

# Fort Jones Elementary School Parent Student Handbook

2019 – 2020

*A Positive Place for Children to Learn*

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<http://www.svusd.us/SectionIndex.asp?SectionID=6>

## Scott Valley Unified School District

*To ensure high levels of learning for all students.*



**Superintendent**  
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### **Scott Valley Unified Board of Trustees**

Jennifer Thackeray, President  
Tammi Bennett, Clerk  
Gary Black  
Marnia Brownell  
Conrad Croy

### **District Office**

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## **Be Safe, Respectful and Responsible!**

7:40 – Breakfast Served  
7:45-8:00 Morning Recess  
**8:05** Instruction Time/Tardy  
9:40-10:00 First Recess and Second Breakfast (K-5)  
11:30-12:20 Lunch and Recess (K-5)  
2:15 Primary Dismissal (K-3)  
3:00 Intermediate Dismissal (4-5)  
6:00 BASS/Safe ENDS  
**Friday dismissal 1:00pm (K-5)**

### **Accidents**

If an accident other than that of a 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 made in the office.**

### **Arrival at School**

Upon arrival at school, your child should put their belongings on their hook, and then go directly to the intermediate playground or the multipurpose room for breakfast.

The safety of your children is extremely important to us. *Children who walk to school must cross at the crosswalks.* Short term parking is allowed in the yellow zone except for 3 – 3:15pm on Mon. – Thurs., and 1 – 1:15pm on Friday. Please abstain from parking in the parking spots labeled as “STAFF”.

### **Annual Notification**

#### **Special Education and Related Services**

Pursuant to Board Policy 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.

### **Attendance Procedure**

#### **Scott Valley Unified Attendance Process**

We strongly encourage each of our Scott Valley Unified students to attend every day of the school year. We know that students who are not in school run the risk of falling behind academically and risking retention. To that end, we encourage our parents to review the following definitions and processes used in the Scott Valley Unified School District to ensure positive attendance for all students.

## California Definition of Chronic Absentee

A "chronic absentee" has been defined in California *Education Code (EC)* Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

## Definition of a Truant

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. Effective January 1, 2013, the law was amended to authorize school administrators to excuse school absences due to the pupil's circumstances, even if the excuse is not one of the valid excuses listed in the California *Education Code (EC)* or the uniform standards established by the governing board of the district.

## Definition of a Chronic Truant

Effective January 1, 2011, *EC* Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with *EC sections* 48260, 48260.5, 48261, 48262, 48263, and 48291.

## Definition of Excused Absences

A student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code [48205](#))
2. Quarantine under the direction of a county or city health officer (Education Code [48205](#)) (cf. [5112.2](#) - Exclusions from Attendance)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code [48205](#))
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code [48205](#)). Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code [45194](#), [48205](#))
5. Jury duty in the manner provided by law (Education Code [48205](#))
6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code [48205](#)) (cf. [5146](#) - Married/Pregnant/Parenting Students)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code [48205](#))
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code [12302](#) (Education Code [48205](#)) (cf. [6142.3](#) - Civic Education)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code [49701](#), and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has

- immediately returned from such deployment (Education Code [48205](#)) (cf. [6173.2](#) - Education of Children of Military Families)
10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code [48205](#))
  11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code [46014](#))
    - a. The student's parent/guardian shall provide written consent for the absence.
    - b. The student shall attend at least the minimum school day.
    - c. The student shall be excused from school for this purpose on no more than four days per school month. (cf. [6141.2](#) - Recognition of Religious Beliefs and Customs)

### **Method of Verification**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code [46012](#); 5 CCR [306](#))

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
  - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

### **Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code [46014](#), [48980](#))
  2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code [46010.1](#))
  3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code [48205](#) in the notice (Education Code [48980](#))
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## Chronic Absentee in the Scott Valley Unified District

- In the event a student is absent, the parent/guardian will be notified via phone
  - In the event a student is approaching 10 excused absences, a letter will be mailed home to notify parent that at excused 15 absences, students will be required to secure a doctor's note, for every subsequent absence.
  - In the event a student is approaching 10 excused absences or 3 unexcused absences, a TRIP form will be completed and submitted to our Truancy Officer at Siskiyou County Probation
  - At 12 excused absences, a meeting will be established ( either in person or phone) for Truancy Officer, Principal, and family.
  - When the student has reached 10% absences, for the time enrolled, (s)he will be considered a chronic absentee
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## SARB process in the Scott Valley Unified District

