflect the needs of the community it serves. In order to accomplish this, two conditions are necessary: (1) the school must be able to identify and interpret the needs of the community, and (2) parents must be knowledgeable about the objectives and programs of the school in order to judge whether those needs are being met. At Stratford, the School Site Council (SSC) and the English Learners Advisory Committee (ELAC) meet quarterly to study and evaluate the various components that comprise our school and to offer input for ways of improving those components. The Indian Education Committee (IEC) meets monthly to offer input for ways of improving those components.

Parents who are interested in serving on the School Site Council should contact the principal. All meetings are public and non-voters may attend.

## **SAFETY POLICY AND PROCEDURES**

### **ADVERSE ENVIRONMENT CONDITIONS:**

When adverse environmental conditions such as precipitation, smoke, wind, airborne dust, or nearby defoliation/aerial spraying of crops exist at a school or worksite, the site administrator/supervisor shall take appropriate action to minimize exposure.

Individuals who have documented medical conditions which would be aggravated by such conditions should be allowed to remain indoors and/or avoid sustained rigorous activity causing an increase respiratory rate.

The decision to limit outdoor physical activity in such circumstances shall be determined by the on-duty site administrator/supervisor with the use of the San Joaquin Valley Air Pollution Control District "Daily Air Quality Forecast".

### **BEHAVIOR:**

Students are responsible for good behavior while at school. There are classroom rules and playground rules, which must be followed. Should a student choose to break the rules, he/she will be issued a behavior notice, which may be mailed home, to the parent or guardian. Within this handbook is the Student Code of Conduct, which enumerates types of infractions and consequences. Be sure to review this Conduct Code with your child. It is important that the student knows the consequences of his/her behavior.

### **BICYCLES:**

Please review safety procedures with your children concerning bicycles, skateboards, roller blades, skates, and scooters. Damage to school property often results from using these items. Once on school grounds, bicycles, skateboards and scooters are to be walked. Heelys (shoes with wheels), skates, and roller blades are not allowed on school grounds.

- \* State law requires helmets for children under the age of eighteen, when riding a bicycle, scooter, skateboard, skates or roller blades.
  - \* Students riding bicycles to school are to park and lock them at the bicycle racks as soon as they arrive at school. Bicycles that are not locked are easily stolen.
  - \* Bicycles are not to be ridden on school grounds or walkways AT ANY TIME, including after hours and on weekends.
  - \* Students are to obey all traffic laws when riding bicycles to and from school.
  - \* Students are not to go into the bicycle parking area during the day unless they have permission to ride their bicycles home for lunch.
  - \* Students below second grade are encouraged NOT to ride a bicycle to school.
  - \* Serial numbers of bicycles should be recorded in a safe place at home. The school assumes no responsibility for lost or stolen bicycles.
- Students who break these rules will not be allowed to ride bicycles to school.

### **BULLYING:**

The Central Union School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District policies and regulations.

#### CELL PHONES:

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students shall be permitted to have in their possession an electronic signaling device. All devices shall be kept out of sight and should not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. During the school day, electronic signaling devices, including but not limited to pagers, beepers, and cellular digital telephones must be turned off. Programming such devices to vibrate rather than ring does not fulfill the "off" requirements.

Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she may return it at the end of the class period or school day or choose to give to the site administrator who then will return the device to the student's parent/guardian.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

#### CLASSROOM SCHEDULES/INTERRUPTIONS:

It is important that your child arrive to school on time. The bell schedule is listed on our site webpage at [http://stratford.central.k12.ca.us/our\\_school/bell\\_schedule](http://stratford.central.k12.ca.us/our_school/bell_schedule).

All School Sites will have an adjusted day every Monday. Please see the schedule for the dismissal times.

It is an unacceptable practice to interrupt an entire classroom to make an announcement that concerns only one student. Parents are requested to plan ahead and provide a note to teachers concerning an individual student need. Office personnel are not expected to disturb classes during class time. All teachers have e-mail addresses and voicemail. Parents are encouraged to use this technology to communicate with teachers. Issues considered to be emergencies will be dealt with appropriately.

#### DISASTER DRILL/FIRE DRILL RULES:

Students are instructed on how to protect themselves with mock crisis drills such as drop and cover in the classroom. Drop drills are conducted on a scheduled basis at each school and students are not given advance notice.

Monthly fire drills are held at each school. When the fire alarm is sounded, students are to move in an orderly manner and go to the area designated by their teachers. Students are to remain outside until the all-clear signal is given. Fire inspectors will be on campus and students should never run or "horse around" during a fire drill. If a fire drill occurs while students are already out of their classrooms, students should never return to their classrooms, but should progress to where their class would normally meet.

#### DISASTER POLICY:

The staff at each School Site has developed a policy in case of a disaster within the community. In case of a disaster, students will be detained at the school until their parent or legal guardian checks them out. Students may only be released to parents or legal guardians. No exceptions.

#### EDUCATIONAL EQUITY:

##### 1. Equity in Programs and Activities



It is the District's policy to afford equal rights and opportunities to all persons who attend school and participate in courses and programs, regardless of their actual or perceived disability, gender, nationality, race or ethnicity, religion, limited proficiency in English, sexual orientation or anyone associated with a person or group with one or more of the above actual or perceived characteristics. For further information contact the school principal.

## 2. Sexual Harassment

It is the District's policy to maintain an educational environment that is free from sexual harassment. Sexual Harassment is a major offense that can result in disciplinary action to the offending employee or suspension or expulsion of the offending student in grades four through eight. For additional information contact the school principal.

