

# Etna Elementary School Parent-Student Handbook



2022 - 2023

**Principal**  
**Jim Pindell**  
jpindell@svusd.us

**Secretary**  
**Tammy Dean**  
tdean@svusd.us

220 Collier Way  
Etna, California 96027  
(530) 467-3320  
[www.svusd.us](http://www.svusd.us)

**Welcome to Etna Elementary School**  
**Our Vision:**

*The Vision of Etna Elementary School is to engage students in high quality learning experiences that will encourage them to achieve their full potential and become responsible students, citizens, and future members of our community.*



**Office Hours and Contact Information**

8:00am to 3:30pm Monday – Friday

Phone: (530) 467-3320

Fax: (530) 467-3465

[www.svusd.us](http://www.svusd.us)

**Principal**

Jim Pindell

**School Secretary**

Tammy Dean

**School Colors and Mascot**

Our school colors are red, white, and black. Our school mascot is the Mustang. Each Monday is **Mustang Monday**, and all students and staff are encouraged to wear school colors.

**Scott Valley Unified School District**

*Mission: "To ensure high levels of learning for all students"*

**Superintendent**

Micheline G. Miglis

**Scott Valley Unified Board of Trustees**

Tammi Bennett, President

Jen Thackeray, Clerk

Brandon Fawaz

Jason Finley

Sandy Hogge

**District Office and School Information for  
the Scott Valley Unified School District**

**District Office**

11918 Main Street, PO Box 687  
Fort Jones, CA 96032  
Superintendent: Micheline Miglis  
Phone: (530) 468-2727  
Email: [mmiglis@svusd.us](mailto:mmiglis@svusd.us)

**Etna Elementary School**

220 Collier Way  
Etna, CA 96027  
Principal: Jim Pindell  
Phone: (530) 467-3320  
Email: [jpindell@svusd.us](mailto:jpindell@svusd.us)

**Etna High School**

400 Howell Avenue  
Etna, CA 96027  
Principal: Joy Isbell  
Phone: (530) 467-3244  
Email: [jisbell@svusd.us](mailto:jisbell@svusd.us)

**Fort Jones Elementary School**

11501 Mathews Street  
Fort Jones, CA 96032  
Principal: Raylene Lang  
Phone: (530) 468-2412  
Email: [rlang@svusd.us](mailto:rlang@svusd.us)

**Scott Valley Junior High School**

237 Butte Street  
Fort Jones, CA 96032  
Principal: Tana Piersall  
Phone: (530) 468-5565  
Email: [tpiersall@svusd.us](mailto:tpiersall@svusd.us)

**Scott River High School**

450 Campus Way  
Etna, CA 96027  
Principal:  
Phone: (530) 467-5279  
Email: [bmoyles@svusdi.us](mailto:bmoyles@svusdi.us)

**County Office Staff Title**

Diana Barden- School Nurse  
Debbie Pindell -Speech Pathologist  
Mary Goss- Special Day Teacher  
Caitlin Chappelle - Special Day Paraprofessional  
Nancy Guzman-Gonzalez-Psychologist  
Shannon Griffith- Adaptive PE

**Etna Elementary Teachers and Specialists  
Teachers and Grade**

Jodi Deppen - TK/K  
[jdeppen@svusd.us](mailto:jdeppen@svusd.us)  
Angelina Rosberg- 1st Grade  
[arosberg@svusd.us](mailto:arosberg@svusd.us)  
Kerry Wessell - 2nd Grade  
[kwessell@svusd.us](mailto:kwessell@svusd.us)  
Barb Thackeray - 3rd Grade  
[bthackeray@svusd.us](mailto:bthackeray@svusd.us)  
Ella Early - 4th Grade  
[early@svusd.us](mailto:early@svusd.us)  
Danielle Eastlick - 5th Grade  
[deastlick@svusd.us](mailto:deastlick@svusd.us)  
- Resource Specialist/Title  
Abbey Nelson - SAFE Coordinator  
[anelson@svusd.us](mailto:anelson@svusd.us)  
Title VI  
Alexis McDonald - Science/Outdoor Ed.  
[amcdonald@svusd.us](mailto:amcdonald@svusd.us)

**Classified Staff**

Chrystal Ash - Maintenance/custodial  
Gil Calleja - Maintenance/custodial  
Chelsea Fonseca - Paraprofessional  
Deena Hahn - Paraprofessional  
Taylee Hansen - Paraprofessional  
Kim Bloor - Paraprofessional  
Susan Thackeray - Title I Paraprofessional  
Pat Lytken - Food Service Worker  
Emi Loogman - RSP Paraprofessional  
Irene Martin - Librarian  
Abbey Nelson - SAFE Coordinator  
Kristy Swezey - Food Service Worker  
Anna Miles - Counselor, Social Emotional  
Learning  
Chastity Adams- Student Services Specialist,  
Social Emotional Learning

## **School Expectations:**

*Be Safe*

*Be Respectful*

*Be Responsible*

## **School Schedule**

7:40-8:15 Morning Supervision

7:50-8:15 Breakfast

8:17 School Begins

9:55-10:15 2nd Recess

11:55-12:35 K-5 Lunch and Recess

2:30 Primary Dismissal

2:50 Intermediate Dismissal

2:30 (2:50)-5:30 SAFE

*\*Friday Dismissal is 1:35*

## **Arrival at School**

Student drop off and pick up will be at the back of the school at the Diggles St. entrance. Students drop backpacks on the dots and play on the playground until 8:15am. At 8:15am, they will line up and go to class. Supervision begins on the yard for TK-5 on the Intermediate playground at 7:40am with breakfast being served at 7:50am and instruction starting at 8:17am.

## **Attendance and Tardies**

Consistent attendance is essential to your child's educational progress. Frequent absences and habitual tardiness disrupt not only your child's daily program, but it can interrupt the learning of others. Please plan vacations during school breaks and doctor appointments in the afternoon so your child can start their day in school. Each student is only excused for three illness days; all other absences are considered unexcused.

The beginning of the school day is an important part of your child's day and sets the educational stage for the rest of the day. Being on time to school develops an important habit and builds responsibility.

California State Education Code requires parents of children from ages six to eighteen to send their children to school. The only valid reasons that students may be excused from school attendance include the following:

- Personal illness
- Observing a religious holiday
- Court appearance
- Attending a funeral

### **A “Student in Good Standing” is as follows:**

- No outstanding debts
- School work completed
- All enrollment paperwork completed and turned in
- Consistently displaying safe, respectful, and responsible behaviors during the regular school day, on the bus, and in SAFE

### **Attendance for Extra Curricular Activities**

In order to participate in an after-school or during-school extra-curricular activity, students must do the following.

- Be in school on time, all day, until dismissed to attend the activity.
- Be in school all day on Friday if the activity is on a Saturday.
- Be in school all day the day prior to the activity if the student will be leaving for the activity before school starts the next day.