Working in conjunction with our Truancy Officers at Siskiyou County probation, all school sites will follow the adopted process for unexcused absences. The Superintendent or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code [48200-48341](#). (Education Code [48290](#)). When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:

### 1. Initial truancy

- a. The student shall be reported to the Superintendent or designee. (Education Code [48260](#))
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code [48260.5](#))
  - (1) The student is truant.
  - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code [48290-48296](#).
  - (3) Alternative educational programs are available in the district.
  - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to Education Code [48264](#) if found away from home and absent from school without a valid excuse.
  - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code [13202.7](#).
  - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day. (cf. [5145.6](#) - Parental Notifications)
- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code [37223](#). (Education Code [48264.5](#))
- d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code [48264.5](#))
- e. The Superintendent or designee may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code [48260.6](#))

**2. Second truancy**

- a. Any student who has once been reported as a truant shall again be reported to the Superintendent or designee as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code [48261](#))
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code [37223](#). (Education Code [48264.5](#))
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code [48264.5](#))
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code [48262](#))
- e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code [48264.5](#))
- f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code [48260.6](#))

**3. Third truancy (habitual truancy)**

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. (Education Code [48263](#), [48264.5](#)) (cf. 5113.12 - District School Attendance Review Board)
- b. Upon making a referral to the SARB or the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code [48263](#))
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code [48264.5](#))
- d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer. (Education Code [48263](#))

**4. Fourth truancy**

- a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code [48264.5](#); Welfare and Institutions Code [601](#))
- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code [48267](#))

5. **Chronic truancy (unexcused absence for 10 percent of school days)**
- a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
  - b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code [270.1](#).

## **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 TRAVELING IN BOTH DIRECTIONS OF THE BUS MUST STOP UNTIL THE RED LIGHTS ARE TURNED OFF.** VIOLATORS WILL BE REPORTED TO THE CHP.

### **Loading and Unloading Pupils**

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 pupils, regardless of whether the pupils must cross the highway or private road.

The School District, in consultation with the California Highway Patrol, may identify locations that are determined to present a unique traffic hazard due to roadway design or proximity to an intersection, or where special education pupils are boarding or pupils may require assistance to board or unload the school bus at regular stops, or activity trip stops. These stops may be exempted.

In addition the driver shall escort pupils in grades pre-kindergarten, kindergarten, or any grades 1 to 8 inclusive 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 or unload pupils only at a school bus stop designated for pupils 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/PASS WHICH HAS BEEN AUTHORIZED BY THE SCHOOL OFFICE.

### **Procedure at Designated Stops or Other Trip Destination**

- Students shall be at their bus stop **five minutes** prior to scheduled bus arrival time. If the bus is approaching, a student shall never cross the street, but rather wait for the driver to escort him/her across the street.
- Students should wait until the bus has come to a complete stop, red lights have been activated, and the door has opened. They shall never rush or run to the bus. If there is a group, they must wait in an orderly line and never crowd or push.
- Upon boarding the bus, students shall go quickly to their seat, sit facing the front with their back against the seat backs, and remain seated until their destination has been reached and the bus has come to a complete stop. The driver will indicate when it is safe to stand and depart.
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- The same procedure shall be followed when a student is discharged from the bus. That is, he/she shall never cross the street unescorted.
- Students shall wait for direction from the driver, and shall not cross the street until directed to do so. He/she shall then cross between the driver and the bus.
- Students shall never run back to the bus, or cross back over to get mail, etc.
- Students shall never cross behind the bus.

### **School Activity Trip**

Prior to departure, all students and appropriate staff shall receive safety instruction which includes, but is not limited to, location of emergency exit, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit.