## 3. Pregnant and Parenting Teens

District policy prohibits discrimination against pregnant and parenting students, regardless of their marital status. These individuals have the same rights as any other student to attend District schools and participate in programs and activities in an environment free of discrimination or harassment. For further information contact the school principal.

## 4. Disability Discrimination/Harassment

Disability Discrimination/harassment is intimidating or abusive behavior that interferes with or denies a student participation in or receipt of benefits, services or opportunities in District programs and activities. For additional information contact the school principal.

## GIFTS TO STUDENTS:

Please do not have balloons, flowers, or other gifts delivered to individual students while at school. It causes a certain amount of disruption to the educational environment, such items, if delivered, will be held in the office and given to the child at the end of the day.

## MANDATED REPORTING OF CHILD ABUSE AND NEGLECT:

In accordance with Penal Code (PC11165) and Central Union School District Board Policy (BP 5141.4) all employees of the Central Union School District are mandated to report any known or suspected child abuse and neglect instances.

## MONEY ON CAMPUS:

In assisting to maintain a safe school environment and for the safety of all children, students should limit the amount of cash that is carried to school to a reasonable amount needed for a school activity.

## PETS:

For student safety, NO DOGS or other animals are allowed on campus, unless authorized by the school administration.

## PLAYGROUND RULES:

1. Students are to line up at the playground equipment and take turns when more than one student is using the equipment.
2. Students are to report problems to the adult on duty.
3. Students are to keep hands and feet to self at all times.
4. Students playing in the sand boxes are not to throw or remove sand from the boxes.
5. Students are to return equipment to the room from which it came.
6. Students are to stop whatever activity they are involved with when the bell rings. At that time they are to walk to class or their line.
7. Upper grade students are not to be at the primary drinking fountains or in the corridors by the primary rooms. Upper grade students are not to use the primary restrooms.

8. Students are to stay out of the hallways and inner courtyards during recess except when they are en route to the restroom or if they are called to the office.
9. Students are to swing forward and back, no twisting or jumping from swings.
10. Tag is not an acceptable school game at any time.
11. Students are not to throw bark, rocks or dirt.
12. Hardballs are not allowed before school, during recess, or after school.
13. Students are to be in the correct Play Zones for their grade level and engage in the appropriate activities for each zone.

#### CHARACTER COUNTS:

Character Counts! Gives students a framework for ethical living. Children are helped in developing skills to make better choices to make everyone's life better.

TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING and CITIZENSHIP

#### SEXUAL HEALTH INSTRUCTION:

The district's educational program provides students with the knowledge and skills necessary to protect them from sexually transmitted infections and unintended pregnancy and to have healthy, positive, and safe relationships and behaviors. The district's educational program also promotes understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family. The district's sexual health instruction is governed by Education Code 51930-51939.

Annually, parents/guardians shall be notified, that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity.

All public elementary, junior high, and senior high school classes that teach sex education and discuss sexual activity shall emphasize that abstinence from sexual activity is the only certain way to prevent unintended pregnancy, sexually transmitted diseases, and acquired immune deficiency syndrome (HIV). All materials and instruction in classes that teach sexual health shall be age appropriate.

The district's sexual health instruction is outlined in Administrative Regulation 6142.1, which can be found on the District's website.

#### FEDERAL SURVEYS:

Schools are required to issue and verify completion of federal surveys. These surveys are usually sent home during October. It is mandatory that these surveys be returned properly completed. It is necessary that each student return this survey on the date requested.

#### HOMELESS CHILDREN:

The Central Union School District recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the District. The District shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way.

The District will provide transportation for a homeless student to and from a District school of origin when the student is residing within the District and the parent/guardian requests that such transportation be provided. If the student moves outside of District boundaries but continues to attend this District's school of origin, the Superintendent or designee shall consult with the Superintendent of the District in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation.

## NOTICE OF NON-DISCRIMINATION:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and Title VI of the Civil Rights Act of 1964, and California law, Education Code §200 et seq., Central Union School District will not discriminate against qualified individuals on the basis of disability, sex or gender, age, race or ethnicity, color, national origin or nationality, religion, limited proficiency in English, sexual orientation, or anyone associated with a person or group with one or more of the above actual or perceived characteristics in its services, programs, or activities. Anyone who wishes to file a complaint alleging discrimination on one of the above basis in the provision of services, programs, or activities by the District may do so by contacting:

Mrs. Elizabeth Williams- Lozano, Assistant Superintendent 15783 18th Avenue Lemoore, California 93245 559-924-3405

## SCHOOL NEWSLETTERS:

Periodically, each school site will send newsletters home with each student. These newsletters contain vital information for parent education, upcoming dates, classroom news, student honors and achievements. Please read them carefully. These newsletters are also posted on the schools' websites.

## SPECIAL EDUCATION:

The Central Union Elementary School District strives to educate each child in the least restrictive environment appropriate to each child's unique educational needs. Consistent with the Individuals with Disabilities Education Act (IDEA), the "least restrictive environment" analysis begins with placement in the regular education classroom.

When a child meets eligibility criteria under the Federal and State of California guidelines, the services are recommended based upon the individual needs of the child. The Individual Education Program (IEP) is a comprehensive program devised for each eligible student and incorporates the appropriate services available at the school site to address individual specific learning needs. For students with an Individual Education Plan (IEP), instruction continues to be based on the core curriculum of the District. The IEP team documents the appropriate modifications and/or adaptations, teaching strategies, as well as other support systems that may help the student succeed in his educational program. To this end, site administrators, general education teachers, special education teachers, a school psychologist and counselor and appropriate Kings County Office of Education personnel work collaboratively to benefit all students.

## RULES OF CONDUCT:

What follows is not the Central Union School District Student Code of Conduct, which appears within this booklet, but is a way to help students have a successful stay at our School Sites.

