

WOODVILLE ELEMENTARY SCHOOL

PARENT & STUDENT
HANDBOOK
2011-2012

WOODVILLE
ELEMENTARY SCHOOL

16541 Road 168

Porterville, California 93257

559-686-9713

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Woodville Elementary School



Welcome to Woodville

Dear Students, Parents, and Woodville Community:

Welcome to the 2011-2012 School Year! The entire Woodville Elementary School Staff has been preparing and working hard in order to provide your child with the best education. We are dedicated to delivering a top notch formal education coupled with the tools necessary to grow more, be more responsible and contribute to their own personal and academic growth.

The school board, administration, and staff are excited to begin the new 2011-2012 school-year. As a school we have made some changes that will make the entire school more responsive to your needs, open the lines of communication with the administrative staff, and a staff that will work together to make this year productive. Please keep in mind that in order for us to do an excellent job, we need your help. We will communicate with you, listen to your concerns, and always keep your child's educational needs in mind when making a decision. All we ask is that you reciprocate the gesture and work with us by participating and collaborating with us to make our efforts a success.

The entire community is welcome to visit and participate in our activities. Please feel free to come by and visit and inquire as to how you can get involved. On behalf of the entire Woodville Elementary Staff, I thank you for allowing us to educate your child, serve as role models, and prepare your child for the future.

Sincerely,

Dr. Dago Garcia

Superintendent

Woodville Elementary School

Dr. Garcia
Superintendent

Mr. Villarreal
Vice-Principal

~Staff~

<i>Kindergarten</i>	Mrs. Martinez	Mrs. Searcy	Mrs. Valverde	
<i>1st Grade</i>	Mrs. Aune	Mrs. Hunt	Mrs. Stansbury	
<i>2nd Grade</i>	Mrs. Cook	Mrs. Garcia	Mrs. Garland	
<i>3rd Grade</i>	Mrs. Alton	Mrs. Rodriguez	Mrs. Timmons	
<i>4th Grade</i>	Mr. Brockway	Mrs. Sanders	Mrs. Sinift	
<i>5th Grade</i>	Mr. Hernandez	Mr. Scott	Mrs. Hernandez	
<i>6th Grade</i>	Mrs. DeCoito	Mrs. Celata		
<i>7th Grade</i>	Mrs. Wilsey	Mrs. Bishop		
<i>8th Grade</i>	Mr. Lopez	Mrs. Coffman		
<i>P.E. Teacher</i>	Mr. Ashbrook			
<i>RSP Teachers</i>	Mrs. Pershall	Mrs. Toledo		
<i>Math Resource</i>	Mr. Connolly			
<i>Band Director</i>	Mrs. Flores			
<i>In-School Suspension</i>	Mrs. Perez			
<i>School Librarian</i>	Mrs. Magaña			
<i>School Psychologist</i>	Mrs. Aguilar			
<i>School Technologist</i>	Mr. Castañeda			
<i>School Secretary</i>	Mrs. Powell			
<i>Business Manager Intern</i>	Ms. Franco			
<i>Migrant/District</i>	Mr. Luna			
<i>Support Aides</i>	Ms. Costa	Mr. Chavarria	Ms. Nicholson	Mrs. Tapia
<i>Cafeteria Staff</i>	Mrs. Agda	Mrs. Dresser	Mrs. Ramos	Mr. Cabrerros
<i>Maintenance Staff</i>	Mr. Morrison	Mr. O. Baez	Mr. H. Baez	
<i>Custodial Staff</i>	Mr. Alves	Mr. Carmona		

THE IMPORTANCE OF REGULAR ATTENDANCE

ABSENCES

For accounting purposes in California, there is no such thing as an excused absence. It is vitally important that students be in class unless they are ill. It is important not to remove students for vacation, trips, or other non-essential reasons. Regular attendance is EXTREMELY IMPORTANT to your student's success and to the success of our school. If your student must be absent, please notify the school before 10:00 am or send a note with your student verifying the reason for the absence. For our school, please note the following attendance definitions:

1. **Excused Absence**: Limited to verified illness, quarantine, medical/dental appointment, or funeral of immediate family member.
2. **Personal Absence (excused)**: Includes court appearance or religious holiday.
3. **Unexcused Absence**: Unexcused absences are those which do not come under any of the definitions of excused absences. Such absences may be reflected in the student's final grade.
4. **Tardy**: Continued tardiness (5 minutes or more late to class) is considered a serious matter. Promptness to class is very important. Students are expected to be in their places, ready to work at the appropriate time.
5. **Truancy**: Any pupil who is absent from school without valid excuse for more than 3 days in any school year is considered truant, and shall be reported to the attendance supervisor.

The state of California considers four (4) or more unexcused absences per school year to be excessive and subject to attendance monitoring and intervention. The state of California also considers four (4) or more incidents of absence (tardy or leaving early) of 30 minutes or more per day to be excessive and subject to attendance monitoring and intervention. Five or more absences or tardies will be brought to the attention of a site administrator, who will contact you to inquire if we may assist in helping your child's attendance improve.

The reason for an absence must be verified by a note or telephone call from a parent or guardian regardless of the age of the student. The attendance office telephone number is available for messages 24 hours a day. Parents are encouraged to telephone the attendance office and verify absence reasons by leaving a recorded message. All unverified absences are considered unexcused and will accrue toward truancy. It is the student's responsibility to make up any school work missed as a result of absence.

Absence due to a student's involvement in a school related activity and at which school personnel are present, is not considered an absence by the state for accounting purposes, but is considered an absence from individual classes. It is the student's responsibility to make up any work missed as a result of absence. Please call our office (686-9713) BEFORE 10:00 AM to request make-up class work. Make-up class work for excused absences is permitted. For each day of excused absence, the student will be allowed one day to obtain, complete, and return make-up class work assigned from an excused absence. A student needing additional time to complete make-up class work must obtain teacher approval prior to the extension of time. The maximum time for completing makeup work, regardless of the length of absence, is two weeks.

ATTENDANCE REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Any student absent from school for any portion of a day (other than for a verified medical appointment) may not participate in or attend any school sponsored activity that day or the following day (if a non-school day). Absence from school because of school sponsored activities or that has received prior approval from the Principal will not prohibit participation. Students absent on Friday would be ineligible to participate in any school event scheduled for Saturday (the following day). Failure to comply with the Attendance/Participation requirement will result in a minimum of five school days of suspension from practice, competition and activities.

CUTTING CLASS

The term "Cutting Class" or "Cut" refers to any time a student is not in his assigned class without prior permission from the assigned teacher or to any absence from class that has not been appropriately cleared.

TARDINESS

The first few minutes of each class are among the most important because instructors begin by providing a set for the day and critical instruction. Students are expected to be in their assigned area or class ready to work when the class start-up bell sounds at 8:00 AM. Any student not in his/her assigned area or class when the start-up bell sounds will receive a "tardy". Tardiness is addressed through the Woodville Elementary School Discipline Plan. Excessive tardiness will be reported to the School Attendance Review Board for possible action. Student arrival at school after 8:00 AM requires a sign-in at the Attendance Office. It is the student's responsibility to make up any school work missed as a result of absence.

MOVING-CHANGING SCHOOLS

If a student has to leave school because he/she is moving or transferring, the parent/guardian must contact the attendance office. Failure to do this may result in a delay in transferring records and may result in receiving an unexcused absence for every day your whereabouts are unknown.

HALL PASS: When out of class, students are required to carry a "Hall Pass". Any student encountered without a "Hall Pass" will be considered to be "cutting" class and will be subject to disciplinary action. Students are not to be out of class for any reason during the first ten minutes of class.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students *will not* be permitted to leave school with any person who is not their parent, guardian or emergency contact person (previously authorized in writing by the parent or guardian). Individuals picking up students may be required to show valid identification. Students leaving campus must sign out at the Attendance Office as they depart.