### **Procedures for Discharging Students at Stops Other Than Designated**

In the event that a student is to be discharged at a stop other than his/her designated stop, **REQUIRES EITHER WRITTEN OR VERBAL VERIFICATION FROM THE PARENT OR GUARDIAN THROUGH THE SCHOOL OFFICE.**

### **Bus Rules and Procedures**

Whenever a child rides a school bus, the following rules apply:

- Pupils being transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. (CAC Title 5, Sec. 14263.)
- It is the pupil's responsibility to be on time for the bus for both morning and afternoon and any other scheduled bus runs.
- Conduct of pupils on buses:
- Pupils shall keep all parts of their bodies inside the bus at all times.
- Pupils shall refrain from boisterous conduct, unnecessary noises, or loud conversation. Nothing may be thrown in or from the bus. All profanity of vulgar talk is strictly prohibited.
- Pupils shall remain seated at all times while bus is in motion and shall not talk unnecessarily with the driver.
- Drivers will carry only regularly assigned pupils, they will be discharged only at school, their assigned stops or place of pick up. Pupils must have written permission or parents present to be discharged anywhere else and that must be a designated stop.
- Pupils will not board bus until driver is present and ready to make his/her run. Pupils will form in an orderly line at least 14 feet back from the edge of the roadway and 6 feet from bus door if possible.
- Pupils shall unload in an orderly manner, without crowding, shoving or pushing.
- Pupils eating and drinking on a bus during regular or field trips shall be at driver's option, in any event, no food or litter shall be allowed to become loose on the bus.
- Drivers may assign any or all pupils to a designated seat.
- Pupils shall keep hands off each other.
- Pupils shall keep bus clean and neat and refrain from damaging it. Pupils will be liable for any damage or defacing done. No animals, insects, reptiles or fowls shall be permitted on school bus except for a guide dog (properly muzzled) for a blind person, as per CAC Title 5, Sec 14252.
- Lighting of matches at any time is prohibited.
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- Any object or material capable of producing injury to pupils or damage to the bus is prohibited.
- Pupils who do not promptly obey the directions of the driver or who do not obey these regulations shall lose his/her privilege of being transported by bus and/or be subject to whatever other corrective action deemed appropriate by driver and/or school administrator.

**NOTE 1: Cell phones are on the buses to permit contact with the school office or parents when an emergency exists.**

**NOTE 2: Be aware that surveillance cameras are used to identify and address discipline problems. They are located in the front of each bus. They record video as well as audio data.**

## **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:

- 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 their riding privilege 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.**

## **Cell Phones**

Cell phones must be kept on silent and in the child's backpack, unless they are being used at the teacher's discretion for educational purposes, or they will be confiscated by the teacher/office. All phone calls during the school day should be made to or from the school office or at recess on the personal phone.

## **Child Abuse**

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

## **Counseling**

Counseling is available to students of Fort Jones Elementary through the services of the ANAV Tribal Health Clinic. Please contact the school for further information.

## **Concerns, Complaints and Questions**

Please see Annual Notification Requirements Regarding Complaints, in your student's packet.

## Dress Code

In the interest of safety and modesty, students should wear appropriate clothing to school. Parents and students are reminded that school is a working and learning environment where appropriate dress is expected. Students may not attend school dressed in a manner which:

1. Creates a safety hazard for him/her or for other students,
2. Constitutes a serious or unnecessary distraction to the learning process,
3. Disrupts the campus order,
4. Is in conflict with the goal of preventing substance abuse and gang activity.

Fashions change. Questionable clothing styles not listed will be judged acceptable or not by the principal. (EC 35183)

The following is a list of items deemed unacceptable:

- Clothing, hairstyles, and jewelry that could impair health or safety are not acceptable.
- Loosely fitting shorts/pants worn below the waist (sagging) is not appropriate.
- Obscene or suggestive messages on clothing are not allowed.
- Clothes printed with messages promoting alcohol, tobacco, or other drugs or drug associated items, are not allowed.
- Low cut shirts, strapless tops, "muscle" shirts, midriff/crop tops; tops that expose undergarments or can be deemed to be an undergarment, tops that have a strap narrower than 2", sleeveless tops with large openings exposing the back and/or chest, or backless tops may not be worn.
- Any clothing where skin or underwear shows between the pants and a top is not appropriate for school.
- Hats are not to be worn in classrooms, hallways, or at school assemblies.
- Sheer, fish-net, and see-through fabric is not appropriate.
- Shoes must be worn at all times. Bedroom slippers are never appropriate. Open toed shoes with straps on the back may be worn during appropriate weather.
- Glasses, other than a student's own prescription glasses, shall not be worn indoors.
- Any style of clothing or symbols that indicate gang affiliation or which create a risk of potential violence is prohibited.