Our Schools maintain high standards of conduct and behavior for all students. It is believed that appropriate student conduct is essential in order to make each student's experience at school meaningful, productive, and enjoyable. The development of proper school behavior is necessary to provide an effective learning environment for all students and to accomplish the following:

1. Develop the student's ability to assume responsibility for his/her actions.
2. Develop the student's ability to make appropriate decisions regarding his/her actions based on "cause and effect" relationships.
3. Develop the student's awareness of the impact of his/her actions on the rights of others.
4. Develop the student's ability to deal with problems and/or conflicts within the framework of accepted social standards.
5. Develop the student's sense of respect for himself/herself, other people, property, and the laws governing today's society.

An Assertive Discipline Program is utilized at all school sites. Each School Site's discipline program encourages and rewards appropriate behavior with praise and motivational incentives. For those students choosing to break the rules, a negative consequence will follow.

Close cooperation between the home and the school is vital in the development of appropriate behavior patterns. Thus, it is important that all concerned parties are aware of what the rules are and why they exist. With this in mind, the following is provided for your guidance and information.

The rules governing the behavior of students and the operation of the school reflect three guiding principles: (1) the school exists as

a place to learn; (2) teachers have a right to teach and all students have a right to learn; and (3) self-discipline is the key to school discipline. Central Union School District's expectations for student conduct, therefore, boil down to common sense, good manners, and respect for one another. The following are the specific rules governing the operation of the schools. Each of these is intended to ensure the safety of the students and to promote an orderly, pleasant and effective school environment.

Students will be on time and prepared to learn.

- \* Play stops immediately when the first bell rings (or whistle is sounded)
- \* All students must check in at the office if tardy to school, if leaving during the school day, when going home for and/or coming back from lunch.
- \* Personal items, such as toys, knives, skateboards, iPods and other electronic devices etc., are not to be brought to school unless so directed or authorized by a teacher.
- \* Students are not to enter another student's desk, book bag, locker, etc.
- \* Students should not have valuables or money anywhere but on their person.
- \* Students should return all lost and found articles to the office or to the Lost and Found Box.

Students will conduct themselves in a way that will not disrupt the learning environment.

- \* Such things as gum and seeds are not allowed at school.
- \* Students are not to eat in classrooms or on the playground except during a planned activity under the direct supervision of a teacher.
- \* Students may use the office phones only with specific permission from their teachers or from office personnel.
- \* Students will play at recess in the designated play areas only. Other areas, building and corridors are OFF LIMITS during recess.
- \* On rainy or wet days, students should stay on concrete and asphalt areas.
- \* Students are not to run in corridors, on the sidewalks, or in the rooms.
- \* Students should not bounce balls in corridors or on walls of any building.

Students are to use drinking fountains and restrooms only for the purposes for which they were designed. There should be no yelling, horsing around, or congregating.

#### STUDENT CODE OF CONDUCT:

The general function of the public school is to prepare youth for positive citizenship in a democratic society. A strong academic program is essential to citizenship development, but intellectual training, which ignores moral values, is useless to either society or the individual.

Habits of correct or acceptable behavior are learned. As in all learning, growth is based upon insight and understanding.

Every effort will be made to prevent discipline problems from occurring. Teachers and administrators will be constantly alert to any unusual symptom that could develop into a serious situation. It is better to solve problems than to correct mistakes.

It is the right and privilege of every student to attend school. However, with these rights comes the responsibility to abide by and adhere to the regulations established by the California Education Code which states: "All pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the school."

A lack of follow-through on assigned work (whether homework or class work) is a motivational problem to be solved by the student, the teacher, and the parent. Care should be taken to determine the reason a student does not complete assigned work. The aim of the Central Union School District is to address the cause, not the symptom. A student with good self-discipline does complete his/her assignments. A student who does not complete his/her assignments frequently exhibits frustration and/or boredom. A student who chooses to use work time for inappropriate behavior can expect to have discipline problems.

A well-disciplined student body reflects the efforts of the entire staff. The administration can establish a conduct code consisting of rules and procedures but unless it is meaningful in purpose and understood and respected by students, parents, and teachers, it can never be effective.

#### Suspension and Expulsion

Suspension means the removal of a pupil from ongoing instruction for adjustment purposes (Education Code §48925 [a]).

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

1. Brandishing a knife as defined in Education Code 48915(g) at another person
2. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
3. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
4. Possessing an explosive as defined in 18 USC 921

#### Mandatory Recommendation for Expulsion

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

#### Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense (Education Code 48900(a))
2. A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

4. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
6. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
7. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
8. Stole or attempted to steal school property or private property (Education Code 48900(g))
9. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. (Education Code 48900(h))
10. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
11. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))
13. Knowingly received stolen school property or private property (Education Code 48900(l))
14. Possessed an imitation firearm. 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. (Education Code 48900(m))
15. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre -initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

18. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4, that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2) (grades 4-12)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students 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 school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

The Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g)
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

Infractions and Probable School Responses

The following list of infractions contains the more frequently encountered student violations, which occur in the school setting, but is not intended to be exhaustive. For each enumerated infraction, there is a list of remedial, corrective, or disciplinary actions, which shall be considered by the school, however, the school shall not automatically invoke each or all steps nor shall the school be restricted to the use of those steps enumerated. In addition to single infractions resulting in a recommendation for expulsion, a student who earns a combination of fifteen (15) tickets in a given school year will be recommended for expulsion.

The school shall also consider the attitude of the student, the corrective measure to be utilized by the parent(s) at home, the seriousness of the infraction, the number of similar violations committed by the student, the established intent of the student, and other alternatives which convey to the student and to all the students at large, that an appropriate consequence shall be implemented commensurate with the seriousness of the infraction.