### **Bus Transportation Safety Plan**

Sec. 22112 of the Vehicle Code, effective October 5, 1999: Not all designated bus stops are red-light stops. However, whenever a bus displays flashing red lights, all traffic in both directions of the bus must stop until the red lights are turned off. Violators will be reported to the California Highway Patrol.

### **Loading and Unloading Students**

The driver of a school bus shall operate warning lights and signs at all school bus stops and at all times when the school bus is stopped for the purpose of loading or unloading students. This is done regardless of whether the students must cross the highway or a private road.

In addition, the driver shall escort students in kindergarten and grades 1-8 who must cross a highway, roadway or private road. If the bus travels in both directions on the same road, the child shall remain on the bus so that he/she can depart on the correct side of the road.

The driver shall stop to load/unload students only at a school bus stop designated for students by the school district. A student may not depart the bus at any stop other than his/her own unless he/she has a note that has been authorized by the school office. A TK/K student may not be released from the bus without an adult present at the bus stop.

## Regulations Governing Pupils Riding School Buses

Dear Parent or Guardian:

The Scott Valley Unified School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding buses of the school district. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following list of student actions constitute violations of the established rules and regulations.

1. Abusive body contact, (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading the bus.
2. Fighting on the bus or at the bus stop.
3. Weapons (pocket knife, gun, arrows, decorative swords, etc.) are not allowed.
4. Using for purposes other than the student's regularly designated bus stop (this will be permissible only if parent note or authorization from the office is presented to the driver and the bus is not overloaded).
5. Using profane language or obscene gestures.
6. Unauthorized exits (from emergency doors and windows).
7. Putting any part of the body out of the windows at any time.
8. Not wearing a seat belt if the bus is so equipped.
9. Any movement OUT of seats while the bus is in motion.
10. Cell phones, tablets, laptops are to be stowed out of sight at all times while on the bus. No audible sounds are to be heard from the devices. Students may listen to their device using headphones only, and may not share earbuds or headphones with others.
11. Riding the bus after receiving no ride penalty.
12. Legs, feet and objects obstructing the aisles or facing to the rear in seats while the bus is in motion.
13. Creating excessive noise.
14. Any improper bus stop procedures (for example, not lining up, rock throwing, playing in streets, any property damage at the bus stop).
15. Unauthorized opening, closing or tampering of any kind with bus doors, windows or emergency exits.
16. Any type of damage or defacing the bus.
17. Lighting of matches, cigarettes, smoking or vaping on the bus.
18. Throwing any objects in, out of, or at the bus.
19. Littering of any kind.
20. Transporting live animals, reptiles, or insects on bus, or in keeping with Article 14277 of the Official State Regulations and laws relating to pupil transporting in California I.E. any article that, in the opinion of the bus driver, could be considered hazardous.
21. Carrying any non-prescribed medications or illegal substances (marijuana, alcohol, etc.).
22. Eating or drinking on the bus.
23. Disrespect to the bus driver.
24. Giving improper identification when requested by the driver.
25. Tampering with bus controls.
26. Failure to obey the driver.
27. Failure to remain quiet at all railroad crossings.
28. Endangering life or limb of other people.
29. Other unauthorized or unsafe actions.

California Administrative Code Title 5; Section 14263 (Authority Of Bus Driver) (a) Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations. (b) Board of Trustees shall adopt rules and regulations to enforce this section. The regulations shall include, but not be limited to, specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties. SVUSD July 1, 2022

## Late Bus

Students have an additional busing opportunity through the SAFE late bus. This bus route runs after school hours and requires an adult to be visible to release any TK-1 grade student. Because this bus runs after hours, if someone is not visible for a TK-1 grade student, the bus driver will call administration or the local police, because the campus is closed at this time. Failure to pick up your student at the proper time will result in suspension from the late bus.

## Bus Violations

When a bus rider is guilty of misconduct, they will be reported to the school principal. The consequence for bus violations is as follows:

### Minor Violations

- 1st Citation: Warning or possible bus riding suspension
- 2nd Citation: 3-day bus riding suspension
- 3rd Citation: 2-week bus riding suspension
- 4th Citation: Balance of year bus riding suspension

- **Immediate suspension for threatened or actual bodily harm.**
- **Incidents of a serious nature may result in immediate suspension from bus privileges.**
- **Students who have lost bus riding privileges are not allowed to ride on field trips or athletic events.**
- **Students suspended from riding the bus must continue to attend school. It is the responsibility of the parent or guardian to ensure that the student attends school.**

## Child Abuse

All school employees are required by law to report suspected and known child abuse to Child Protective Services.

## Rules of Student Conduct

Students, parents and staff members are all expected to be **Safe**, be **Respectful** and be **Responsible**.

- Chewing of gum is not permitted at school, unless it is a special privilege allowed by staff.
- Please remove hats when entering buildings.
- Intimidating another person (verbally or physically) and fighting are strictly prohibited.
- Throwing rocks, sand, snowballs, or any other dangerous object is not permitted.
- Students are to walk quietly inside the buildings.
- Bikes are not to be ridden on campus during the school day.
- Skates, skateboards, and scooters are not permitted on campus at any time.
- **Restroom Use:**
  - Inside restrooms are for grades 1-3
  - Restrooms across from the library are for grades 4-5
- Baseball has to be played at a backstop and no one is allowed to be a catcher. Metal bats are not allowed at recess; hard balls are not allowed.
- Balls may be kicked on the fields or kickball court. Do not kick balls on the basketball courts.
- Electronic devices and toys (i.e. iPods, CD players, card collections, etc.) from home are not allowed unless

the teacher requests these as part of a classroom project. Neither the school nor the district are responsible for lost or stolen items from home.

- Cell phones must be turned off and stored in the student’s backpack during school hours. Student cell phone use is prohibited during school hours. Students who need to call home must have permission from their classroom teacher or the office staff and call from a school phone.
- Sexual harassment of students or staff is strictly prohibited.
- Weapons, replicas of weapons, and antique weapons are strictly prohibited on school grounds.

### **Student Dress Code**

In the interest of safety and modesty, students should wear appropriate clothing to school. Any clothing with symbols, words, or pictures that promote the use of drugs or alcohol, are violent in nature or are sexually explicit, are not allowed at school. Bare backs, bare midriffs, and low-slung attire that reveals underwear is also inappropriate clothing at our school. Shoulder straps/sleeves need to be at least 2 finger width. Students are expected to wear shoes appropriate for physical activity. Flip flops and slides are not allowed, sandals must have a back strap, and wearing these types of shoes could result in exclusion from physical activities and recess games.

### **Suspension**

Suspension means the removal of a student from ongoing instruction for the purpose of adjustment. Students may be assigned an in-school suspension. In this case, the student will be sent with his/her class materials to the office and will work under the supervision of the principal and/or secretary. In more severe cases the student will be required to remain at home for the length of suspension. Please reference the Education Code.

### **Expulsion**

Expulsion is an action taken by the Board of Trustees for severe or prolonged breaches of the discipline code by a student. Expulsion, except for single acts of a grave nature, is usually reserved for cases where there is a history of misconduct and where other forms of discipline, including suspension, have failed. .