Violations of the dress code as outlined are subject to the following disciplinary procedures:

1st offense:

1. Verbal warning, and phone call home to request clothing to be brought from home to change the inappropriate garment

2nd offense:

1. Verbal warning, and phone call home to request clothing to be brought from home to change the inappropriate garment
2. Documentation of the incident (ZAP card)

3rd offense:

1. Verbal warning, and phone call home to request clothing to be brought from home to change the inappropriate garment
2. Documentation of the incident (ZAP card)
3. Parent conference
4. Disciplinary action which could include suspension

When it snows students are expected to be dressed in appropriate snow gear. When students are playing in the snow only snow gear may touch the snow (snow boots, gloves, jackets, pants). Students not wearing snow gear will not be allowed in the snow.

# Discipline

Please see our comprehensive discipline matrix.

## Staff and Student Rights

**All staff and students shall be:**

- SAFE
- Respectful
- Responsible

## Standards--THE STUDENT WILL:

- 1) Be on time, prepared with proper materials, including planner or folder.
1. Be kind, cooperate, and respect others and property.
2. Follow directions, complete assignments and stay on task.
3. Not disrupt the school or use unacceptable language.
4. Keep their hands and feet to themselves at all times.

## Consequences

**Some actions may result in immediate removal from the classroom or the campus.**

### Zap Card

The **ZAP CARD** may be issued by any staff member. It is immediate notice to the student that he/she has behaved inappropriately. The student is to take the Zap Card home for a parent/guardian signature and return it the next day to Mrs. Isbell at first morning recess. Failure to do so will result in a second ZAP Card.

### Detention

Detention may be assigned by any staff member. Detention will be held from 11:50 AM to 12:20 PM Monday thru Friday.

### 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 a substitute teacher. In more severe cases the student will be required to remain at home for the length of the suspension.

### BULLDOG P.A.W.S – Positive Action With Support

Students who continue to break our school agreements of being SAFE, RESPECTFUL, or RESPONSIBLE, and/or receive multiple zap cards or suspensions, may be nominated for our P.A.W.S. check-in/check-out program. This program allows students to focus on and ultimately change specific behaviors. The program is the result of a partnership between home, student, and school, which is defined in our P.A.W.S contract. Students enrolled in P.A.W.S will check-in with the school principal each day to enforce positive behaviors and focus on goals, and they will check out with their homeroom teacher at the end of the day.

### 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 application where there is a history of misconduct and where other forms of

discipline, including suspension, have failed.

## **Enrollment Requirements**

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

### **State Requirements:**

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

### **District Requirements:**

- A certified birth certificate.
- Resident in the Scott Valley Unified School District.
- Occupation of parents.
- Primary language spoken in the home.
- An emergency telephone number.

## **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/Schoolyard Habitat

Participation in these experiences is critical to ensuring that students can apply knowledge, enjoy learning and participate in their community. Student participation is based on their ability to follow school behavior agreements on a consistent basis.

## **General Health**

### **Immunizations:**

- Your child will not be allowed to enroll in school if you do not present an immunization record. Even if your child's immunizations are not yet complete, you can still fill out the packet to get the process started so your child's school will know how many students will be enrolling. After you have turned in your registration packet, be sure to give a copy of your child's immunization record to the school secretary each time your child receives an additional immunization.
- Students not meeting standards must initiate a schedule of immunization within 10 working days of school entrance or be excluded from school by authorization of the health department
- Parents or guardian must provide the dates (month, day, and year) of each immunization they received.
- A physician's signature, including month and year of occurrence, is necessary to document the disease of measles, mumps, or rubella in lieu of immunization. If this is not possible, immunization is required.

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

CHDP 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 21 who are eligible for Medi-Cal.