#### 1. ALCOHOL, DRUGS, OTHER CONTROLLED SUB-STANCES, LOOK-ALIKE MATERIALS AND/OR DRUG PARAPHERNALIA

##### Suspected Use

- a. Evaluation by school nurse/administrator
- b. Parent contact by administrator
- c. Send home with parents
- d. Transfer to another school (with permission of receiving administrator)

##### Use or Possession

- a. Parent contact by administrator
- b. Five-day suspension
- c. Police contact
- d. Recommendation of expulsion
- e. Advise superintendent

##### Sale

- a. Parent contact by administrator
- b. Five-day suspension
- c. Police contact
- d. Recommendation of expulsion
- e. Advise superintendent

#### 2. ARSON

- a. Parent contact by administrator
- b. Five-day suspension
- c. Restitution of damages
- d. Police contact
- e. Transfer to another school (with permission of receiving administrator)
- f. Recommendation of expulsion
- g. Advise superintendent

#### 3. ASSAULT AND/OR BATTERY OF SCHOOL PERSONNEL

- a. Suspension for five days
- b. Parent contact by administrator
- c. Police contact
- d. Recommendation of expulsion
- e. Advise superintendent

#### 4. BUS CONDUCT

##### Verbal Warning

- a. Drivers shall discuss any student discipline problem with the student involved. If, in the bus driver's judgment, the incident is serious; it shall be reported to the student's school principal on a School Bus Incident Report to Parent's form.

##### First Report-Written Warning

- a. Bus Drivers will issue a notice of unsatisfactory conduct, on a School Bus Incident Report to parent's form when they feel that behavior has been serious enough to warrant the child's parent(s) being informed of the situation.

##### Second Written Report

- a. The student will lose his/her privilege of riding the bus for a period of five (5) school days. The principal or designee shall inform the parent (s) by telephone and/or letter of this suspension.

##### Third Written Report

- a. The student will lose his/her privilege of riding the bus for twenty (20) school days. The principal or designee shall inform the



parent (s) by telephone and or letter of this suspension.

#### Fourth Written Report

a. The student will lose his/her privilege of riding the bus for the remainder of the school year. The principal or designee shall inform the parent (s) by telephone and/or letter of this suspension.

Any behavior that is a serious violation of bus safety rules may result in the initiation of the bus discipline procedures beginning with the Second Written Report.

### 5. CHEATING

#### Grades K-3

##### First Offense

- a. No credit for assignment (score of zero)
- b. Student counseled
- c. Parent contact by teacher

##### Second Offense

- a. No credit for assignment (score of zero)
- b. Student counseled
- c. Parent contact by teacher
- d. Suspension/Saturday School for one to two days

##### Third Offense

- a. No credit for assignment (score of zero)
- b. Student counseled
- c. Parent contact by teacher
- d. Suspension for one to five days

#### Grades 4-8

##### First Offense

- a. No credit for assignment (score of zero)
- b. Student counseled
- c. Parent contact by teacher
- d. Detention

##### Second Offense

- a. No credit for assignment (score of zero)
- b. Student counseled
- c. Parent contact by teacher
- d. Suspension/Saturday School for one to two days

##### Third Offense

- a. No credit for assignment (score of zero)
- b. Student counseled
- c. Parent contact by teacher
- d. Suspension for one to five days
- e. School site alternative
- f. Suspension/Saturday school for one to two days

### 6. CLASSROOM/CAMPUS DISRUPTIONS OR DISTURBANCES

- a. Parent contact by teacher
- b. School site alternative
- c. Teacher suspension from class
- d. Saturday school
- e. Suspension: minor violation one day; major violation three days

### 7. CUMULATIVE TOTAL DISCIPLINE REFERRALS

#### Five Referrals

- a. Parent contact
- b. Administrative counseling
- c. Suspension for one day

#### Ten Referrals

- a. Parent contact

- b. Administrative counseling
- c. Suspension for two days
- d. Referral to a Student Study Team/SARB

Fifteen Referrals

- a. Parent contact
- b. Administrative counseling
- c. Suspension for four days
- d. Advise superintendent
- e. Recommendation for expulsion

8. DEFIANCE OF AUTHORITY/SUBORDINATION

First Offense

- a. Parent contact and conference by administrator
- b. School site alternative
- c. Saturday School for one to five days

Second Offense

- a. Suspension for three days
- b. Parent contact and conference by administrator

Third Offense

- a. Suspension for five days
- b. Parent contact and conference by administrator
- c. Recommendation for expulsion
- d. Advise the superintendent

9. DETENTION VIOLATIONS

- a. After-school or in-school detention
- b. Parent contact and conference by administrator
- c. Failure to serve detention after three successive days will result in notification by mail of the parents/guardians that their son/daughter is in willful defiance of school policy and is subject to suspension from school and/or the classroom. (California Education Code §48900 (k); §48910) Saturday School may be used in place of suspension.

10. DRESS CODE VIOLATIONS

It is the responsibility of the student, in cooperation with the parents and the school, to maintain an acceptable standard of dress.

General campus and classroom dress should be clean, neat, and worn in an orderly manner so as not to distract from or disrupt the learning climate. Shoes (appropriate to the activity) must be worn at all times on campus and during school activities.

APPAREL

One purpose of the schools is to maintain a proper learning environment. All clothing shall be neat and clean and acceptable in repair and appearance sufficient to be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times. Clothing needs to be in good condition, no ripped or holes in clothing.

Articles of clothing, which display gang symbols or affiliation, profanity, or products, or slogans, which promote tobacco, alcohol, drugs, or violence, are not allowed.

