

Laytonville Elementary School Student Handbook 2014-2015



Table of Contents

What Research Tells Us About Children.....	4
School Board/Teachers/SITE Council.....	5
Expectations/Holistic Learner Outcomes.....	5
Weather Emergencies.....	6

School Policies and Procedures:

Attendance	6
Excused/Unexcused absences	7
Appointments	7
Truancy	7
Short term contracts.....	8
Tardies	8
Changes in Student's dismissal routine.....	8
Notes to the Office	8
Behavior expectations	9
Behavior consequences	9
Harassment	10
Drug Policy	10
Grooming/Dress Code	11

Things to Know:

Records	11
Immunizations	12
Lost and Found	12
Head Lice	12
Bicycles	12
Closed Campus	12
Medication	12
Messages	13
Personal Property	13
Playground Rules	13
Electronics Use Policy.....	14
School Meals	14
Lunchroom Behavior	15
School Bus	15
Discipline on buses.....	16
School Visitation	16

Special Events and Academic Contests:

Back to School Night	16
Family Nights (Math Night, Talent Show & Elocution Contest).....	16
Mini Olympics	16
Open House	16
Science Fair	17

Spell-a-thon	17
Winter Music Program	17
Young Author's Fair	17
Awards Assemblies	17

Special School Services and Programs:

Accelerated Reader	17
Library	18
Computer Lab	18
Hundreds Day	18
Independent Study	18
English as a Second Language	18
Resource Room	18
Health Technician	18
School Psychologist	18
Student Study Team	18
Speech Therapist	18

Information for 6th, 7th, and 8th Graders:

Extra-Curricular Activities	19
Student Government	19
Athletics	19
School Dances	20
Tardy Policy.....	20
Brunch/Lunch	20
Excessive Displays of Affection.....	20
Student Body Cards	20
Academic Success.....	21
Parents' Rights	21
Homework Policy	21
Eighth Grade Promotion	22
AERIES Grade Portal.....	22

What Research Tells Us About Children...

1. A child learns as a total person. Knowledge and skills must be learned through all areas--physical, social, emotional, intellectual, etc.--to help children establish the foundation for continuous lifelong learning.
2. Children grow through similar states of development, but at different rates and in different styles. Every child is unique. Different levels of development and understanding affect every learning task. Children need to be allowed to move at their own pace in acquiring skills.
3. The way children feel about themselves and their sense of competence in learning impacts every learning act. The way a child receives information may be as important to learning as the information received. Methods, climate, atmosphere and teacher/parent attitude all affect the child's self-esteem.
4. Children learn best in active ways through interaction with the environment and with people. As children interact with each other, with teachers and with a variety of materials, they apply all types of learning processes.
5. Children cannot be given knowledge. They must construct it for themselves through continuous action in their environments. Each child's construction of knowledge is personal and unique. No two children come to know something in exactly the same ways. Playful activity is the natural method of learning for young children.
6. Learning is a very oral process. All children converse with others about interesting projects and ideas, they expand their language and thinking. Through conversation about the happenings of their lives, children are encouraged to expand their abilities to communicate orally, as well as through reading and writing.
7. Children learn math skills and processes when they are encouraged to explore, discover and solve real mathematics problems through both spontaneous and planned activities. The math program in an elementary school should be designed to interest children in thinking and organizing experiences in mathematical ways, rather than to teach rote computation.

Laytonville Elementary/Middle School
150 Ramsey Road
Laytonville, CA 95454
(707) 984-6123 Fax: (707) 984-8761

Superintendent: Joan Potter
Principal: Lorre Stange
Admin. Asst: Hannah Davidson

School Board

Cecelia Gillespie Shannon Ford Calvin Harwood Meagen Hedley Tina Tineo

The School Board meets on the first Thursday of every month, at 6:30 PM in the Board Room. Meetings are open to the public.

Teachers

Stacey Patton	Kindergarten	Room 1
Suzie Dunham	K/1	Room 10
Mary Joens-Poulton	1 st	Room 2
Melissa Gowan/Shayla DeWolf	2 nd	Room 8
Konnie Hawkins	3 rd	Room 9
Alex Cantalupo	4 th	Room 4
Garnet Empyrion	4 th /5 th	Room 5
Suellen Longcrier	5 th	Room 6
Jean Basquez	Special Ed.	Room 13
Joni Kirvin	6 th	Room 20
Woodland Schultze	7 th /8 th Math/Science	Room 22
Melissa Martinez	7 th /8 th Life Skills/PE	Room 18
Kat David	7 th /8 th Eng./History	Room 19

School Site Council

Improving our school is an on-going process of determining needs, setting goals, planning programs and monitoring progress. The School Site Council is an elected advisory and decision-making body that develops and oversees the Single School Plan for Student Achievement. The Site Council meets on the 1st Wednesday of every month, at 4:00 PM in the LES Staff Room. All members of the school community are invited to attend.

