

Laytonville Elementary School Student/Parent Handbook 2023-2024



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: Bruce Peters
Principal: Suzie Dunham
Admin. Asst: Hannah Davidson

School Board

Calvin Harwood Meagen Hedley Erin Gamble Elina Agnoli Erin Neuroth

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

Jennifer Davis	TK/Kindergarten	Room 1
Laurel Granger	Kindergarten	Room 7
Raquel Thomson	1st	Room 5
Kassandra Basler	1st/2 nd	Room 2
Nikki Waluk	2 nd	Room 6
Konnie Hawkins	3 rd	Room 4
Lindsey Jacobson	4 th	Room 14
Joni Kirvin	5 th	Room 20
Sarah Davis	6th	Room 18
M.E. Miles	7th	Room 21
Gaea Reid	8th	Room 22
Maggie Agnew	Special Ed.	Room 13
Misty Ford	ISOP	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 School Plan for Student Achievement document. 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, 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. We will also make an automated call to the number you have provided the school.

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, the radio stations above will be notified and the automated call will be made. You can also check on the district Facebook page.

School Policies and Procedures

Attendance

Regular and on-time attendance is necessary for learning. To receive a proper education, students must be in school every day and on time. 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.

1. **Absences:** Missing school is only considered **Excused** if the student is ill, has a medical, dental or counseling appointment, a death in the immediate family or a court appearance. Absences for other reasons are considered **Unexcused** and may be used in a truancy hearing.
2. **Truancy:** A student is considered truant who is absent from school without a valid excuse three (3) full days in one school year or tardy 30 minutes or more on three (3) occasions during the school year without a valid excuse. Students who are excessively absent or tardy will be referred to the Student Attendance Review Board (SARB).
3. **Absences and Late Arrivals:** Students must have a note from their parent/guardian when returning to school from an absence or upon late arrival. The note should include the student's name, the date(s) of the absence(s) the date the note was written, the reason the student missed school or was late and the parent/guardian's signature. This note should be brought to the office.

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.

If a student arrives late to school, he/she must check in at the office for a tardy slip to be given to his/her teacher. PLEASE BRING YOUR CHILD TO THE FRONT OFFICE FOR CHECK IN. DO NOT DROP OFF YOUR CHILD AT THE MIDDLE SCHOOL PARKING LOT.

4. **Extended Absences:** If a student is ill or on necessary leave for five or more days (no more than 15 days), a contract should be requested from the office, **five (5) days in advance** to provide the teacher the necessary time to put the materials together. Short-term contracts are awarded at the discretion of the teacher. Parents are responsible to see that all the assigned work is completed and returned to school on the **day** the student returns. Work not completed will be considered **unexcused absences**. Students not completing contracts may not be granted a contract in the future.
5. **Leaving School before Dismissal:** Whenever possible, parents should avoid making doctor or other appointments before 2:45 p.m. If a student must leave before school is dismissed, he/she must be checked out through the office. Parents/guardians ***must come into the office*** to sign out the student. The student will be called to the office then may leave with his/her parent/guardian. Students may only be signed out to adults on the student's emergency card.

SAMPLE OF AN ACCEPTABLE EXCUSE FOR AN ABSENCE:

*Dec. 17, 2018
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.

Illness

1. **Emergency Card:** Each student must have an emergency card on file in the office at the beginning of the school year. Please notify the school if any changes are made during the school year to make sure contact information is current.

2. **Medication:** If a student must take medication at school, it must be brought to the office by a parent, and kept in the office along with a doctor's instructions. The school cannot provide medications, or treatments of any kind. Students are to never share medication with other students. Parents are reminded that children are not allowed to possess or take any medication at school except as outlined above, including Advil or Tylenol.

3. **Physical Education Excuses:** Students who must have an extended excuse from P.E. for a medical reason must have a doctor's note stating the reason and the length of time he/she cannot participate. A doctor's release may be needed for a student to resume participation in P.E. after an extended period of injury.