\* Tank tops, spaghetti strap tops, halter-tops, bare midriffs or chests, see-through outfits, tube tops, or off-the-shoulder blouses are not allowed. All tops must fit properly, shall not be oversized, and cannot extend beyond the fingertips. All shirts with straps must measure at least 2 inches in width.

\* Overalls must be worn with a shirt and must be fitted at the waist. Both straps of the overalls must be fastened and worn over the shoulders at all times.

\* Dresses, jumpers, skirts, skorts, and shorts must be no more than four inches above the top of the knee, regardless of any other garment that might be worn beneath the shorts etc. Spandex and bicycling shorts are not allowed.

\* Shoes must be worn by all students. All shoes must have a strap across the toes and around the back of the heel. No steel-toed shoes are allowed. Straps must be worn at all times.

\* No "House shoes", or "slippers" are to be worn.

\* All pants must be worn with the top around the wearer's waist and must be covering undergarments. The waist size of pants must be appropriate for the size of the wearer. No oversized or baggy clothing is allowed. (with student in a standing position; when

material is pulled away from the knee area and measures more than 4 ½ inches, then the pants will be deemed too baggy) Clothing is to be worn as designed and as traditionally intended. All pants must have a finished hem and not touch the ground. No pajama pants.

\* Belts may not hang down. Belts must be worn through the loops. Buckles may not be oversized or have initials on them.

\* Hoop shaped earrings cannot exceed a diameter of 1½ inches to prevent injuries. Dangling earrings may not exceed 1 inch in length when measured from the bottom of the earlobe.

\* Body piercing shall be limited to the ears. All other piercing shall be covered to prevent injuries.

\* All body art shall be covered.

\* Hats may be worn in inclement weather and for protection against the sun. Hats must be worn as they were intended to be worn. (Bill facing forward) Hats must be grey in color or display only the school logo. Hats or hoods may not be worn inside.

\* Sunglasses may be worn only during outdoor activities.

#### GANG RELATED APPAREL

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

(Education Code 32282)

#### GROOMING

\* If makeup is used, it should be discreet (natural look).

\* Hair, which causes undue attention, is not acceptable (i.e. unusual design, colors, symbols, etc.)

#### First Offense

- a. Parent contact by teacher
- b. School site alternative
- c. Student may be sent home to change

#### Second Offense

- a. Parent contact by administrator
- b. Suspension/Saturday school for one to five days
- c. Student sent home to change

#### 11. EXTORTION OR THREATS ON STUDENT (FORCE OR FEAR)

##### First Offense

- a. Parent contact by administrator
- b. Suspension for one to five days
- c. Police contact
- d. Recommendation of expulsion
- e. Advise superintendent

##### Second Offense

- a. Parent contact by administrator
- b. Suspension/Saturday School for one to five days
- c. Police contact
- d. Recommendation of expulsion

#### 12. FIGHTING (ASSAULT AND/OR BATTERY)

##### Grades K-3

- a. Parent contact by teacher (second offense by administrator)
- b. Suspension/Saturday School for one to five days
- c. School site alternative
- d. Police contact

##### Grades 4-8

- a. Parent contact by administrator
- b. Suspension for three days
- c. Police contact
- d. Recommendation of expulsion

13. FIRECRACKERS, EXPLOSIVES OR OTHER DANGEROUS MATERIALS

- a. Immediate confiscation
- b. Parent contact by administrator
- c. Police contact
- d. Suspension for five days
- e. Recommendation of expulsion
- f. Advise superintendent

14. FORGERY

Grades K-3

- a. Student counseled
- b. Parent contact by teacher
- c. Detention for one to five days
- d. Suspension/Saturday School for one to two days

Grades 4-8

- a. Student counseled
- b. Parent contact by teacher
- c. Detention for one to five days
- d. Suspension/Saturday School for one to five days

15. GAMBLING

Grades K-3

- a. Parent contact by teacher/referral issued
- b. Student counseled
- c. School site alternative

Grades 4-8

First Offense

- a. Parent contact by teacher
- b. Student counseled
- c. School site alternative

Second Offense

- a. Detention for on to five days
- b. School site alternative
- c. Parent contact by administrator

16. HARASSMENT (INCLUDING HAZING)

Harass: to annoy persistently. Haze: (1) to harass by banter, ridicule, or criticism (2) to haze by way of initiation, such as gang initiates.

Grades K-3

- a. Parent contact by teacher
- b. School site alternative

Grades 4-8

- a. Parent contact by teacher (2nd offense by administrator)
- b. Suspension/Saturday School for one to five days
- c. School site alternative

Grades 4-8

- a. Parent contact by teacher (2nd offense by administrator)
- b. School site alternative
- c. Suspension/Saturday School from one to five days
- d. Recommendation for expulsion

17. INSULTS AND/OR VERBAL ABUSE OF SCHOOL PERSONNEL

- a. Parent contact by teacher or administrator
- b. School site alternative
- c. Suspension/Saturday School one to five days
- d. Recommendation of expulsion

18. LOITERING ON OR NEAR A SCHOOL CAMPUS

Loiter: (1) to delay an activity with aimless idle stops and pauses, such as to not leave school grounds in a timely manner when requested to do so (2) to remain in an area for no obvious reason.

First Offense

- a. Warning
- b. Parent contact by teacher or administrator
- c. Suspension/Saturday School for one to five days

Second Offense

- a. Parent contact by teacher or administrator
- b. Suspension/Saturday School for one to five days
- c. Police contact (if not a student enrolled at the given school)

19. LOSS OF OR FAILURE TO RETURN SCHOOL AND/OR LIBRARY BOOKS, SUPPLIES, AND EQUIPMENT California Education Code §48904

- a. Parent contact by teacher of librarian
- b. Grades, diploma and/or transcript will be withheld from the student until full restitution is made
- c. School site alternative

20. PERSONAL RELATIONS

Kissing, hand-holding (grades 4-8), necking, and other sexually inappropriate body contact will not be allowed.