District/Community Expectations for Students, Staff, Family, and Visitors

- * Our goal is to provide positive change and a safe learning environment for all students.
- * Students should attend school every day and on time and come to school prepared to learn.
- * Demonstrate: Mutual respect, compassion and caring for others, personal responsibility, pride, integrity, cooperation, positive attitude, and perseverance.

- * Strive for excellence and promote lifelong learning.

Holistic Learner Outcomes

The education we provide must respond not only to the changing social, economic and technical needs of our community, but to the global trends affecting our world today. Our goal is to both nurture and challenge individuals to participate in a life-long process of learning and thereby foster their ability to live satisfying and productive lives.

We want students to become:

Self-Directed Learners who have high expectations for success, set and evaluate goals, have a vision for the future, assume responsibility for their actions and acquire the skills and attitudes that promote life-long physical fitness and mental health.

Effective Communicators who exchange ideas and information using reading, writing, listening and speaking skills.

Community Contributors who exhibit caring for self and others in their local and global community through collaborative effort to improve the quality of life.

Constructive Thinkers who identify, access, integrate, and use available resources and information to reason, make decisions and solve problems.

Quality Producers who create intellectual, artistic, practical and physical products which reflect originality, high standards and the use of advanced technologies.

WEATHER EMERGENCIES

When extreme weather conditions force the closure of school or delay the start of school, we will contact the radio stations below by 6:30 a.m. and have them announce the closure.

KMUD 88.9 or 91.1 FM KOZT 95.3 or 95.9 FM KUKI 103.3 FM

Winter storms can sometimes come on in the middle of the morning, after school has begun, and become so severe that we must dismiss before the normal time to get students home safely. In that event, please listen to the radio stations above for information. You can also check on the district Facebook page if you have Facebook.

School Policies and Procedures

Attendance

Regular and on-time attendance is necessary for learning. State regulations require that students be at school or on contract for the district to receive funding. While written excuses

are still required, we are no longer funded for excused absences. If a student is ill or on necessary leave for five or more days, a contract should be requested from the office. This will allow us to get the funding we need to provide the best possible programs and materials for our students.

To receive a proper education, students must be in school every day and on time. Students must check in at the office if they arrive late, or leave the grounds before the end of the school day. If a student has an excused absence, teachers will allow him/her to make up the work missed. Students who miss schoolwork because of unexcused absences *may* be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress.

Absences from school fall into the following categories:

EXCUSED- An excused absence is granted for the following reasons:

1. A personal illness.
2. Quarantine under city or county order.
3. Medical/dental appointments (please try to make appointments during non-school hours)
4. Attending a funeral service for a family member.

UNEXCUSED- The following absences are not excused:

1. Over-sleeping
2. Cutting class
3. Shopping
4. Missed bus
5. Out of town

SAMPLE OF AN ACCEPTABLE EXCUSE FOR AN ABSENCE:

*Dec. 17, 2006
Laytonville Elementary School,*

My son, John Doe, was absent from school Dec. 15 and 16 because he had a sore throat.

*Sincerely,
Mrs. Mary Doe*

All absences, without written or telephone excuses, will be considered **unexcused**, until cleared through the office. Each absence costs the school state funding.

Appointments

If a student needs to leave before the regular dismissal time, a note from a parent or guardian to this effect needs to be presented to your child's teacher. Parents, guardians or persons picking up a student need to **check in** at the office before the student may be released.

Truancy

California Education Code states that any pupil who is absent from school without a valid excuse more than **three** days in one school year is a truant and shall be reported to the principal and/or superintendent of the school district. Parents who do not prevent the child's truancy may be referred to SARB (School Attendance Review Board) and prosecuted by the Mendocino County District Attorney.

Short-Term Contracts

Families expecting an absence of 5-15 school days (not to exceed 15 school days) must request a contract in writing, at least **5 days prior to absence**. The request form can be picked up at the office. It will need to be approved by the principal and to be signed by the homeroom teacher, parent, and student. The teacher will assign work to a student to be completed during the contract period. A contract is awarded at the discretion of the teacher.