<b>Mandatory Recommendation and Mandatory Expulsion (48915)</b>
<b>The principal, superintendent or designee shall recommend and the Board shall expel any student found at school or at a school activity committing any of the following acts</b>
Possessed, sold, or furnished a firearm (EC 48915 c1)
Brandished a knife at another person (48915c2)
Unlawfully sold a controlled substance (48915c3)
Committed or attempted to commit a sexual assault (48915c4)
Possessed an explosive (48915c5)



**Mandatory Suspension and Recommendation for Expulsion (48915)**

**Unless the principal or superintendent finds that expulsion is inappropriate due to particular circumstances, the principal, superintendent, or designee shall recommend a student’s expulsion for any of the following acts:**

Caused serious physical injury to another person (EC 48915a1)

Possessed a knife or other dangerous object (EC 48915a2)

Unlawfully possessed a controlled substance (EC 48915a3)

Committed robbery or extortion (EC48915a4)

Committed assault or battery upon any school employee (EC 48915a5)

**Earthquake Emergency System and Disaster**

**Preparedness Plan**

Recognizing that California will continue to experience moderate to severe earthquakes, and in compliance with a legislative measure, Scott Valley Unified School Board has instituted preparedness training for staff and students. “Drop and Cover” Drills are held to ensure that students and staff will act instinctively in an emergency. The district also realizes that the school building could be used as a community shelter and the office assigned as disaster headquarters under disaster conditions. The administrator will act as the director.

**Intruder Drills/Fire Drills**

ALICE training is used for training staff and students if there is an intruder on campus. These once a year drills are focused on preparedness and safety. Fire drills are conducted monthly.

**Enrollment Requirements**

The laws concerning health issues are numerous and must be followed by parents. Please read the following requirements carefully.

**State Requirements:**

1. A physical examination within 18 months prior entering first grade
2. Up-to-date immunizations
3. A listing of the child’s allergies and/or any health concerns and medications

**District Information Requirements:**

1. A certified birth certificate
2. Resident in the Scott Valley School District
3. Occupation of parents
4. Primary language spoken in the home
5. Emergency telephone numbers

*Any concerns regarding exceptions should be referred to the school office.*

## **Experiential Learning**

We are committed to providing experiences from which students can learn and apply their knowledge beyond the classroom setting. These experiences are directly related to the information being discussed in class and relate to the state standards we are required to teach. There are three primary components of our experiential learning program.

- Field Experiences
- Service Learning
- Science Lab and Outdoor Learning Center

Participation in these experiences is critical to ensuring that students can apply knowledge, enjoy learning and participate in their community.

## **Homework Policy**

Etna Elementary School, in conjunction with the board policy adopted by the Scott Valley Unified School District, recognizes that meaningful homework, assigned in moderation and with realistic expectations, can be a valuable extension of student learning time and enforce life skills. Etna Elementary School is committed to the “10-minute homework rule” endorsed by both the National PTA and the National Education Association (NEA). This agreement supports the idea of no more than 10 minutes of homework (which may or may not include independent reading time) times the grade level.

Kindergarten - 0 - 10 mins

1st grade - 10 mins

2nd grade - 20 mins

3rd grade - 30 mins

4th grade - 40 mins

5th grade - 50 mins

Homework expectations and assignments will be communicated by the classroom teachers via classroom newsletter, and/or red folders and planners. Third through 5th grade students are expected to bring their folder and planner from school to home daily. K-2nd grade students are expected to bring their red folder to school daily.



## **General Health**

### **Immunizations:**

- Parents or guardians must provide the dates of each immunization received.
- Students not meeting the standards will be excluded from school by authorization of the health department.
- To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing

Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Each student enrolling for the first time in a district elementary or secondary school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law. Each transfer student shall be requested to present his/her immunization record upon registration.

### **Child Health and Disability Prevention Program**

The Child Health and Disability Prevention Program requires all children to have a health check-up or screening before entering first grade. It also includes periodic health screenings for persons under age twenty one who are eligible for Medi-Cal.

Before entering first grade, students must present their school district with a certificate, signed by a doctor, showing that they have received the health check-up. If parents do not want their child to have the health check-up, they may sign a waiver. If your child has had a health check-up by your family doctor during the 18 months before he enters first grade, your doctor may sign a form saying this check-up has been done.

### **Communicable Diseases**

If your child complains of stomach, earache, sore throat, cold symptoms, or has not been free of fever for at least 24 hours, he/she should be kept home for observation and care. If your child has a communicable disease, please contact the school for guidelines on when they may safely return to school.

***Any child with an oral temperature of 100° or over will be sent home.***

### **Medication**

California State Law states that medications may not be dispensed by school personnel without a physician's order. Occasionally a child under medical care may continue to attend school. In these special cases, school personnel may administer medication when parents provide a physician's order, which includes the name of medication, dosage, time, and duration that the medicine is to be given to the child.

### **Health Screening**

Vision and hearing screenings are completed upon request, by the school nurse. Parents are contacted for follow-up if the student fails the screening.

### **Accidents**

If a child incurs a minor injury, basic first aid is used. Cuts and skin abrasions are washed and a sterile bandage is applied, if necessary. If an accident other than that of minor nature occurs to your child, we will make every effort to contact you. If contact cannot be made, we will contact your doctor and/or the clinic for treatment. If your child is hurt or injured while on the school grounds at any time, it is important that he/she report the injury immediately to the adult who is in charge. An accident report will then be recorded in the office.

### **Leaving School during the School Day**

For the welfare and protection of your child, your cooperation in the following will be appreciated:

- Children leaving the school during the day must bring a signed note from home permitting the school to excuse him/her.
- Parents are to pick up their child at the school office after signing him/her out. Parents are not to go directly

to the classroom. The office personnel will retrieve your child. This is a continued effort to minimize disruption to the learning process.

### **School Support Programs and Services**

Parents may request a referral to any of the available programs anytime throughout the school year.

#### **Annual Notification Special Education and Related Services**

Pursuant to Board Policy 6164.5 and Education Code 56301, all parents/guardians have a right to request a referral for a child who may need special education and related services. Such a referral includes: identification, assessment, instructional planning, implementation and review, and procedures.

Parents/guardians are strongly encouraged to discuss this matter with the regular classroom teacher, resource specialist or principal. A referral can be initiated at any time. Early intervention is the best approach.

#### **Title I Program**

This program is designed to better meet the reading and math needs of students. The Title I program offers small group instruction school wide. Intervention strategies assist students in reading, writing, or math instruction integrated with regular classroom instruction. These services are provided to students performing below grade-level expectations.

#### **English Language Development (ELD) Program**

This program is designed to develop fluency in speaking, reading and writing English for students whose primary language is not English. The program also strives to enhance self-esteem, promote cross-cultural understanding, and provide equal opportunity for academic instruction.