Transportation

1. **Bus/Van:** District provided transportation is a privilege, not a right. It is important that students who ride the bus or school vans conduct themselves in an orderly manner at the bus/van stop and on the bus/van. Misbehavior may result in referral, suspension or permanent removal of bus/van riding privileges.

2. **Walking Students:** For supervision control and safety purposes, students who walk to school are asked not to arrive at school before 8:00 a.m.

3. **Drop-off Students:** Students who are dropped off at school by a parent/guardian are asked to not arrive any earlier than 8:00 a.m. Please park vehicles in the parking lot across the street from the school office and escort students to the crosswalks onto the school campus or drop off students in front of the school office **without parking**.

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/guardian 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.

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.

Notes 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.

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

Students are expected to be Safe, Respectful and Responsible at all times in all areas.

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 is recognized by providing K-5 students with a ribbon award to be placed on the office Excellence board. Middle school students' proper behavior is recognized by awarding the student with Warrior Bucks. When students perform an act of kindness they are given a Kindness Coin which they turn in to their classroom teacher. Classrooms keep track of how many Kindness Coins are received throughout the month and the classroom with the most Kindness Coins at the monthly awards assemblies are given the Kindness Banner to hang in their class for the next month. At the end of the year the class with the most Kindness Coins receives a class party.

Teachers and staff have set campus wide expectations through our Positive Behavior Intervention System (PBIS). The matrix at the end of the handbook shows the campus wide expectations. Each teacher will have individual classroom expectations.

If a student is making poor behavior choices he/she may be sent to a buddy classroom for a short amount of time. While in the Buddy Room the student will complete a Problem-Solving Worksheet in which he/she reflects upon his/her behavior. Then the child returns to his/her class. If the inappropriate behavior continues, the child is sent to another room for an hour or more to complete the reflection page and to continue classwork.

For the small percentage of students who choose to make poor behavior choices, this policy provides reflection, counseling and if necessary 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 positive, respectful environment on campus.

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. Often the term bullying is misused. The definition of bullying is: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bully prevention curriculum will be taught in all classrooms. This curriculum teaches the students what to say and do to the aggressor. It also teaches how the aggressor should respond and what the adults should do and say when a student brings a situation to their attention.

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
- *Possible expulsion

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 and/or tattoos advertising or supporting the use of alcohol, tobacco or controlled substances
- Clothing and/or tattoos displaying vulgar or offensive writing or symbols, or sexual references
- Clothing that is revealing, excessively soiled or worn
- Clothing that is identified as gang-related
- Clothing that is not safe to the wearer or others

Revealing clothing includes displaying of any undergarments. School attire shall meet health and safety standards, and buttocks, genitals, chests, and nipples must be covered. Shirts must be worn at all times including during PE and sports practice.

Gang related apparel and tattoos are defined as apparel and signs that, if worn or displayed on a school campus could reasonably be determined to threaten the health and safety of the school environment. Gang related tattoos must be covered by clothing or in some other appropriate fashion so as not to be exposed. Gang related apparel includes but is not limited to bandanas or "do rags", hair nets, the hanging of bandanas or belts displaying gang colors such as red, blue or black. Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits 13, 14, XIII, XIV, sureno, norteno, swastikas, nazi symbols, KKK or other organized hate group symbols will not be allowed.

The principal or designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting thereby disrupting the educational process. 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 taken or 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.

E 5132(b)

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. Families may only opt out of vaccines with a doctor's note.

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 stored in the large container by the cafeteria. 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 will be excluded from school until proper treatment is completed and children are lice free. Information on treatment is available through the office. Please do not hesitate to notify the school if you suspect lice.

Bicycles and other wheeled vehicles

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 which is by the garden. Students who ride their bicycles to school MUST PARK and LOCK their bike in the bike rack. Wheeled vehicles 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 to be stored in the office or classrooms during the school day. All wheeled vehicles must be walked on campus.