Tardies

Tardy students interrupt the learning of everyone in the class. Tardy students must get an admit slip from the office.

Changes in a Student's Regular Dismissal Routine

Any student who normally rides the bus may not walk home from school unless a note has been signed by his/her parent and filed in the school office. The note should state that the student has permission to walk home or ride his/her bike home, and specify the date. The permission slip is good for the specific dates covered by the note. Likewise, students may not ride home with another student, and/or on another bus route, without written permission. Students who normally walk home, or ride their bike may not ride the bus with another student without parent and school permission.

Notes to the Office

Excuses for absences and tardies must be taken to the office.

Notes for all walking or bicycling students going home for lunch must be filed in the office for the trimester or written on a daily basis. Students may not go anywhere other than home at lunchtime unless accompanied by a parent or legal guardian.

Students wishing to ride a different bus or get off at a different bus stop must take a note to the office in the morning before school and receive a bus pass. If anyone other than a parent or guardian is to provide transportation home for a student, a note is needed in the office.

Medication will not be dispensed to any student unless a parent or physician note is on file.

Permission slips for other activities throughout the year, such as field trips and after school activities, will be sent home with the student and should be returned to the homeroom teacher.

Any change in lunch or departure time must be cleared through the office before school or at recess.

All students must have a place they can be sent in case of an emergency, such as a relative or friend. A complete emergency card must be filled out with emergency phone numbers and addresses and returned to the school with your child.

Expectations, Behavior and Consequences-Students have the right to learn and teachers have the right to teach.

Students are expected to:

1. Show courtesy and respect to school staff, fellow students and visitors.
2. Respect school property, personal property, and the property of others.
3. Be punctual in coming to class and be prepared to work until class is dismissed.
4. Refrain from disruptive behavior and hurting others, either physically or emotionally.
5. Be responsible for their own actions.

PROPER BEHAVIOR WILL BE RECOGNIZED AND REWARDED IN A VARIETY OF WAYS!!!

Consequences of improper behavior

(Steps accumulate weekly in some classes and daily in others.)

Step 1- Warning.

Step 2- Counseling by the teacher.

Step 3- Teacher-Parent contact and **after school** detention.

Step 4- Parent contact, two detentions, and the loss of privileges.

Step 5- In-house or at-home suspension or expulsion.

The following are immediate Step 5 offenses and may lead to suspension (Ed. Code 48900):

Fighting or other acts of physical violence.

Continual disruption of school activities or defiance of school authorities.

Possession/use of tobacco, drugs or alcohol.

Possession of weapons, including knives or other objects used to harm or intimidate others

Leaving campus for any reason without permission.

Harassment or sexual harassment, either physical or verbal or electronic.

Not every possible offense that could be committed was listed. Students must use common sense and a responsible attitude in their day to day actions.

Teachers and staff set guidelines to allow all students to participate in their education with minimum distractions. If inappropriate behavior does not stop with a series of three-step referrals, teachers may find it necessary to accelerate this process by using five-step referrals instead. Students and parents would be notified before this accelerated process began. Privileges are tied to positive behavior! Most students do not receive referrals. The teaching staff will closely monitor the number of referrals that individuals do receive. In an ongoing effort to

maintain a positive climate on campus the following policy continues to be in effect. This policy deals with a small percentage of students who earn more than half of the referrals written and it has proven to reduce the number of referrals by tying discipline into school privileges.

For the small percentage of students who choose to make poor behavior choices, this policy provides consequences. It also requires that parents/guardians become involved in the discipline process. Most students will not be impacted by this policy in a negative way. Our intention is to provide a respectful environment on campus so that those interested in the business of learning can proceed without interference from others.

Harassment

All students have the right to a safe school environment. Any form of harassment, sexual or other, will not be tolerated. The Board considers harassment to be a major offense. California State Law defines sexual harassment as any unwanted exchange between people, regardless of gender. These exchanges may include the following:

- 1.) Verbal harassment such as name-calling, sexually explicit jokes, comments about another student's body and/or manner of dressing, sexually oriented noises, gestures, remarks, or other forms of verbal abuse.
- 2.) Physical harassment such as touching, pinching, patting, grabbing, surrounding, brushing, or poking another student's body, or pantsing another student.
- 3.) Visual harassment such as displaying sexual pictures, writings, or objects, obscene letters or invitations, staring at another student's body, sexually oriented gestures, "mooning", or unwanted love letters or notes.
- 4.) Unwanted advances such as repeated requests for dates or for attention when they are unwelcome.
- 5.) Bullying is another type of harassment, this includes electronic bullying called **Cyber Bullying**. For example, the use of cell phones or the internet for bullying purposes.