#### **Resource Specialist/Special Education**

The resource specialist is a classroom teacher with special certification in special education and learning disabilities. The resource specialist provides specific prescriptive instruction in academic areas and plays an active role as a resource to teachers in designing and implementing teaching strategies for students with learning difficulties. Services are also provided to non-disabled children. Pursuant to BP 6164.4, all parents/guardians have a right to request a referral for a child who may need special education services. A referral may be initiated at any time. Please contact the school office.

#### **School Accountability Report Card (SARC)**

The School Accountability Report Card (SARC) for Etna Elementary School is available on the schools website and in hard copy in the school office.

### **School Nurse**

The school nurse is on campus several days per month. In addition to hearing and vision screening, she plays an important role in:

- Providing health education resources for teachers.
- Maintaining health records for children.
- Contacting parents regarding illness, health problems, and excessive absence observed at school.
- Conditions and/or hazards, which may affect the operation of the school.

### **School Psychologist**

Our county school psychologist is on campus one day per week. The psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher. All psychological testing requires written parental permission.

### **Speech and Language Specialist**

The speech and language specialist is on campus one day per week. This specialist works with children who are in need of specialized and developmental instruction in language proficiency, primarily speaking and hearing.

### **Siskiyou After School For Everyone (SAFE)**

Parents please register your children in the Siskiyou After School For Everyone (SAFE) program at Etna Elementary. The program provides a healthy snack, tutoring time, physical activity as well as enrichment activities in science, music and the arts. The program operates from the time school is dismissed until 5:30pm, Monday through Friday. Our SAFE coordinator is Abbey Nelson and she can be reached at (530) 598-1261 or by email [anelson@svusd.us](mailto:anelson@svusd.us)

### **Science Lab**

We are excited to have Alexis McDonald on our staff in a part-time capacity. She serves as our science instructor and uses the science lab and outdoor learning center for instruction.

### **Music Program**

A certificated teacher instructs all students in TK-5 in music lessons that build skills, music appreciation, and teamwork as well as support the social emotional learning of students.

### **Social Emotional Learning (SEL) Program**

A CARE team works together to teach SEL skills to every student in TK-5 through whole group instruction and activities. Small group instruction and individual meetings also help students gain skills. Classroom teachers support lessons using programs such as Second Steps and Positive Behavior Intervention and Supports.

Social Emotional Learning Lessons Matrix

Month	Focused Character Trait	SEL Lessons (are subject to change)
August	<b>Safe-</b> The condition of being free from danger or injury.	<ul style="list-style-type: none"> <li>● Teach/ review school expectations.</li> <li>● Introduce the definition of SAFE.</li> </ul>
September	<b>Safe-</b> The condition of being free from danger or injury.	<ul style="list-style-type: none"> <li>● Teach/review fire drills and other school drills.</li> <li>● Friendships.</li> </ul>
October	<b>Respectful-</b> Caring enough about others' feelings to think before you act.	<ul style="list-style-type: none"> <li>● Training on problem solving processes.</li> <li>● Lesson on being respectful.</li> </ul>
November	<b>Responsible-</b> Doing the things you are expected to do and accepting the consequences (positive or negative) of your actions.	<ul style="list-style-type: none"> <li>● Kindness</li> <li>● Gratitude</li> <li>● What is bullying/ bullying behavior?</li> </ul>
December	<b>Gratitude-</b> To express thankfulness and appreciation for what you have.	<ul style="list-style-type: none"> <li>● Review playground expectations.</li> <li>● Community SEL project.</li> </ul>
January	<b>Self-Control-</b> The ability to manage your own behavior by stopping and thinking before acting.	<ul style="list-style-type: none"> <li>● Stress relief/ review calming tools.</li> <li>● Review school expectations.</li> <li>● Lesson on Self-control.</li> </ul>
February	<b>Focus-</b> To pay particular attention to or concentrate on what you are being asked to do or learn.	<ul style="list-style-type: none"> <li>● Growth mindset.</li> <li>● Focus/ Goal setting.</li> </ul>
March	<b>Honesty-</b> To speak and act truthfully and morally.	<ul style="list-style-type: none"> <li>● Self regulation.</li> <li>● Positive self-talk.</li> <li>● Honesty</li> </ul>
April	<b>Cooperation</b> -The ability to work together so that everyone can benefit.	<ul style="list-style-type: none"> <li>● Review playground and dress code expectations.</li> <li>● Cooperations.</li> <li>● Review state testing expectations.</li> </ul>
May	<b>Motivated-</b> To have an inner drive that inspires an individual to make plans and follow through with the	<ul style="list-style-type: none"> <li>● Review bus and field trip expectations.</li> <li>● Motivation/what motivates you.</li> </ul>
June	<b>Motivated-</b> To have an inner drive that inspires an individual to make plans and follow through with the	<ul style="list-style-type: none"> <li>● Summer goals.</li> </ul>

## **Emergency/Snow Days/ Late Start**

In the event that school is canceled because of natural disasters and unsafe snow conditions, you will receive a telephone call via our All Call system based on AERIES. If you do not have a phone, and the bus does not arrive at its regularly scheduled time (or shortly thereafter), you must assume a snow day has been called. A “late start” is a 2 hour delay.

## **Student Accident Insurance**

Etna Elementary offers supplemental accident insurance for accidents that occur on the bus or on the school grounds. The insurance is supplemental only and should not be considered primary insurance.

## **State Required Testing**

Students at Etna Elementary are involved in the standardized testing as prescribed by the State of California. Students in third through fifth grades will participate. In addition to state standardized testing, fifth grade will complete a Physical Education assessment, and all grades ongoing district benchmark assessments.

## **Volunteers**

*Studies have shown that the child whose parents or family members are involved in their education will, in general, outperform the child whose parents do not become involved in the school.*

Parent volunteers enhance opportunities for learning in our classrooms by increasing the effectiveness of individual pupil learning. Parent volunteers are encouraged to participate in the classroom and in a variety of curricular and co-curricular activities. Volunteer times are at the ultimate discretion of the administration and will be made in alignment with teacher needs. Please see the SVUSD Parent Volunteer

## **SVUSD Volunteer Guidelines**

Thank you for your willingness to share your time, enthusiasm, and skills with our students. Your efforts, and the efforts of our many other volunteers, help to make our school the exceptional place that it is. While you are on campus, you are a role model for students. Even as a volunteer, your commitment needs to be professional. Please read through the SVUSD Volunteer Handbook prior to beginning your volunteer work. Please see the list below of things you should and should not do while volunteering. If you have any questions, please feel free to contact me. Thank you for participating directly in our fine school. You make the difference!

## **VOLUNTEER EXPECTATIONS OF THE SCOTT VALLEY USD**

### **ATTENDANCE/ABSENCE**

If you are unable to volunteer at your assigned time, please call within 24 hours to the staff member you are scheduled to work with or the school's office.

### **BATHROOMS**

Use the “adults only” bathrooms. Student bathrooms are off-limits.

## **CELL PHONE ETIQUETTE AND RESTRICTIONS**

Please put your cell phone on vibrate mode when working on campus. Cell phone ring tones and conversations are disruptive to the learning environment. Do not use your cell phone while driving in our parking lot or when transporting students.