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.

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, 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 (not pockets) during the school day from 8:00 until dismissal by the teacher. Violation of this policy will result in the following:

- *First violation: Office confiscation of device, student may retrieve from office at the end of the day. Parent contact will be made.
- *Second violation: 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 lunch detention.
- *Multiple violations will result in a parent, student, teacher and administrator meeting.

- **Parents please do not contact your child's cell phone during school hours. If you need to reach your child(ren), please call 984-6123 and a message will be delivered to your child(ren).**

School Meals

The cafeteria utilizes a PIN system to track individual student breakfast/lunch money accounts. Meals this year will be offered and available for all students.

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 and Vans

LAYTONVILLE UNIFIED SCHOOL DISTRICT SCHOOL BUS AND VAN RULES

1. Bus/van 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/van and conduct themselves in a safe manner while waiting.
3. Bus/van riders are not permitted to move toward the bus/van at any loading zone until the bus/van has completely stopped and the door is opened.
4. The bus/van driver is in full charge of the bus/van and riders at all times.
5. While on the bus/van, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus/van 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/van riders should never tamper with the bus/van or any of its equipment. Any damage to the bus/van 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/van windows.
12. Riders are not permitted to leave their seats while the bus/van is in motion.
13. Horse play is not permitted on or around the school bus/van.
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/van stops. Students riding to a stop other than their own must have a bus/van 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/van while on a field trip, they shall be the responsibility of the teacher or chaperones.
19. Bus/van drivers will attempt to be proactive in managing student behavior.
20. Bus/van 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

Back to School Night

In the Fall, parents and friends are welcomed to Back to School Night. This is an opportunity to meet your child(ren)'s new teacher and learn about classroom policies, such as homework and parent volunteers.

Family Nights

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.

Open House

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.

Science Fair

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.

Spell-A-Thon

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.

Winter Music Program

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

Awards Assemblies

At the end of each month 1st –8th students are honored at an awards assembly in the multi-purpose room. 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.

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.

Special School Services and Programs

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.

Computer Lab

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

Hundreds Day

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

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.

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.

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.

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.

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.

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.

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.

Reading Intervention

The reading intervention teacher works with small groups of students of all grade levels in order to boost their reading skills in specific areas of reading.

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. Those ineligible students will be unable to participate in extra-curricular activities, either as a participant or as a spectator.

WAIVERS FOR EXTRA-CURRICULAR ELIGIBILITY

Students may request and may be granted an academic probationary waiver once during middle school and once during high school. (BP 6145 & AR 6145)

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 (no F's) during the previous grading period. Students will receive eligibility grade/behavior checks and must have an eligibility form signed by his/her teacher on a weekly basis. If the student is deemed ineligible, he/she will be unable to participate in games and practices until he/she has been deemed eligible. 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 and cost \$5.00 to attend. Students must be eligible to attend. Eligibility to attend a dance is based on citizenship, a student may not have a suspension within 20 days of the dance. 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

EXCESSIVE DISPLAYS OF AFFECTION

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

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 contact is made 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 6th, 7th and 8th grade year. **All promoting 8th graders are required to purchase a blue or white promotion gown for \$24.00.**

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. Please link to the Parent Portal from our district website: lUSD.us. This is found under the Parents tab.