Legislation has been enacted to make sure people on school campuses and in workplaces can go about their daily business without fear. We want students to understand they can attend school without fear of harassment of any kind! If someone is giving a student a hard time or doing something that makes the student feel uncomfortable, the student should go to a teacher they feel comfortable speaking with and tell him/her what is going on. If this is difficult to do, write the problem down and give it to a teacher or the principal. Help will be given immediately!

Students who make gestures, comments, or in any way harass other students will be subject to one or more of the following: parent conference, loss of privileges and/or suspension.

Drug Policy

Rules and regulations relating to students for possession or use of illegal drugs including alcohol:

- *Parents are notified immediately, if possible
- *Sheriff is notified immediately
- *Student is suspended for five days
- *A conference between parents and the school administrator is arranged
- *Counseling will be made available

In the case of a second offense, or for the sale of an illegal substance: parents and police are

notified, the student is suspended for five days and will be referred to the board for expulsion and may be moved to an alternative school.

School officials may search a student, desk or locker whenever there is “reasonable suspicion to believe the student may have violated the law or school rules, or placed the health and safety of students or school employees in jeopardy.” The above procedures apply when the offense occurs while a student is on school grounds, or going to or coming from school or a school sponsored activity. These procedures also apply during the hours of the regular school day if a student has cut class and is off campus. Administration will work with and make appropriate referrals to agencies which specialize in counseling young people in dealing with substance abuse. Education about drug abuse will be made available to all students in the district.

Grooming/Dress Code

Students will present themselves in a manner conducive to education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- a) Creates a safety hazard for the student or for other students at the school and/or
- b) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

- *clothing advertising or supporting the use of alcohol, tobacco or controlled substances
- *clothing displaying vulgar or offensive writing or symbols, or sexual references
- *clothing that is identified as gang-related
- *clothing that is not safe to the wearer or to others
- *clothing that is revealing, excessively soiled or worn (includes displaying of any undergarments)

The torso of the body must be entirely covered, no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap the top of pants, and excessively short skirts or shorts are not allowed. Shirts and shoes must be worn at all times, which is required by state law, including during PE and sports practice.

The principal or her designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting. When dress is found to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be sent home to modify unacceptable dress. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Things to Know

Cumulative Records

Cumulative records are kept in the office. They contain health data, registration materials, copies of test scores, and report cards. Parents are welcome to review their child's cumulative records by contacting the school office to make an appointment with the teacher and/or principal.

Immunizations

Students will be EXCLUDED from school if their required immunization records are not current and on file in the office. Health and Safety codes #120325, #120365, #120370 and 48216 (i). Parents who would prefer to not have their children immunized may have a waiver signed by their physician. Please see office staff for the waiver.

Lost and Found

PLEASE mark your child's clothing with ink, iron-on or sew-on labels using both first and last names. If something is lost during the year, feel free to contact the school and look through the Lost and Found items will be stored on the stage. Unclaimed articles are donated to charitable organizations.

Head Lice

It can happen to anyone! Because head lice are so communicable, school health policy states that children with lice or nits will be excluded from school until proper treatment is completed and children are lice and nit-free. Information on treatment is available through the office. Please do not hesitate to notify the school if you suspect lice.

Bicycles

When riding bicycles to and from school, everyone must obey the traffic laws of the State of California and the rules of common courtesy. This includes use of proper safety equipment such as a helmet. Students are not to ride "double." Bicycles must be walked to the bike area upon entering the school grounds. Students who ride their bicycles to school MUST PARK and LOCK their bike in the bike rack. Bicycles may not be ridden on the school grounds, sidewalks, parking lot, or driveways. Skateboards, skates, roller blades, and any other wheeled toys or vehicles are NOT to be brought to school.

Closed Campus

Laytonville Elementary/Middle School is a closed campus. Students may go home for lunch with written permission from parents and by signing in and out at the office. Students are not permitted to leave the school grounds unless in the company of an approved adult. The office should be notified in writing if the child will be picked up during the school day and who will be picking up the child. The adult must sign the student out in the office.