All children who enter first grade must present their school district with a certificate, signed by a doctor, showing that they have received the health check-up. If some parents don't want their child to have the health check-up, they may sign a special form (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 stomachache, 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 a 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 name (s) of the medication, dosage, time(s) and duration that the medicine is to be given to the child.

Doctor's instructions must be reviewed each year. Any changes in medication, amount or means of administering require new doctor's instructions.

### **Health Screening**

Vision and hearing screenings are done at all grades, K thru 5<sup>th</sup> by the school nurse. Parents are contacted for follow-up if the student fails the recheck screening. Dental screenings are offered to all students, K - 5<sup>th</sup> with parent permission.

## **Homework Policy**

Fort Jones 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.

Fort Jones 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, 1<sup>st</sup> grade 10 mins, 2<sup>nd</sup> grade 20 min, 3<sup>rd</sup> grade 30 mins, 4<sup>th</sup> grade 40 mins, 5<sup>th</sup> grade 50 mins.

Homework expectations and assignments will be communicated by the classroom teachers via classroom newsletter, and/or green folders and planners. 3rd-5th grade students are expected to bring their folder and green planner from school to home daily. K-2nd grade students are expected to bring their green folder to school daily.

If a student habitually fails to do homework, teachers may:

- Contact Parent
- Issue ZAP Cards.
- Assign study hall during lunch detention or part of morning recess.

Parents are encouraged to:

- Show a positive interest in homework and all of their children's work.
- To cooperate with the teacher to make homework more effective.
- Provide their children with a suitable place and quiet time for homework.

## **Independent Study/Homework (5 days+)**

**FORTY-EIGHT HOUR ADVANCE NOTICE IS REQUIRED** to arrange for an independent study contract for your child. **YOU MUST COME TO THE OFFICE AND FILL OUT THE INDEPENDENT STUDY CONTRACT AND AGREE TO ABIDE BY THE INDEPENDENT STUDY POLICY AS MANDATED BY STATE LAW.** NOTE: Independent Study will only be considered if your student will be gone 5 days or more. If your child will be absent for less than 5 days you may request an intent to be absent form for the day(s) of absence.

## **Leaving School During the Day**

For the **welfare and protection of your child**, your cooperation in the following areas 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 or 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 a disruption to the learning process.

## **Lost and Found**

**Please write your child's name on sweaters, lunch pails, etc., as these items are much easier to locate.**

We maintain a lost and found wall in the primary wing of the school. If your child does lose an article of clothing, lunch pail, etc., he/she may look for it there.

## **Breakfast and Lunch Program**

Breakfast, second breakfast, and lunch are served each school day. Menus are sent home at

the beginning of the month and are also on our website. The District's Policy requires that all meals must be prepaid. In the event that the student's account balance is not enough to cover the meal, then the student may charge for that day only. The parent /guardian will be notified when the student's account balance is low or overdrawn. Please prepay for your student's meals. Pupils from families whose income is appropriate are eligible for meals at free or reduced prices.

**If there is a change in your family's income due to reasons such as unemployment or a change in family size, please contact us. This change may make your child eligible for this special lunch program.**

### **Breakfast Prices:**

- K-5 grade students: \$1.25
- Reduced price: 30¢ (Full price charged for reduced students for 2<sup>nd</sup> breakfast if student also ate 1<sup>st</sup> breakfast).
- Adults: \$2.25
- Milk: 30¢

### **Lunch Prices:**

- K-5 grade students: \$2.00
- Reduced price: 40¢
- Adults: \$3.50
- Milk: 30¢

**If your child brings a sack lunch from home he/she can purchase milk for 30¢. THIS INCLUDES STUDENTS ON THE FREE/REDUCED MEAL PROGRAM.**

## **District Meal Charge Policy – Effective July 1, 2018**

### **I. PURPOSE OF POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of prepaid meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

### **II. SCOPE OF RESPONSIBILITY:**

- The School Secretary: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Pre-Pay on student meal accounts.