## **CONFIDENTIALITY**

All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Breaching confidentiality can be hurtful to students, their families, and SVUSD staff. A law established by the Family and Education Rights to Privacy Act (FERPA) protects a student's records. The SVUSD staff is responsible for confidential student information and records and may not share their content with volunteers. To help, below are some sample issues that can arise regarding confidentiality:

- Protect embarrassing personal information from disclosure
- Prevent the improper dissemination of information about children and families
- Protect personal security
- Protect family security
- Avoid prejudice or differential treatment

## **GENERAL GUIDELINES**

Please:

1. Remember that the SVUSD staff has ultimate responsibility for rules, programs, students, staff, and volunteers.
2. Follow the rules of the SVUSD site.
3. Be reliable. Please arrive on time and on schedule, and notify the SVUSD site in advance of any absences.
4. Sign in upon arrival and sign out at departure.
5. Notify the appropriate SVUSD school secretary of any changes in residency, employment or emergency contact information.
6. Be receptive to, and participate in orientation and training with the SVUSD staff as offered.
7. Remember you are a role model for students.
8. Only engage in age-appropriate physical contact with students such as handshakes, fist bumps, and side hugs (no tickling, wrestling, or children sitting in laps).
9. Maintain the highest standards of confidentiality and ethics.
10. Respect the confidential information of students, their families, and staff.
11. Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place.
12. Be familiar with the fire, shelter in place, lockdown, and disaster drill procedures at the SVUSD school site.

## **Volunteers supplement and support our student programs, and MAY NOT:**

1. Be left alone with students.
2. Have visitors during their time on an SVUSD site.
3. Use, possess, or be under the influence of alcohol or illegal drugs and follow our office's tobacco-free policy and refrain from smoking or using tobacco products while on SVUSD property.
4. Release students to anyone (but will contact SVUSD staff if someone asks for a student).
5. Assign grades, be responsible for instructional objectives, lesson plans, curriculum, or have access to student records.
6. Give out nor accept money or personal information from students (telephone numbers, e-mail, or home address).
7. Abuse children. This includes physical abuse (strike, spank, shake, slap, pull, push), verbal or mental abuse (humiliate, degrade, threaten, insult), sexual abuse. (inappropriate sexual touching or exposure), and neglect (withhold food, water, basic care, etc.).
8. Give any medication or first aid to a student, but notify a staff member immediately if a student is ill or injured.



9. Transport a student without proper and prior approval from parent and SVUSD staff.
10. Drive SVUSD vehicles, operate any power tools or equipment or use any hazardous chemicals other than common office equipment and general supplies such as cleanser and copier toner.
11. Use the student restroom areas unless specifically directed to do so by the SVUSD site staff.
12. Be in possession of SVUSD site keys, computer passwords, or utilize office equipment for personal use.
13. Share food with students (due to special meal requirements or allergies).
14. Photograph or videotape students.
15. Use cell phones (excluding emergencies) or the Internet for personal use while in the classroom.
16. Discipline students, counsel students or be present when students are being counseled.
17. Diagnose student needs, evaluate achievement or discuss their progress with anyone including parents.
18. Contact students outside of the school site hours.
19. Engage in unethical, illegal, immoral or unprofessional behaviors with students or staff.

**TB TESTING AND OTHER REQUIREMENTS**

All volunteers must have a current TB test on file with the district office and adhere to current COVID-19 testing protocols or provide up-to-date vaccination status.

**VISITING WITH OTHER VOLUNTEERS**

Please refrain from visiting with other volunteers when in your child’s classroom. Parents gathering to chat outside a classroom can also be disruptive.

**YOUNGER SIBLINGS**

Siblings may not accompany parents on field trips.

**SCHOOL PROCEDURES YOU NEED TO KNOW:**

- Fire Drill: Exit the nearest outside door that is not blocked.
- Emergency Drill: An announcement will come over the intercom: Please go to a homeroom and follow the instruction of the classroom teacher, or evacuate the building.
- Dress Code: Dress as a positive role model for children. Our student dress code should guide you.

**VISITORS MUST CHECK IN AT THE OFFICE.**

We welcome volunteers. Volunteers will be issued a visitor sticker at the office upon arrival. There are many areas in which to help the school community including classroom assistance with academic subjects, art activities, field trips, library, communications, fundraisers, reading buddies, playground games, and office assistance.

**Notice to Parents and Guardians  
Parental Notification (BP 5145.6)  
Education Codes and Privacy Rights:**

17612, 48980.3	Notice of pesticide product, active ingredients, internet address to access information
35291, 35291.5, 48980	Notification of district and site discipline rules
37616	Before implementing a continuous school program, a school district must consult with parents of students who would be affected
48205, 48980	Absence for justifiable personal reasons

48205, 48980	Students grade/credit cannot be reduced due to excused absence if work or test has been completed
48206e, 48207, 48208, 48980	Availability of home/hospital instruction for students with temporary disabilities
48216, 48980	Pupils may be excluded from school because pupil is not immunized
48980	Notification that parents have the option of their pupil attending a school in which the parent/guardian works within the boundaries of the district
48980, 231.5 48980, 52244 48980 49063, 49091.14	<u>Parent must be provided a copy of the sexual harassment policy as related to students</u> <u>Notice of availability of state funds to cover costs of advanced placement exam fees</u> <u>Parent and student must be provided a copy of policy on student access to the internet</u> Notice of availability of course prospectus
49510-49520	Notice of free and reduced-priced meals
49472, 48980	Notice of availability of insurance
51550	Parents may exempt pupil from sex education instruction
58501	Notice of alternative schools
20 USC 1681-1688, 42 USC 2001d-7	Notice of nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
46014	The right to excuse pupil for religious reasons

49403	The right to exempt pupil from immunization
49423	The right to allow the nurse to assist with medication
49472	Exempt pupil from medical or hospital services
51240	Exempt the pupil from health, family life, sex education instruction if they conflict with religious beliefs
49451	Exempt the pupil from physical exams, vision and hearing screenings
56031	The right to apply for special tuition payments when the district cannot provide

	the appropriate special education program
49063	Access and right to challenge the content of child's records
49073	No address or phone information may be released without parental permission
49480	Parents are to inform designated school employees of the type of medication, dosage, and physician if not for non-episodic condition
48910	Parent must be asked to attend a meeting concerning the suspension no later than the third day
48912	Notification of suspension
49065	Parents following procedures must be granted their child's records for use during school hours
49067	There must be a conference or written report when the teacher becomes aware that a student is failing
49068	Upon transfer, the records may be obtained if requested. The parent has the right to challenge <u>the content</u>
49069	<u>Parents have absolute access to student records related to their children</u>
49077	The parents and student must be notified prior to the release of information pursuant to a court order
48914	Notification in writing at least ten days prior to an expulsion hearing
51820	Notification at least 15 days prior to venereal disease education course
60650	Parent must give written consent to allow student to take test, survey or written questionnaire concerning personal beliefs
87044	Parent is to be notified if student is released to a peace officer

### Notice to Parents/Guardians

- Parents/guardians have the right to request information regarding the professional qualifications of their child's teacher and paraprofessional.