Medication

California Education Code states that any pupil who is required to take medication prescribed for him/her by a doctor, during the regular school day, may be assisted by the health technician or

office personnel only if the school receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, AND (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the manner set forth in the physician's statement. Consent forms are available—these forms must be signed by the child's physician and by the parent or guardian as well.

Parents are reminded that children are not allowed to possess or take any medication at school except as outlined above, including Advil or Tylenol. Parents or pupils who require medication at school should deliver that medication to the school office where it will be kept and dispensed as required.

AGAIN, ALL MEDICATION MUST BE KEPT IN THE OFFICE, AND MUST BE ADMINISTERED BY SCHOOL PERSONNEL IN THE OFFICE.

Messages

Messages for students and teachers may be left with the office. To ensure that your child receives the message before dismissal, please send your message before lunch. Messages will be delivered to the classroom or to the teacher. Lunches or other forgotten items which are brought to the school after classes have started are to be left in the office. Please make sure the items are clearly marked with your child's name. To minimize classroom interruptions, **do not** take items directly to the class. The office will make sure your child receives the items.

Personal Property

The school cannot be responsible for personal property that may be stolen. iPods/MP3 players, video games or cell phones which are brought to school are items that can be easily stolen, students bring them at their own risk.

Playground-Safe, Responsible and Respectful

The purpose of playground time before school and during recess breaks is to provide safe, enjoyable and healthy recreation for all. Children are expected to follow these rules:

1. Obey the playground supervisors.
2. Walk on sidewalks and use care near doors that could open in front of you.
3. Be quiet in the bathrooms, they are not for playing or hiding.
4. Be careful of yourself and others when on or near the swings.
5. Climb up the slide stairs and slide down the slide with care one person at a time.
6. Get off equipment in the proper manner. Jumping off the slide, swings, or other such equipment could be as dangerous as falling.
7. Take your turn and give others equal time. If you wish to be with a friend who has just arrived in line, join your friend at the end of the line.
8. Play where you can be seen by an aide, teacher or other adult in charge. Behind the buildings is out of bounds.
9. Do not play any type of tackle or wrestling games.

10. Stay off fences, backstops, railings, and walls.
11. Throw and hit balls for “handball” type games or “line dodge ball” against the ball boards only, not against the building walls.
12. Be a good sport and use good citizenship.
13. Swearing and/or spitting are NOT appropriate playground activities.
14. No use of baseball bats and baseballs except during a supervised game. (This does not include plastic bats and balls)
15. No hanging from basketball hoops or climbing on backboards or supports.
16. Students may not leave campus to retrieve a ball without permission or supervision of a teacher or playground supervisor.
17. Do not stand on top of bars.
18. Swing facing the road.

Share the playground equipment (swings, slides, climbing bars, and balls) with all the children who wish to use them. There are no closed games. All the children who wish to participate will be allowed to join in. Help others to learn to play the game in a kind and helpful manner.

Use of Electronics

All electronic equipment, cell phones, video game players, CD and DVD players, MP3 players etc., is to be turned off and kept in backpacks, lockers or classroom baskets during the school day. Violation of this policy will result in the following:

- *First violation: Referral to office, office confiscation of device, student may retrieve from office at the end of the day.
- *Second violation: Referral to office. Parent must meet with an administrator to retrieve device.
- *Third violation: Student will not be allowed to possess device on campus. Doing so will result in school suspension.

School Meals

Students may purchase a nutritious breakfast or hot lunch including milk each day (in the cafeteria). Meals may be purchased daily, weekly, or monthly. Reduced or free lunches are available if needed by contacting Mat Paradis at 984-6123. **Students may not charge lunches.** Milk is available separately for 25¢ per carton and also can be purchased daily, weekly, or monthly. Adults may purchase lunch for \$3.50. Middle School students may choose to eat breakfast or brunch.

There are morning, lunch and afternoon (grades 1-3 only) recesses each day. All children are encouraged to bring a nutritious snack, such as fruit, nuts, or crackers, to eat at the mid-morning recess. Lunch is prepared in our kitchen and served each day in our cafeteria. Students may bring lunch from home and purchase milk as well. Parents are requested to pack a healthy lunch, low in sugar and fat, and high in carbohydrates and protein. Please do not send canned sodas or any beverages or food in glass containers. A microwave oven is available for students to heat instant soups or to warm food brought from home.

The cafeteria utilizes a PIN system to track individual student breakfast/lunch money accounts.

All meals must be prepaid. One emergency charge will be allowed. Parents will be contacted by phone after an emergency charge requesting additional meal money be brought to school the following day.