### III. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits. School Secretaries and District office staff are available to provide assistance with completing an “Application for Free and Reduced Price Meals”.
2. District policy requires that all meals must be prepaid. Payments are accepted in the school office daily for pre-payments or for the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the school website and District food service websites, and is included in the student handbook.
3. Families will be notified of the school Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the school website and District food service websites, and is included in the student handbook.
4. **Elementary students and Middle School students:** Negative balances are considered delinquent.
  - a. Every two weeks overdue slips in an individual envelope will be sent to the student’s classroom to be handed out to the student by the teacher for negative balances. Overdue slips will be mailed for a negative balance of \$10 or more.
  - b. Calls on delinquent accounts are made on a weekly basis to collect payment.
  - c. Accounts not paid in a timely manner to the school site will be assigned to the District office for further collection efforts.
  - d. All delinquent accounts at the beginning of May of the current school year may be subject to outside collections for payment.
5. **High School students:** Negative balances are considered delinquent.
  - a. Every two weeks overdue slips in an individual envelope will be sent to the student’s classroom to be handed out to the student by the teacher for negative balances. Overdue slips will be mailed for a negative balance of \$10 or more.
  - b. Calls on delinquent accounts are made on a weekly basis to try to collect payment.
  - c. Accounts not paid in a timely manner to the school site will be assigned to the District office for further collection efforts.
  - d. All delinquent accounts at the beginning of May of the current school year may be subject to outside collections for payment.
6. The District may establish a long-term payment plan at the District office level for households struggling to pay back a negative balance. This will allow the District to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. If the household is not following the established payment plan then the account may be subject to collections.



## Parent Involvement

The governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children ***contributes greatly*** to student achievement and a positive school environment.

## Parent Volunteers

***Studies have shown that the child whose parents or family members are involved in their education will, in general, out perform 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-curricula activities. Volunteer times are at the ultimate discretion of the administration and will be made in alignment with teacher need.

## Visiting School

There are many areas in which to help the school community including, classroom assistance with academic subjects, art activities, field trips, library, school pictures, communications, fund raisers, and science lab.

Please feel free to visit school **by signing in** at the school office. **Visitors** (that includes parents) **are required by state law to sign-in**. Please do so **at the office window**. Individual conferences with teachers **should not be attempted during class time** since the teachers are responsible for adhering to instruction. Individual conference appointments may be made through the teacher for a time convenient to both the parent and the teacher. **Please arrange to pick up any homework outside of class time.**

## PTO Parent/Teacher Organization

This organization deals directly with local fund raising efforts and other school related functions. Please watch for the school calendar for meeting dates and times. **All parents are encouraged to attend and participate. It is a great way to support your school and child(ren).**

## Promotion/Retention of Students

The Governing Board expects students to be placed in the best possible learning situation within the resources of the district. To accomplish this expectation, instruction at each grade level is based on the Board adopted grade level standards and benchmarks. The instruction is also to accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students should only be placed where a reasonable progress of success and growth can be expected.

## Pupil Recognition Program- Captain Super Bulldog Assemblies

Captain Super Bulldog Assemblies are held once a month to reinforce the academic and

behavior standards of the school and to formally recognize students.

### **K-5 Citizen of the Month**

This aspect of the honors program spotlights students from each grade level who consistently demonstrate safety, respect, and responsibility.

#### **Students are honored as follows:**

1. Citizen of the Month bulletin board
2. Certificate and plastic token provided at assembly
3. Special outing with the Principal

### **Classroom Goals**

This aspect of the program honors students on a monthly basis for achieving goals set in their classroom.

#### **Students are honored as follows:**

1. School wide recognition at assembly.

### **Poetry Assembly**

Each classroom K – 5<sup>th</sup> will recite poetry at one assembly.

Students are recognized for their efforts by writing his/her name on Leader of the Bulldog Pack bulletin board located in the cafeteria.

### **Captain Super Bulldog Recess.**

This aspect of the program honors students for exemplary citizenship on a weekly basis.

Captain Super Bulldog Recess is held each Friday from 12:20 to 12:30. In order for a student to be attend Captain Super Bulldog Recess, the student must have received no bus citations, ZAP cards, detentions, office referrals, and turned in all homework for the week in order to earn this special recess. Attendance at Captain Super Bulldog Recess is ultimately up to the discretion of the teacher and principal.