### Parents of English Language Learner Students

In addition, the parents of limited English Proficient (English language learner) students participating in a language instruction program shall be notified, not later than 30 days after the beginning of the school year, of the following.

- The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;

- The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
- How the program in which their child is in, or will be participating in, will meet the educational strengths and needs of their child;
- How such a program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such a program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;
- In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
- Information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such a program upon their request, and the options parents have to decline to enroll their child in such a program or choose another program or method of instruction, if available, and assisting parents in selecting among various programs if more than one program is offered.



*Etna Elementary School*

**School Site Parental Involvement Policy**

**Part I: General Expectations**

*Etna Elementary* agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
  - The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*a. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral*

*role in assisting their child's learning;*

*b. that parents are encouraged to be actively involved in their child's education at school,*

*c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*d. the carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **Part II: Description of How the School Will Implement Required School Parental Involvement Policy Components**

1. ***Etna Elementary*** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school-wide plan, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

The following will be disseminated to parents for review through newsletters, informational meetings, back to school packets, advisory committees, and school site council:

- District Parental Involvement Policy
- School Parental Involvement Policy
- Student-Parent-School Compact
- Parental Notices as they apply to the Title I, Part A Non-Regulatory Guidance

2. ***Etna Elementary*** will convene an annual meeting during the first month of the school year at a convenient time to inform parents of the following:

- That their child's school participates in Title I
- About the requirements of Title I
- Of their rights to be involved
- About their school's participation in Title I

3. ***Etna Elementary*** will provide information about Title I programs to parents of participating children in a timely manner by using the following:

- Newsletters
- Parent/Student/Teacher Meet and Greet
- School Site Council
- Back to School/Enrollment Packets
- Parent-Student Handbook
- Email Directory

4. ***Etna Elementary*** will provide parents of Title I participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and an opportunity for parents of participating children to provide suggestions through:

- School Site Council Meetings
- Parent-Teacher Conferences

- School Board Meetings
- Title I Annual Meetings
- IEP (Individual Education Plan) and 504 Plans
- SST (Student Study Team) Meeting
- Needs Assessment Surveys

5. *Etna Elementary* will submit to the district any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating Title I children. Submission of comments will be made to the Superintendent and parents will be notified by the district for a conference.

### **Part III: Shared Responsibilities for High Student Academic Achievement**

1. *Etna Elementary* will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Newsletters
- Parent/Student/Teacher Meet and Greet
- Parent-Teacher Conferences
- Parent-Student Handbook
- Parent Volunteers in the Classroom
- Parent Volunteers in the Science Lab
- School Site Council
- Back to School/Enrollment Packets/Online Enrollment
- Class Parties
- Field Trips

2. *Etna Elementary* will incorporate the school-parent-student compact as a component of its School Parental Involvement Policy and will be disseminated in the Parent-Student Handbook at the beginning of every school year.

3. *Etna Elementary* will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:

- The State's academic content standards
- The State's student academic achievement standards
- The State and Local Academic Assessments including alternate assessments
- The requirement of Title I
- How to monitor their child's progress
- How to work with educators

4. *Etna Elementary* will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is communicated to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.



*The staff at Etna Elementary School look forward to another year of teaching and learning. We appreciate your support and involvement in our school*

## **SCOTT VALLEY UNIFIED SCHOOL DISTRICT**

### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Scott Valley Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Scott Valley Unified School will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education

Migrant Education

Consolidated Categorical Aid Programs

Career Technical and Technical Education and Training Programs

Child Care and Developmental Programs

Child Nutrition Programs

Special Education Programs

Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer: Name\* and/or Title: Mrs. Micheline Miglis Superintendent

Unit or office: Scott Valley Unified School District

Address: 11918 Main Street, Fort Jones, California, 96032

Telephone Number: (530) 468-2727

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Scott Valley Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Scott Valley Unified School District's Decision. The appeal must include a copy of the complaint filed with Scott Valley Unified School District and a copy of Scott Valley Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Scott Valley Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Scott Valley Unified School District's UCP policy and complaint procedures shall be available free of charge.

## **Scott Valley USD**

### **Board Policy, Parent Involvement**

BP 6020

#### **Instruction**

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.



(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.5 - School-Based Decision Making)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

#### Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

## Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

### Legal Reference:

#### EDUCATION CODE

11500-11506 Programs to encourage parent involvement  
48985 Notices in languages other than English  
51101 Parent rights and responsibilities  
64001 Single plan for student achievement

#### LABOR CODE

230.8 Time off to visit child's school

#### UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement  
6312 Local educational agency plan  
6314 Schoolwide programs  
6316 School improvement  
6318 Parent involvement

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services  
35.160 Communications

### Management Resources:

#### CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

#### STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994  
U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE  
Parental Involvement: Title I, Part A, April 23, 2004

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>  
California Parent Center: <http://parent.sdsu.edu>  
California State PTA: <http://www.capta.org>  
National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy SCOTT VALLEY UNIFIED SCHOOL DISTRICT adopted: January 21, 2009 Fort Jones, California

# SVUSD TK-5 Discipline Matrix

## 2022-2023 Guidelines for Student Behavior

### DISCIPLINARY ACTIONS

*Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. The action taken will be according to Board Policies and State Law.*

	<b>INFORMAL TALK</b> - A school official (teacher, administrator, or counselor) will talk with the student to discuss student behavior. The discussion will be recorded in the student discipline record. Multiple informal talks will result in a formal parent conference.
	<b>ZAP CARD/Trainer Tracker/Think Sheet/REFERRAL</b> - Will be administered by any school official. Students must bring back the following school day signed by a parent/guardian. Discussion about issued zap card, Trainer Tracker, Think Sheet, or referral at morning recess.  <b>Behavioral Intervention</b> - Will be served at a recess time in a designated room or with SEL team. Students will complete a "think sheet".
	<b>CONFERENCE</b> - A formal conference is held between the student/parent and one or more school officials. During this conference, the student must agree to correct his/her behavior. A conference may result in an academic/behavior contract and/or involuntary alternate placement. All actions will be recorded in the student discipline record.
	<b>SARB</b> - School Attendance Review Board.
	<b>REMOVAL FROM CLASSES</b> - When a student is removed from one or more classes for disciplinary reasons, he/she remains in the office during this time.
	<b>IN-SCHOOL SUSPENSION</b> - A student may be assigned to an in-school suspension program at the discretion of a school official for offenses for which suspension is permitted.