Lunchroom Behavior

In the cafeteria, all students are expected to practice good manners. We expect that our lunchroom will be a calm and enjoyable place to visit with friends and have meals. Each person who uses the cafeteria has a responsibility to meet that expectation.

Remember--NO glass containers of any kind are to be brought to school in lunches.

School Bus

LAYTONVILLE UNIFIED SCHOOL DISTRICT SCHOOL BUS RULES

1. Bus riders should be on time at designated stops in order to keep the bus on schedule. Riders should be ready for the bus at least five (5) minutes early.
2. Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner while waiting.
3. Bus riders are not permitted to move toward the bus at any loading zone until the bus has completely stopped and the door is opened.
4. The bus driver is in full charge of the bus and riders at all times.
5. While on the bus, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus in a safe and sanitary condition.
7. Riders should remember that loud talking/laughter or unnecessary confusion diverts the driver's attention and may cause an accident.
8. Bus riders should never tamper with the bus or any of its equipment. Any damage to the bus should be reported to the driver as soon as it happens.
9. The aisles must be kept clear except when passengers are being loaded or unloaded.
10. Riders are requested to help look after the safety and comfort of smaller children.
11. Riders must not throw anything out of the bus windows.
12. Riders are not permitted to leave their seats while the bus is in motion.
13. Horse play is not permitted on or around the school bus.
14. Absolute quiet is required at railroad stops.
15. In case of an emergency, riders will remain in their seats until they are instructed what to do.
16. The driver will not discharge riders at places other than designated school bus stops. Students riding to a stop other than their own must have a bus pass from the school office.
17. On school bus RED LIGHT stops, the driver shall escort both elementary and secondary students across the street.
18. The above rules shall also apply when students are on field trips. When students are off the bus while on a field trip, they shall be the responsibility of the teacher or chaperones.
19. Bus drivers will attempt to be proactive in managing student behavior.
20. Bus drivers will notify the transportation coordinator ASAP of all citations and potential problems.
21. A student who has lost their home to school riding privileges is not eligible to ride or participate in non-academic field trips.
22. No offensive spraying of perfumes or other containerized products.
23. Students will be required to wear seat belts at all times in a bus that is equipped with a passenger restraint system.

DISCIPLINE ON BUSES

Consequences for breaking the above rules:

- A. FIRST OFFENSE: A conduct notice will be given to the student which must be signed by a parent and returned to the bus driver. The student's bus riding privileges will be suspended for one day.
- B. SECOND OFFENSE: The student's bus riding privileges may be suspended for up to three days at the discretion of the bus driver, transportation coordinator and the site administrator.
- C. THIRD OFFENSE: The student's bus riding privileges may be suspended for up to one (1) month. This penalty will be at the discretion of the transportation coordinator and site administrator.

School Visitation

1. The Board and staff welcome visitors to the school.
2. All visits should be productive to both school and visitor. For the safety of the staff and children, and to minimize classroom disruptions **all visitors shall register at the school office pursuant** to Education Code 32211, and clear the purpose of the visit.

STUDENTS FROM OTHER SCHOOLS ARE NOT PERMITTED TO VISIT DURING THE REGULAR SCHOOL DAY.

OPPORTUNITIES FOR INVOLVEMENT

Special Events and Academic Contests

1. Back to School Night

In the Fall, parents and friends are welcomed to Back to School Night. The staff is introduced and each teacher prepares a short presentation on their program and expectations for the students.

2. Family Nights = Math Night – October; Reading Night- March; Talent Show – May. Several Family Nights are scheduled throughout the year and may focus on areas such as mathematics, science, language arts, technology, and visual and performing arts. These nights give parents the opportunity to participate in activities with their children and experience the classroom curriculum first-hand.

3. Mini Olympics - June

This fun-filled activity which encourages fitness and friendly competition takes place at the end of the year. Students compete in athletic events such as throwing a softball, jumping rope, and running races. This day is culminated with an award ceremony.

4. Open House - May

Open House is scheduled in May of each school year. It is a chance to visit the classrooms and view a culmination of a year of student work and projects.

5. Science Fair - February

The Science Fair is an annual event. Students are recognized for demonstrating their knowledge of the scientific method, their clarity of thinking and their ability to present their thinking to others. Students who qualify in third through eighth grades will be encouraged to participate in the County Science Fair.

6. Spell-A-Thon - February

The Spell-A-Thon is a fund-raising activity for classroom field trips. Students obtain pledges, study their grade-level words and then collect pledges based on the number of correctly spelled words on the test at the end of the two week period.