First Offense

- a. Parent contact by teacher
- b. Detention

Second Offense

- a. Parent contact by administrator
- b. Saturday School for one to five days
- c. Suspension for one to five days

21. PROFANITY, VULGARITY, PORNOGRAPHY

- a. Pupil counseling
- b. Parent contact (1st and 2nd by teacher, 3rd by administrator)
- c. Confiscation (pornography)
- d. School site alternative
- e. Saturday School for one to five days
- f. Suspension for one to five days
- g. Recommendation of expulsion

22. SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.

9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Notifications

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980)  
(cf. 5145.6-Notifications Required by Law)
2. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
3. Be provided as part of an orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)

Enforcement

Grades K-3

- a. Removing vulgar or offending graffiti
- b. Student counseling with a district administrator
- c. Parent contact

Grades 4-8

- a. Removing vulgar or offending graffiti
- b. Student counseling with a district administrator
- c. Parent contact
- d. Suspension/Saturday School from one to five days
- e. Recommendation of expulsion

23. TARDINESS (UNEXCUSED FOR 1-29 MINUTES)

First Three Offenses

- a. Warning
- b. Parent contact by teacher
- c. Detention

Offenses Four Through Eight

- a. Teacher-pupil conference
- b. Parent contact by teacher
- c. Detention

Ninth Offense

- a. Parent contact by letter from office
- b. Detention
- c. School Attendance Review Board (SARB) referral

24. THEFTS

First Offense

- a. Pupil counseling
- b. Parent contact by teacher
- c. Return of item or restitution
- d. School site alternative
- e. Suspension/Saturday School for one to five days

Second Offense

- a. Pupil counseling
- b. Parent contact by teacher
- c. Return of item or restitution
- d. School site alternative
- e. Suspension/Saturday School for one to five days

25. THREATS ON SCHOOL PERSONNEL (VERBAL)

- a. Parent contact by administrator

- b. School site alternative
- c. Suspension/Saturday School for one to five days
- d. Police contact
- e. Recommendation of expulsion
- f. Advise superintendent

26. TOBACCO

First Offense

- a. Pupil conference with administrator
- b. Parent contact with administrator
- c. Suspension for one day
- d. School site alternative

Second Offense

- a. Pupil conference with administrator
- b. Parent contact by administrator
- c. Suspension/Saturday School for three days
- d. School site alternative

Third Offense

- a. Suspension for five days
- b. Parent contact by administrator
- c. Suspension/Saturday School for three days
- d. School site alternative

Fourth Offense

- a. Suspension for five days
- b. Parent contact by administrator
- c. Recommend expulsion
- d. Advise superintendent

27. TRUANCY

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each or more than three days in one school year is a truant.

First Offense

- a. Parent contact by office
- b. School site alternative

Second Offense

- a. Parent contact by office
- b. School site alternative

Third Offense

- a. School site alternative
- b. Parent contact by office
- c. Referral to School Attendance Review Board (SARB)
- d. Transfer to another school (with permission of receiving administrator)

28. VANDALISM (under \$100)

- a. School site alternative
- b. Parent contact
  - (1) Vandalism during class – by teacher
  - (2) Vandalism out of class – by administrator
- c. Restitution of damages
- d. Suspension/Saturday School for one to five days
- e. Police contact
- f. Recommendation of expulsion

29. VANDALISM (over \$100)

Grades K-8

- a. Suspension for five days
- b. Police contact

- c. Recommendation for expulsion
- d. Advise Superintendent

### 30. WEAPONS AND DANGEROUS OBJECTS VIOLATIONS

- a. Confiscation
  - b. Parent contact by administrator
  - c. Suspension/Saturday School for one to five days
  - d. Police contact
  - e. Recommendation of expulsion
  - f. Advise superintendent
- (Toy weapons of all types are forbidden without written permission from the principal.)

### 31. MISSING HOMEWORK

- a. Pupil Conference
- b. Parent Contact
- c. Loss of points
- d. Saturday School assigned for five (5) missing assignments.
- e. Failure to attend Saturday School when assigned shall result in ticket for willful disobedience.

### 32. NON-ACADEMIC INTERNET SEARCH

Grades K-8

First Offense

- a. Student counseled

Second Offense

- a. Parent contact by teacher
- b. Site administrator notified
- c. District Technology Department notified

Third Offense

- a. Ticket issued
- b. Loss of internet privileges (site administrator to determine amount of time)

Fourth Offense

- a. Suspension/Saturday School for one to two days
- b. Loss of device (site and district administrator to determine amount of time)

If the search resulted in viewing of inappropriate material or activity involving such themes as, but not limited to, pornography, drugs, weapons, gambling, etc., could lead to suspension or expulsion depending on the severity of the issue.

### School Site Alternative

The following school site alternative may also be used with suspension or in place of suspension as listed on the preceding pages. In all cases, discipline should be consistent and fair. Such things as the intent of the student and repetition of the same or similar offenses will be taken into consideration. Alternatives include, but are not limited to, the following:

1. Student conference
2. Parent conferences
3. Parent-student-staff conferences
4. Change of homeroom
5. Behavior contact
6. Restriction of campus privileges, school activities, etc.
7. Detention
8. Suspension from class by a teacher
9. Restitution or work towards restitution
10. Referral to the School Attendance Review Board
11. In-school suspension (on campus but out of classroom)
12. Required parental attendance in a child's class (California Education Code § 48900.1)
13. Work Detention
14. Saturday School

### TELEPHONE USE:



To discourage forgetfulness and poor planning, student telephone calls are limited. The office is the workroom for the school principal, assistant principal, secretaries, and nurse. Phones in the office are for school business.