School Rules and Expectations: Guidelines For Success

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All The Time Everywhere	<ul style="list-style-type: none"> • All hands/feet/body parts/objects to yourself. • Use appropriate speed. • Stay in your assigned areas. • Spit in an appropriate place. • Walk your Wheels. 	<ul style="list-style-type: none"> • Use appropriate volume. • Use kind words and positive language. For example, please, thank you, and excuse me. • Help others • Wait for your turn. • Share • Take care of your belongings. • Be inclusive. • Sexual harassment is illegal. • Leave electronics off or at home. • Remember you are part of a community 	<ul style="list-style-type: none"> • Clean up after yourself • Know the school rules and follow directions. • Be prepared • Always try to do your best. • Leave valuables at home. • Help others follow school rules. • Leave gum at home.
Middle School Quad	<ul style="list-style-type: none"> • Walk from basketball court • All play items are to be held • Hang backpacks on lockers • Feet on the ground 	<ul style="list-style-type: none"> • Speak in whispers • Wait outside classrooms to be invited in 	<ul style="list-style-type: none"> • Model SRR behavior
Playground	<ul style="list-style-type: none"> • Follow posted school rules • Stay within sight of person on duty. 	<ul style="list-style-type: none"> • Return to class promptly. • Treat/use equipment properly. 	<ul style="list-style-type: none"> • Pick up trash. • Use restroom/drinking faucet before whistle blows.
MPR	<ul style="list-style-type: none"> • Ask permission to get up from assigned spot. • Carefully carry your tray to and from your table. 	<ul style="list-style-type: none"> • Listen quietly to presenters and performers. • Follow directions of person on duty. 	<ul style="list-style-type: none"> • Dispose of lunch in proper receptacles.
Garden	<ul style="list-style-type: none"> • Keep metal parts of tools below your hips. • Use extra slow speed. • Sit on bench. • “Where’s the playground?” 	<ul style="list-style-type: none"> • Stand to the side of the beds. • Be gentle with plants, animals and soil. • Calm, peaceful demeanor and positive attitude. • 	<ul style="list-style-type: none"> • Put tools back in proper place. • Report if garden needs attention. • Maintain tools, seating, walkways and common areas. • Only push buttons on the weather station if you know what it does.
Bathrooms	<ul style="list-style-type: none"> • Keep hands, feet and body parts to yourself. • If there is an adult in the bathroom you don’t know leave and tell a trusted adult. 	<ul style="list-style-type: none"> • Use supplies appropriately. • Use proper receptacles for bodily excretions. • Knock on stall door, wait patiently while standing. • Let others have their privacy. 	<ul style="list-style-type: none"> • Report if bathroom needs attention.
Office	<ul style="list-style-type: none"> • Know the route to the office. 	<ul style="list-style-type: none"> • Walk into office quietly. • Whisper while in the office. 	<ul style="list-style-type: none"> • Have an office pass and/or know why you’re there.

	<ul style="list-style-type: none"> • Proceed directly to the office. • Stay seated quietly in the office while waiting. 		
Arena	<ul style="list-style-type: none"> • Follow the adult's directions. • Enter and exit the proper door. • Keep your feet on the ground on the walkway toward the door. 	<ul style="list-style-type: none"> • Keep hands and feet off the walls. • Use equipment properly. 	<ul style="list-style-type: none"> • Take shoes off while on the mats. • Return the equipment to its proper location. • Use equipment properly.
Walkways/Quad	<ul style="list-style-type: none"> • Walk • Eyes forward 	<ul style="list-style-type: none"> • Remember other classes our in session. • Keep moving. • . 	<ul style="list-style-type: none"> • Be timely with your actions. •
Dismissal	<ul style="list-style-type: none"> • Eyes forward • Wait your turn. • Walk • Check out with your teacher. 	<ul style="list-style-type: none"> • Use a quiet voice. 	<ul style="list-style-type: none"> • Check out with your teacher. • Know your going home plan before school starts. • Phone calls during breaks.
Classrooms	<p><i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i></p>		

Problem-Solving Worksheet

Student: _____ Date: _____

Sending Teacher: _____ Sent Time: _____

Our school rules are: _____

The rule I violated was _____

I violated the rule when I _____

To be Safe, Respectful & Responsible I must _____

☐ I would like to return to class and I am ready to follow the rules.

Student Signature: _____

When you have completed this worksheet, please put down your pencil/pen and wait quietly for the teacher or adult to review it with you. Thank you.

Receiving Teacher: _____

Return time: _____

Comments: _____