7. Winter Music Program - December .

Each classroom presents a play, song, or skit based on a theme at a school-wide assembly.

8. Young Authors' Fair

Sponsored in collaboration with the Mendocino County Office of Education and the Lake-Mendocino Reading Council, the purpose of this project is to encourage students to write, edit and publish their own stories and poetry. During the year, an author and/or illustrator visits the school and talks to students about the writing and book publishing process. The culmination of this project is a Young Authors' Fair in May where the students' books are displayed and a selection of the students' stories are read, dramatized, or interpreted through music.

9. Awards Assemblies

At the end of each month 1st –8th students are honored at an awards assembly in the multi-purpose room. Kindergarteners are honored in their classroom. Awards include, but are not limited to, achievement in physical education, language arts, math, science, social studies, or technology. These awards are given to students in each class who have done excellent work or have shown great improvement.

10. Classroom Volunteers: Parents are encouraged to volunteer in their child's class. This may entail working with small groups of students or helping the teacher prepare materials for future lessons. Please speak with your child's teacher to make arrangements.

11. Parent Volunteer Group: A small group of parents meet monthly to plan events or discuss ways parents can help our school. Please check with the office staff if you are interested in joining this group.

Special School Services and Programs

1. Accelerated Reader

Students use this online program after they have read a book. The program quizzes the student about the book. Students earn points for correct answers. After earning a certain number of

points, students receive a prize. At the end of the year, students in grade groupings with the highest points for the year, earn a grand prize.

2. Library

The school library provides students with an opportunity to borrow from an assortment of children's books. Classes have at least one 30-minute period scheduled for them each week. Parents must sign the library form each year before a student may borrow books. **PARENTS ARE RESPONSIBLE FOR LOST OR DAMAGED BOOKS.** If books are not returned or paid for, the student will not be able to check out books the following school year.

3. Computer Lab

Each classroom has a scheduled computer time. A technology specialist coordinates lab time and student projects.

4. Hundreds Day

The 100th day of school is celebrated by the primary students with special activities during the day. The P-2 staff schedules these activities. (February)

5. Independent Study (ISOP)

The Independent Study Program is an alternative instructional strategy option available to students in special circumstances. Students meet with a designated Independent Study Teacher for one hour a week and work at home to complete assignments.

6. English as a Second Language

Students whose families speak a language other than English may be eligible for special services from the ELL teacher. Qualifying students are given special instruction in ELL during the school day.

7. Resource Room

The Resource Specialist evaluates the learning challenges of eligible pupils and plans and conducts an educational program, specific to individual student needs. Students identified for this special education service are served in a resource room, and/or in their regular classroom.

8. Health Technician

Services of the school health technician are available daily throughout the school year. K, 1st, and 3rd grade pupils are screened for vision and K, 3rd, and 5th grade pupils for hearing. Other services for our students are provided as needed.

9. School Psychologist

The psychologist screens and assesses pupils referred for possible special education placement through a Psycho-Educational Assessment including: Academic, Affective, Sensorimotor Functioning, and Adaptive Behavior. The psychologist also screens students to determine eligibility for the GATE (Gifted and Talented Education) program.

10. Student Study Team

The purpose of the Student Study Team is to assist teachers and parents in understanding and meeting the needs of students when there are problems in the regular classroom.

11. Speech Therapist

The speech therapist screens referred pupils to determine the fluency, accuracy and intelligibility of speech and/or the functional level of expressive and receptive language. Services, through special education, are provided for pupils with speech/language problems.

The following items pertain to 6th, 7th, and 8th grade students:

EXTRA-CURRICULAR ELIGIBILITY

All students may participate in extra-curricular activities such as school dances, field trips, sports, and other school sponsored events which are considered “above and beyond” provided they meet the eligibility criteria. Ineligibility will occur if the student violates the expected standards of behavior or has been assigned a 5 day suspension or the student has not maintained a 2.0 GPA for the previous trimester. On the day of an extra-curricular event, participating students must have his/her teachers sign an eligibility form (see attached). Those ineligible students will be unable to participate in extra-curricular activities, either as a participant or as a spectator.

Should you talk about the form here and put one in?

STUDENT GOVERNMENT (6th, 7th & 8th grades)

The Student Council is made up of elected officers and class representatives. The Council represents the student body and works on projects to enhance school spirit, provide fun school activities, improve communication between students and teachers, and make purchases of special equipment to improve school grounds. Officers for the school year will be elected in September.