### **GREEN CARDS**

This aspect of the program provides immediate reinforcement for acceptable academic performance or citizenship for students at all grade levels. Any staff member may award a GREEN CARD. These tickets are redeemable for school related items at the Super Bulldog Store.

## **School Site Council**

Our School Site Council (SSC) was established under the provisions of Assembly Bill 65, which provided for the development of a partnership between school and community. The SSC serves as an advisory group to the district administration and the Board of Trustees. **It is responsible for the development and implementation of our School Plan: A Single Plan for Student Achievement.**

School Site Council meetings are held four times a school year. At the beginning of the school year parent elections to the School Site Council occur. Please join us in school planning by

participating in these monthly meetings.

## **School Support Programs and Services**

NOTE: *Parents may make a referral to any of the programs throughout the year.*

### **Title 1 Program**

This program is designed to better meet the reading needs of students. The Title 1 Program offers school-wide differentiated instruction intervention classes and several tutorial and small group intervention strategies. These intervention strategies provide directed reading, writing or math instruction integrated with regular classroom instruction to eligible students performing below grade level expectations.

### **English Language Learners Program**

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

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

The Resource Specialist Program occurs daily. 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. Pursuant to Board Policy all parents/guardians have a right to request testing for a child who may need special Education Services. A testing referral may be initiated at any time. Please contact 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:

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

### **School Psychologist**

Our county school psychologist is on campus half a 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. She works with children who are in need of specialized remedial and developmental instruction in language proficiency, primarily speaking and hearing.

## **Snow Days**

In the **event that school is canceled because of excessive amounts of snow** you will receive a telephone call **via our automated telephone system**. Announcements will also be made via the 103.9 radio station and/or district social media.

## **Testing**

Students 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 a science assessment.

## **Tobacco, Marijuana, and Alcohol Free School**

### **Notification to Parents/Visitors/Employees**

The Scott Valley Unified School District is a tobacco, marijuana, and alcohol free district. The use of tobacco, marijuana, and alcohol products is illegal prohibited in all district facilities and vehicles during school and non-school hours.

A complete text of the Board Policy and Administrative Regulation is available from the District Office. This policy will be updated annually.

# **Fort Jones Elementary School**

## **School Site Parental Involvement Policy**

### **Part I: General Expectations**

**Fort Jones 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. **Fort Jones Elementary** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its schoolwide 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. **Fort Jones 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. **Fort Jones Elementary** will provide information about Title I programs to parents of participating children in a timely manner by using the following:
    - Newsletters
    - Back to School Meet and Greet
    - School Site Council
    - Parent-Student Handbook
    - Monthly Calendar
    - Email Directory

4. **Fort Jones Elementary** will provide parents of 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's (Individual Education Plan)
  - SST (Student Success Team)
  - Needs Assessment Surveys
5. **Fort Jones 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 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. **Fort Jones 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
  - Back to School Meet and Greet
  - Parent-Teacher Conferences
  - Parent-Student Handbook
  - Parent Volunteers in the Classroom
  - School Site Council
  - School Enrollment Packets
2. **Fort Jones 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 educator
3. **Fort Jones Elementary** will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is sent 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.

# 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 School wide 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:



# Notice to Parents and Guardians

## Parental Notification

### 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
- 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
- 48206.e, 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 ..... Parent must be provide a copy of the sexual harassment policy as related to students
- 48980, 52244 ..... Notice of availability of state funds to cover costs of advanced placement exam fees
- 48980 ..... Parent and student must be provided a copy of policy on student access to the internet
- 49063, 49091.14 ... Notice of availability of course prospectus
- 49510-49520 ..... Notice of free and reduced price 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-2001d-7 Notice of nondiscrimination on basis of sex, disability, ethnicity or lack of English skills.
- 46014 ..... The right to excuse pupil for religion class
- 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, and sex education instruction if they conflict with religious beliefs
- 49451 ..... Exempt the pupil from physical exams, vision and hearing screening
- 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 their 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
- 48912 ..... Notification of suspension
- 48910 ..... Parent must be asked to attend a meeting concerning the suspension no later than the third day
- 48914 ..... Notification in writing at least 10 days prior to an expulsion hearing
- 87044 ..... Parent is to be notified if pupil is released to a peace officer
- 60650 ..... Parent must give written consent to allow pupil to take test, survey or written questionnaire concerning personal beliefs
- 51820 ..... Notification at least 15 days prior to venereal disease education course
- 49068 ..... Upon transfer the records may be obtained if requested. The parent has the right to challenge the content
- 49067 ..... There must be a conference or written report when the teacher becomes aware that a pupil is failing
- 49077 ..... The parents and pupil must be notified prior to the release of information pursuant to a court order
- 37616 ..... Before implementing a continuous school program, a school district must consult with parents of pupils who would be affected
- 49065 ..... Parents following procedures must be granted their child's records for use during school hours
- 49069 ..... Parents have absolute access to pupil records related to their children