Students will be allowed to use a school phone only when given written permission by a teacher or verbal permission by a member of the office staff. In addition, parents are asked not to call the school and ask to speak to their children or have us deliver non-emergency messages to their children.

#### UNIFORM COMPLAINT PROCEDURE:

The Central Union School District recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments

Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination.

#### VANDALISM

The District takes pride in maintaining well-maintained school campuses for a positive learning environment for students. A student who commits an act of vandalism or graffiti on school grounds will be subject to disciplinary action, including, but not limited to,

suspension or expulsion in accordance with policy. If reparation for damages is not made, the District also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

#### ZERO TOLERANCE POLICY:

The Central Union School District is committed to providing a safe school environment for our students and staff.

The Federal Gun -Free Schools Act of 1994 requires school districts across the United States to adopt zero tolerance policies for firearms.

In addition, the California Legislature amended Education Code (EC) Section 48915 (c) to fulfill the federal mandate and also added a requirement for the mandatory suspension and the recommendation for expulsion of students who:

- Possess, sell, or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Posses an explosive.

Any student who is found in violation of the above shall be suspended by the principal or his designee and recommended for expulsion from the Central Union School District. In addition, and when appropriate, school employees shall notify law enforcement officials.

#### **SCHOOL BREAKFAST /LUNCH PROGRAM AND CAFETERIA GUIDELINES**

##### CAFETERIA:

Central Union School District recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. All children will receive free breakfast and lunch meals that meet USDA requirements.

School menus are sent home monthly and are subject to change without notice. Monthly menus are also posted in the classroom, in the cafeteria, and on the district web page located at [www.central.k12.ca.us](http://www.central.k12.ca.us).

Students wishing to eat in the cafeteria MUST exhibit courteous and proper behavior. Good table manners should be exhibited. Students may talk quietly to the people next to them. Shouting or talking from one table to another is unacceptable. The floor and tables should be free of litter before students are excused for lunch recess. Students may be called back to the cafeteria to clean up their area.

Students who regularly go home for lunch will be provided a form for a parent or guardian to sign. This form will allow school employees to know if a student should leave campus during lunch. Permission to go home for lunch may be granted with a written note for the student who only leaves school on an occasional basis. Students must sign in and out in the office. Students are NEVER to go to another student's home, to McDonald's, or any other place during a lunch break unless under the direct supervision of their parent or guardian. Inter-district and intra-district students may not leave campus for lunch unless a parent or guardian checks them out.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

## **STUDENT ACTIVITIES AND CLUBS**

### **ATHLETIC PROGRAMS/TEAM INSURANCE:**

Provided that funds are available and other schools have grade-level appropriate teams, each school site may provide an interscholastic athletic program in which their teams compete with other elementary schools in the area. The goals of the athletic program are (1) to teach and develop proficiency in the skills associated with each sport, (2) to develop the personal qualities of discipline, commitment, and sportsmanship associated with being a member of a team and (3) to recognize that EXCELLENCE only comes through effort and the desire to BE THE BEST THAT YOU CAN BE.

All eligible students in the grades indicated above are eligible to try out for the teams. All students who try out for track are usually able to participate. On the other teams, some students may not qualify after a reduction to make the team size manageable.

Volleyball Grades 6-8

Basketball Grades 6-8

Flag Football Grades 6-8

Track Grades 6-8

Coverage is provided by SISC under Memorandum of Coverage subject to the policy's exclusion, definitions, conditions and other limitations and provides benefits for student injury during: regular classes, class trips, summer school and recreation, school sponsored activities on or off the school premises and school sponsored transportation. Student accident coverage is secondary to any other applicable health insurance available to the student. Medical payment limit is \$2,500.00, no applicable deductible. Coverage is included for athletic injury, except tackle football. The benefit period is 52 weeks and benefits are limited to usual and reasonable expenses unless specifically stated otherwise.

Tackle football is never allowed.

### **CODE OF PARTICIPATION:**

In addition to providing a variety of exploratory and enriching learning experiences for students, extra-curricular activities are also important in building character and shaping attitudes. When students elect to participate in an extra-curricular program (i.e. chorus, sports), they must recognize that they have assumed certain responsibilities and obligations to the coach or advisor, to the other members of the activity, and, certainly, to themselves. The school allocates considerable resources in terms of time, money, energy, and personnel in an effort to provide quality extra-curricular programs for its students. In turn, students are encouraged to participate and expect quality participation from those who take part in the activities.

The Central Union School District recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. Our Schools encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

No student shall be prohibited from participating in extracurricular and co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

To be eligible to participate in extracurricular activities, students in grades 4 through 8 must demonstrate satisfactory educational progress in previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale and no more than one "F" on the report card.
2. No more than a total of nine discipline referrals.
3. No more than one Level 2 discipline referral.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Most students can only succeed in one extra-curricular activity at a time. It is not the policy of the school to limit a student to only one activity at a time. Students, parents, and teachers should work together for the greatest benefit to students on an individual basis. Students should agree to the following stipulations.