	<p><b>SUSPENSION</b> - The student is informed that he/she is subject to suspension (5 days or less). The student is also informed regarding the due process procedure. The student's parent/guardian is notified that the student is subject to suspension. Notification to the parent/guardian must include clear instructions regarding the due process. Recorded in the student discipline record.</p>
	<p><b>TRANSFER TO SCOTT VALLEY OPTIONS INDEPENDENT STUDENT PROGRAM (I.S.P.)</b> - A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and educational services. Parents/students have an opportunity to appeal per Board Policy.</p>
	<p><b>EXPULSION</b> - The student is informed that he/she is subject to expulsion. The student is also informed regarding their due process. The student's parent/guardian is notified by certified letter that the student is subject to expulsion. Notification to the parent/guardian must include clear instructions regarding the due process. The school administration will recommend to the Board of Education that the student be expelled. Board will take action. Recorded in the student discipline record.</p>
	<p><b>COMMUNITY SERVICE PROGRAM</b> - Students that are suspended or have their expulsion stayed may be allowed to maintain their attendance at School while entering a mutually agreed upon C.S. program. If the student violates the written contract, he/she is automatically suspended/expelled.</p>
	<p><b>Actions to be taken (actions are recorded in the student discipline record)</b></p>

Behavior	1st Offense	2nd Offense	3rd Offense
<p><b>Inappropriate use of any Electronic Devices</b> (such as computer, cell phone, MP3 player, iPod, smartwatch, and camera)</p>	<ul style="list-style-type: none"> <li>● Loss of property for the day</li> <li>● Notify parent</li> <li>● Behavioral intervention</li> </ul>	<ul style="list-style-type: none"> <li>● Loss of property for the day.</li> <li>● Parent must pick up property</li> <li>● Behavioral intervention.</li> </ul>	<ul style="list-style-type: none"> <li>● Students must check property into the office daily or it must be left home.</li> </ul>
<p><b>Inappropriate internet use/ searches.</b></p>	<ul style="list-style-type: none"> <li>● Restricted internet use for one month.</li> <li>● Parent Notification.</li> <li>● Think Sheet</li> </ul>	<ul style="list-style-type: none"> <li>● Restricted internet use for an additional length of time.</li> <li>● Parent Notification.</li> <li>● Think Sheet</li> <li>● Behavioral intervention.</li> </ul>	<ul style="list-style-type: none"> <li>● Limited/ restricted internet access.</li> <li>● Parent Conference.</li> <li>● Think Sheet.</li> <li>● Behavioral intervention.</li> <li>● Possible 1-3 day in school suspension.</li> </ul>

<p><b>Dress Code Violation Policy</b></p>	<ul style="list-style-type: none"> <li>• Warning.</li> <li>• Change of clothes given by the office if available.</li> <li>• Phone call home to notify and request a change of clothes.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Phone call home to notify and request a change of clothes.</li> <li>• Behavioral intervention.</li> <li>• Think Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Phone call home to notify and request a change of clothes.</li> <li>• Think Sheet</li> <li>• Parent Conference</li> <li>• Possible 1-day in-school suspension.</li> </ul>
<p><b>Forgery, Lying, Misrepresentation, Cheating, Plagiarism, academic dishonesty</b></p>	<ul style="list-style-type: none"> <li>• Parent notification.</li> <li>• Behavioral Intervention.</li> <li>• "0" assigned to the project/assignment.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• 1 day in school suspension</li> <li>• Parent Conference.</li> <li>• "0" assigned to the project/assignment.</li> </ul>	<p><b>3<sup>rd</sup> Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-3 day suspension.</li> </ul> <p><b>4<sup>th</sup> Offense:</b></p> <ul style="list-style-type: none"> <li>• Academic/behavior Contract.</li> </ul>
<p><b>Inappropriate Display of Affection</b></p>	<ul style="list-style-type: none"> <li>• Student warning.</li> <li>• Behavioral Intervention.</li> <li>• Parent Notification.</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral Intervention.</li> <li>• Think Sheet</li> <li>• Parent Notification.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference.</li> <li>• Counseling.</li> </ul>
<p><b>Defiance of Safe, Respectful, and/or Responsible Agreements</b></p>	<ul style="list-style-type: none"> <li>• Notify parent/Think Sheet</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from class</li> <li>• Behavioral Intervention/Behavior or check in/check out.</li> <li>• Parent Notification.</li> <li>• Think sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference.</li> <li>• Counseling.</li> <li>• Think sheet</li> <li>• Possible referral to outside agencies.</li> <li>• Possible behavior contract.</li> </ul>
<p><b>Tobacco Use/Possession</b></p>	<ul style="list-style-type: none"> <li>• Parent Notification.</li> <li>• Think Sheet</li> <li>• Tobacco education program.</li> <li>• Behavioral intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification.</li> <li>• 1-3 days in school suspension.</li> <li>• Tobacco Education Program.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Parent Conference.</li> <li>• Notification to law enforcement.</li> </ul>
<p><b>Truancy</b></p>	<ul style="list-style-type: none"> <li>• Behavioral Intervention.</li> <li>• After the 3<sup>rd</sup>. Truancy, students will be entered into the SARB process and parents will be sent the 1<sup>st</sup> SARB notice.</li> </ul>	<ul style="list-style-type: none"> <li>• The next truant after the previous offense will result in the 2<sup>nd</sup> SARB notice being sent to parents, as well as communication with the truant officer.</li> <li>• Parent Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Subsequent truancies will result in the 3<sup>rd</sup> SARB letter being sent to parents requesting their presence at a SARB hearing with the SARB board and truant officer.</li> </ul>

<b>Profanity Directed at Another Person (Staff member or student)</b> (Including Electronic/Social Media)	<ul style="list-style-type: none"> <li>• Parent Notification.</li> <li>• Think Sheet</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral Intervention</li> <li>• 1-3 day in school suspension.</li> <li>• Parent Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension.</li> <li>• Parent Conference.</li> <li>• Counseling.</li> </ul>
<b>Under the Influence of Alcohol/Controlled Substance</b>	<ul style="list-style-type: none"> <li>• 1-3 day suspension</li> <li>• Notification to law enforcement.</li> <li>• Parent Conference.</li> <li>• TUPE Referral.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to law enforcement.</li> <li>• 3-5 day suspension.</li> <li>• Parent Conference.</li> <li>• Counseling Referral to outside agen</li> </ul>	
<b>Possession of Knife, or Other Dangerous Objects.</b>	<ul style="list-style-type: none"> <li>• Confiscate Property.</li> <li>• Parent Notification and retrieval of the object.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate Property.</li> <li>• Think Sheet</li> <li>• Parent Notification and retrieval of the object.</li> <li>• 1-3 day in school suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate property</li> <li>• Parent notification and retrieval of the object.</li> <li>• 3-5 day suspension.</li> <li>• Possible expulsion recommendation or involuntary transfer.</li> </ul>
<b>Harassment: Hazing, Sexual, Bullying, Cyber-Bullying, and/ or Threatening</b> Actions reported, impacting the educational process of a student, inclusive of Electronic/ Social Media (E.C. 48900a).	<ul style="list-style-type: none"> <li>• Parent conference.</li> <li>• Written Assignment.</li> <li>• Possible 1-3 days of suspension (Not applicable K-3).</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference.</li> <li>• 3-5 day suspension (Not applicable K-3).</li> <li>• Behavior Contract/ Check in/Check out.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day suspension (Not applicable K-3)</li> <li>• Referral to Counseling agencies.</li> <li>• Behavioral Intervention.</li> </ul>
<b>Fighting</b> Any physical confrontation involving students. Inclusive of Students recording, antagonizing or otherwise supporting the incident in any way.	<ul style="list-style-type: none"> <li>• 1-3 day suspension.</li> <li>• Counseling.</li> <li>• Parent Notification.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension.</li> <li>• Counseling.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day suspension.</li> <li>• Referral to Counseling agencies.</li> </ul>