President (eighth grader only)

Vice President

Treasurer

Secretary

Activities Director

Beautification Commissioner

Communications Commissioner

Each class sends one representative to the weekly meetings. Participation is based upon ASB by-laws. Student Council has a faculty advisor.

ATHLETICS (6th – 8th grade)

An extracurricular sports program is offered to develop basic skills, teamwork and sportsmanship. Girls may participate in volleyball, soccer, basketball and softball, while

basketball and soccer are available for the boys. To be eligible to compete, students must have a current physical exam, provide proof of insurance and meet the eligibility criteria. Students must have a 2.0 GPA on a 4.0 grading scale and passing all classes during the previous grading period. Students will receive eligibility grade/behavior checks and must have an eligibility form signed by his/her teacher on the day of the event. If the student is deemed ineligible, he/she will be unable to participate in games and practices until the assignment(s) have been turned in or his/her GPA has returned to a 2.0 or citizenship has improved. Specific rules of participation are given to interested students and must be signed by the student and parents before the start of the season.

SCHOOL DANCES (6th – 8th grade)

Most dances are sponsored by Student Council. All dances are held in the multi-purpose room. Students must be eligible to attend. Eligibility to attend a dance is based on citizenship. The 8th grade Promotion Dance is for 7th and 8th graders only.

TARDY POLICY

Middle school students are expected to be in their seats when the bell rings. Consequences for being tardy are as follows:

- *First tardy: one free per trimester
- *Second tardy: student serves 15 minute detention
- *Third tardy: student serves 30 minute detention
- *Fourth tardy: student serves 45 minute detention
- *Fifth-Seventh tardies: student serves one hour detention after school
- *Eighth tardy: student serves in-house suspension

BRUNCH/LUNCH

Sixth, Seventh and Eighth Graders may eat a school meal. Students not on the free and reduced price program will need to pay for any school meal. Students may choose between breakfast upon arrival at school in the morning or brunch.

EXCESSIVE DISPLAYS OF AFFECTION

In efforts to keep a positive school culture excessive hugging and kissing will not be allowed.

STUDENT BODY CARDS

Student body cards may be purchased by students for \$7.00 from the Student Council faculty advisor. An ASB card allows the student to attend Middle and High School games at a discount.

ACADEMIC SUCCESS

It is the goal of teachers, staff and administration that students are academically and socially successful. To meet this goal teachers and administrators have set up the following procedures:

When a student falls below 70% in any one class:

1. Student attends after school tutoring 4 days per week **and** parent conference is held to discuss grades and the intervention with student present.
2. Student will receive weekly grade check for the class.
- 3a. After 2 weeks, if student is at 70%, student is released from mandatory after school tutoring and parent is called to notify of progress and **weekly grade reports continue**.
- 3b. After 2 weeks, if no progress is made an SST is scheduled with parents and student.
4. Two weeks after the SST, parents are notified of student progress.
5. If the intervention is not successful the student may be considered at risk of retention. The teacher calls for another SST to further develop interventions which may include further assessment.

PARENTS' RIGHTS

Four weeks before the end of the trimester or at other times as seen fit by the teacher, notices of a student's unsatisfactory work are mailed to parents. Sometimes the teacher will request a teacher/parent conference, and parents are urged to contact the teacher when an unsatisfactory notice is received. Parents may request a progress report of their child's academic work by contacting the classroom teacher.

If there are any questions concerning grades, the parent or student is expected to immediately arrange an appointment with the teacher who assigned the grade. If the teacher can be of any assistance, please feel free to call the school.

HOMEWORK POLICY

The following time allocations for homework assignments are considered to be appropriate for each student's grade level. This time allocation is a general guideline that does not cover special classroom projects such as science projects, book reports, term papers, etc.

Sixth Grade ----30-60 minutes per day

Seventh grade----35-70 minutes per day

Eighth grade-----40-80 minutes per day.

If a student is spending a great deal more or less time on homework than the standard for his/her grade level, the parent should discuss this situation with the teacher.

EIGHTH GRADE PROMOTION

There will be an 8th grade promotion ceremony at the end of the school year. A valedictorian and salutatorian will be chosen based on the students' cumulative grade point average for their 7th and 8th grade year.

AERIES GRADE PORTAL

Parents and students who wish to have access to their grades may sign up in the office to receive a password and instructions on how to enter the AERIES data system.