# Notice to Parents and Guardians of Title 1 Students

As a result of the “No Child Left Behind Act”, signed into law January 22, 2002, parents/guardians have the following rights or notifications.

1. Parent/guardians have the right to request information regarding the professional qualification of their child’s teacher and paraprofessional.
2. Parent/guardians must be notified if their child is taught by a teacher that is not “highly qualified” for four consecutive weeks.

## Parents of English Learner Students

In addition, the parents of limited English Proficient (English 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:

5. the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
6. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
7. 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;
8. how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
9. how such program will specifically help their child learn English, and meet age- appropriate academic achievement standards for grade promotion and graduation;
10. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;
11. in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
12. information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such program upon their request, and the option parents have to decline to enroll their child in such 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.

## 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

# Family/School Compact

Fort Jones Elementary encourages you and your children to work together as partners to help students achieve high academic standards.

Although it is required by Title 1 regulations, one's signature is completely voluntary. This compact is viewed as communicating the roles and expectations necessary to support student success in school and in life. Please view as helpful tips.

Please join the school in supporting this compact.

## **PRINCIPAL PLEDGE**

I agree to carry out the following responsibilities:

1. Establish a safe/orderly school environment.
2. Involve teachers, parents and students in crucial decisions that affect student learning.
3. Seek the involvement of parents and advisory groups in the school program.
4. Provide information to the community regarding academic achievement.
5. Ensure that systematic procedures for monitoring student progress are utilized by staff.
6. Make regular visits to the classroom.
7. Ensure that school curriculum is congruent with the state's content standards.
8. Ensure that teachers grade to a clear standard or criteria.
9. Communicate high expectations for student academic performance.
10. Promote and participate in appropriate professional development activities.
11. Respect the school, students, staff and families.

## **STAFF PLEDGE**

I agree to carry out the following responsibilities to the best of my ability:

1. Teach classes through interesting and challenging lessons that promote student achievement.
2. Endeavor to motivate my students to learn.
3. Have high expectations and help every child to develop a love of learning.
4. Communicate regularly with families about student progress.
5. Provide a warm, safe, and caring learning environment.
6. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
7. Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
8. Respect the school, students, staff and families.

## **STUDENT PLEDGE**

I agree to carry out the following responsibilities to the best of my ability:

1. Come to school ready to learn and work hard.
2. Bring necessary materials (planner or folder) EVERY DAY, complete assignments and homework.
3. Know and follow school and class rules.
4. Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
5. Be SAFE, RESPECTFUL, AND RESPONSIBLE AT SCHOOL.
6. Respect the school, classmates, staff and families.

## **FAMILY/PARENT PLEDGE**

I/we agree to carry out the following responsibilities to the best of my/our ability:

1. Provide a quiet time and place for homework and monitor.
2. Read to my child or have my child to read every day.
3. Ensure that my child attends school every day with their necessary materials, gets adequate sleep, regular medical attention and proper nutrition.
4. Regularly monitor my child's progress in school.
5. Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
6. Communicate the importance of education and learning to my child.
7. Respect the school, staff, students, and families.

Fort Jones Elementary School  
SIGN AND RETURN  
TO YOUR CHILD'S TEACHER or the SCHOOL OFFICE

We have read and understand all sections of the Student/Parent Handbook, School Site Parental Involvement Policy, Family/School Compact, and Annual Notification Requirements Regarding Complaints.

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date