1. All 4-8 students will maintain a satisfactory level of scholarship and demonstrate satisfactory behavior and citizenship
2. The student is expected to abide by the practice, meeting, or rehearsal schedule established for the activity. Certain absences or tardies may, of course, be excused as with classroom attendance. The participant, however, has the OBLIGATION to clear these with the teacher in charge of the activity. Failure to do so is grounds for disciplinary measures.
3. The student is expected to participate in the activity in a positive manner. That is, the student is to show proper conduct, strive to learn and grow in his/her abilities or skills, and contribute to the group effort to the best of his/her ability.
4. The participant is expected to respect and properly care for all property and/or equipment issued in conjunction with the activity. This is especially pertinent to members of athletic teams who are issued uniforms. Students who negligently lose or cause UNDUE damage to such school property will be charged for its repair or replacement.
5. The participant will not arbitrarily or unilaterally quit an activity. We expect parent cooperation on this issue.
6. Normally, there is a one-week grace period during which the student may join an activity and decide if he/she wishes to continue. A student may drop the activity during that time with no conditions. After that time (after the "cut"), the student may drop the activity only after consultation between the parent and the teacher.
7. In certain circumstances administration may choose to use this criteria for certain activities/events on an as needed basis.

#### EXTRACURRICULAR & CO-CURRICULAR:

Provided that funds are available a comprehensive extra-curricular program is provided for students at all School Sites. Not every activity is available at both schools, but most are. Programs may be added or deleted and are subject to change. These activities are an integral part of the total educational program. Participation in the extra-curricular program is encouraged. It is a school goal that 100% of the students in grades 4-8 participate in at least one extra-curricular activity.

No student shall be prohibited from participating in extracurricular and co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

#### Eligibility Requirements

To be eligible to participate in extracurricular and co-curricular activities, students in grades 6 through 8 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale and no more than one "F" on the report card.
2. No more than a total of nine discipline referrals.
3. No more than one Level 2 Discipline referral.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Athletic Teams, Spring Festival, After-School Program Trips, School Dances and Winter Program

#### INDEPENDENT STUDY:

The District has established an Independent Study program for students who must be absent from school for more than five school days. Parents should notify office personnel at least five days in advance of such an absence. A contract must be signed and assignments will be graded. Otherwise, the student will receive unexcused absences.

There are specific requirements that must be completed so the students can receive credit for their efforts. A minimum of twenty hours of academic work must be completed each week the student is enrolled in the program—four hours each day. For kindergarten students, it is fifteen hours per week.

The teacher(s) will list the assignments to be completed and the estimated time to do each assignment. The student, parent, teacher, and administrator will sign an agreement stating that the assignments will be completed by the time the student returns to

the regular school program. All work is to be turned in the first day the child returns to school or no credit may be given and missed days will be unexcused.

#### **SPECTATOR CODE OF CONDUCT:**

Spectators are an important part of athletic events. They should, at all times, reflect high standards of support and good sportsmanship as indicated by the following.

1. Spectators should respect officials, coaches, and participants and extend all courtesies to them as guests in the community.
2. Enthusiastic and wholesome cheering is encouraged. Booing, stamping of feet, disrespectful remarks and/or cheers or yells is discouraged and considered unsportsmanlike.
3. Bells and noisemakers of most any kind are acceptable for outdoor events, but not for indoor events. Noisemakers must not interfere with the various activities, so whistles are for officials only.
4. When a class watches a game, they are to sit together under the supervision of a teacher.

#### **STUDENTS STAYING AFTER SCHOOL:**

Students, who are involved in regular after-school activities must be under the direct supervision of a school employee.

\* A teacher may request that a student remain after school for additional tutoring or other reasons. This will be with parent knowledge and permission if it exceeds ten minutes.

\* Siblings are not allowed to wait for their brother or sister who is in class or is involved in extra-curricular activities. There are no means of providing supervision for these siblings.

\* On game days, all students who are not part of a school team are to leave for home immediately at the regular dismissal time.

Non-participating students may remain after school to watch the game only if they are under direct supervision of an adult.

#### **SUMMER SCHOOL:**

Provided funds and staff are available, Central Union School District holds a three-week summer school from 8:00 a.m. - 1:30 p.m. for students currently in grades K-8. Notices are sent home once a year. Students receive forms for enrollment based upon the promotion/retention policy.

\* Students who are going to be retained should attend summer school. Skills, which they did not learn during the current school year, will be repeated during Summer school. These are basic skills that will help the students now and in the future.

\* Students who are promoted on condition of a successful Summer school experience determined by summer school administrator and teacher.

Students who need some extra work on their grade-level skills are sometimes recommended for Summer school.

#### **VOLUNTEERING:**

All volunteers are required to attend one parent volunteer orientation training that is held at the beginning and through out the school year. The training is held at each school site and the District Presentation Center. After completion of the thirty- minute orientation participants will fill out a registration form and submit it to the facilitator of the training. Once the CD-Rom check and/or fingerprints have been cleared and a TB certification has been received, the Curriculum Department will notify the respective school secretary. Teachers will receive a list of volunteers who have been cleared to volunteer in the classroom and/or school parties and field trips. All parents will check into the school office to receive an ID Badge. The badge is returned to the school office before leaving school grounds. Parent volunteers may not bring siblings/other children to school when planning to volunteer.

Volunteers are needed at school for a variety of reasons. Many children need individual help and encouragement in a particular subject area. Volunteers can help provide for this need, either as tutors or by freeing the teacher from other duties to give children more personal attention.

Some volunteers work in the school on a regular basis. Others may help with individual projects, activities or field trips. Still others may provide some service at home. The volunteer program is limited only by the imagination of the community.

### **SCHOOL-WIDE BEHAVIOR EXPECTATIONS**

**R**ESPECT *for self, others, and property*

**O**WNSHIP *of our choices*

**A**CCEPTANCE *of others' differences*

**R**ESPONSIBLE *and safe behavior*