<p><b>Hate Crimes, Game Affiliation/Tagging:</b> Behaviors or statements that degrade on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical attributes, religious beliefs or practices. (Includes Electronic/Social Media)</p>	<ul style="list-style-type: none"> <li>• Parent Notification.</li> <li>• Behavioral Intervention.</li> <li>• 1 -3 day suspension.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification.</li> <li>• Contact law enforcement.</li> <li>• 3-5 day suspension.</li> <li>• Behavior Contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification.</li> <li>• 5 day suspension</li> <li>• Contact law enforcement.</li> <li>• Referral to Counseling agencies.</li> </ul>
<p><b>Assault/Battery</b> Physical attack of one person, or of a group of persons, upon another person. Verbal assault is the threat of physical attack.</p>	<ul style="list-style-type: none"> <li>• 1-3 day in school suspension.</li> <li>• Parent Notification.</li> <li>• Notification to law enforcement.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension.</li> <li>• Parent Conference.</li> <li>• Counseling.</li> <li>• Behavioral Intervention.</li> <li>• Notification to law enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to law enforcement.</li> <li>• Parent Conference.</li> <li>• Referral to Counseling agencies.</li> </ul>
<p><b>Destroy and/or Deface Property</b> School property or personal property on school grounds School property means anything belonging to the school; such as desks, books, tables, walls, or floors (E.C. 48900 (f)).**</p>	<ul style="list-style-type: none"> <li>• Parent conference.</li> <li>• 1-3 day school suspension.</li> <li>• Repair and restitution.</li> <li>• Possible Notification to law enforcement.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension.</li> <li>• Parent Conference.</li> <li>• Notification to law enforcement.</li> <li>• Repair and restitution.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day suspension.</li> <li>• Parent Conference.</li> <li>• Repair and restitution.</li> <li>• Notification to law enforcement.</li> <li>• Referral to Counseling agencies.</li> </ul>
<p><b>Possession of Drug Paraphernalia 48900 (e) (j)</b> Possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code</p>	<ul style="list-style-type: none"> <li>• Parent Conference.</li> <li>• TUPE Referral.</li> <li>• 1-3 day suspension.</li> <li>• Notification to law enforcement.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension.</li> <li>• Parent Conference.</li> <li>• Notification to law enforcement.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day suspension</li> <li>• Parent Conference.</li> <li>• Notification to law enforcement.</li> <li>• Expulsion recommendation or involuntary transfer.</li> </ul>

<p><b>Sales/Possession/Use of Controlled Substances, Alcohol or Look-Alikes</b> Transferring controlled substances to another, holding in/on person/personal belongings/clothing, being caught in the act of consuming controlled substances..</p>	<ul style="list-style-type: none"> <li>• Notification to law enforcement.</li> <li>• Parent Conference.</li> <li>• Expulsion recommendation if in possession of more than 1oz.</li> <li>• 1-3 day suspension.</li> <li>• Behavioral Intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to law enforcement.</li> <li>• Parent Conference.</li> <li>• 3-5 day suspension.</li> <li>• Expulsion recommendation.</li> <li>• Behavioral Intervention</li> <li>• Referral to outside agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to law enforcement.</li> <li>• Parent Conference.</li> <li>• Expulsion recommendation.</li> <li>• Behavioral Intervention.</li> <li>• Referral to outside agencies.</li> </ul>
<p><b>Arson, bomb Threat, Possession and/or Furnishing Firearm</b></p>	<ul style="list-style-type: none"> <li>• Notification to law enforcement</li> <li>• Parent Conference.</li> <li>• Expulsion recommendation or involuntary transfer.</li> <li>• Referral to outside agencies.</li> </ul>		

**DANGEROUS OBJECTS (+)** - Such as but not limited to knife with blade longer than 2.5 inches, any locking blade knife, switchblade knife, razor with unguarded blade, dirk, dagger, taser, stun gun, nunchuck, any explosive device or materials, tear gas, pepper gas, drug paraphernalia, imitation firearm, laser pointer any other objects deemed to be a danger to the safety of the students or staff of the school.

**YOUR RIGHTS - DUE PROCESS Suspensions and Expulsions** - The school principal or designee has the right to suspend a student for a period up to five days. In cases of this type, an informal hearing between the principal, student and other appropriate persons will be conducted, if possible. After the hearing is completed, the principal/designee will decide if a suspension is necessary. Parents will be notified. A written notice will be sent home.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, a hearing will be conducted at the school district central office before the Board Meeting.

If a student has violated a school rule or is subject to suspension, involuntary transfer to or expulsion, the student and his/her parents, guardians will be formally notified. Part of the notification process will include instructions regarding the due process procedure.

**APPEAL** - The student or the student's parent(s)/guardian(s) have the right to appeal the suspension or expulsion. An appeal for a formal hearing at the District, must be made within 10 business days after notice has been received regarding a potential suspension or transfer or expulsion.





# The Mustang Compact

It is important that families and schools work together to help students achieve high academic and behavioral standards. The following are agreed upon rules and responsibilities that we as partners will uphold and support for the success of our students in school and in life.

### *Staff Pledge*

- Provide high-quality curriculum and instruction
- Motivate my students to learn.
- Maintain high expectations for behavior and academic success.
- Communicate regularly with families about student progress.
- Provide a safe and supportive learning environment.
- Participate in professional development and seek to improve teaching and learning.
- Actively participate in collaborative decision making and serve as an active participant in the school community.
- Be safe, be respectful, and be responsible.

### *Student Pledge*

- Arrive at school ready to learn and work hard.
- Bring the necessary materials, completed assignments and homework.
- Know and follow school agreements.
- Ask for help when I need it.
- Communicate with my parents and teachers about school experiences so they can help me be successful in school.
- Contribute to the well-being of the school community
- Be safe, be respectful, and be responsible.

### *Family/Parent Pledge*

- Provide a quiet time and place for homework.
- Read to my child or encourage my child to read every day (20 minutes grades K-2, and 30 minutes for grades 3-6).
- Communicate with the teacher or principal when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate in the school by volunteering, attending parent-teacher conferences and enjoying productions.
- Communicate the importance of education and learning to my child.
- Be safe, be respectful, and be responsible.

*Thank you for committing to serve our students and our school.*

**We have read and understand the Etna Elementary School Student-Parent Handbook and agree to comply with all school policies and procedures contained within.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian Date