INDEPENDENT STUDY

WOODVILLE ELEMENTARY SCHOOL considers independent study as an optional alternative instructional program for emergency purposes only.

The Principal or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. A copy of this agreement shall be maintained on file. Independent study may be used to provide expanded opportunities for study, research, and/or application of knowledge. The minimum duration of the on-campus independent study contract must be *for ten consecutive days per term only*. When circumstances justify a longer time, the Principal or designee may honor the request of an individual student or his/her parent/guardian to extend the maximum length.

WOODVILLE ELEMENTARY SCHOOL DISCIPLINE AND BEHAVIOR PLAN

SCHOOL-WIDE DISCIPLINE PLAN

Woodville Elementary is a drug and alcohol free school and will not tolerate violence or threats of violence, disrespectful behavior, bullying, weapons, or destruction of property. Students and employees who do not adhere to these policies will be held accountable by measures up to and including suspension, expulsion and criminal prosecution and/or dismissal by the Woodville School Board. The following School-Wide Behavior Expectations, including but not limited to the following rules, practices, and actions, are in effect for ALL events and activities:

WOODVILLE ELEMENTARY SCHOOL DISCIPLINE STEPS

All students are expected to follow rules set forth in this Student/Parent Handbook at all times. If a student does not conduct in a manner consistent with this Student/Parent Handbook here's what will happen (serious offenses will go directly to step 3, step 4, or step 5):

STEP 1: First behavior referral.

Conference with the Principal or designee. Parents will be called.

Ten consecutive school days with no more referrals, removed from the discipline track (clean start).

STEP 2: Second behavior referral.

Conference with the Principal or designee **and teacher, if** referral is for a classroom behavior issue. Student, your teacher, and your parents must complete and sign a Behavior Action Plan.

Twenty consecutive school days with no more referrals, you will move back to Step 1.

STEP 3: Third behavior referral.

Conference with the Principal or designee **and teacher** if referral is for a classroom behavior issue. Your parent(s) will be contacted by phone or in person immediately.

Behavior Action Plan will be modified.

Serve a school suspension for a minimum of 1 day or up to 5 days.

Referral to Student Study Team.

Thirty consecutive school days with no more referrals, student will move back to Step 2, unless you are sent to the Alternative Day School a second time. If that's the case you will not be able to regress to a step lower than Step 3 for the remainder of the school year.

STEP 4: Fourth behavior referral.

Conference with the Principal or designee.

Parent(s) will be contacted by phone or in person immediately.

Student will serve a school suspension for a minimum of 5 days. Student may be transferred to an alternative education site to serve suspension.

Sixty consecutive school days with no more referrals, student will move back to Step 3.

STEP 5: LAST behavior referral.

Parent(s) will be contacted by phone or in person immediately.

Student may be recommended for expulsion and/or may be involuntarily assigned to Community Day School or another alternative education site.

Expulsion Hearing.

OTHER STUDENT BEHAVIOR EXPECTATIONS

ACADEMIC INTEGRITY

The maintenance of academic integrity is a priority at Woodville Elementary School.

1. Cheating, in any form, is strictly prohibited. Cheating defined: Obtaining or providing any help on an assignment that is to be completed solely by an individual student. This definition applies to:
 - Tests or projects
 - Individual projects and/or research
 - Individual homework, when so designated
 - Other teacher assigned/designated work.
2. Suspicion of cheating may result in the decision by the teacher to have the student retake the test and/or redo the assignment.
3. Penalties for cheating:
 - First Offense:
 - Parent notification by instructor.
 - Referral filed with the Vice Principal, or Principal.
 - Grade of "0" on the work.
 - Student counseled as to seriousness of offense.
 - Second Offense:
 - Parent notification by an administrator.
 - Grade of "F" for the work/assignment.
 - Referral for disciplinary action.
 - Student receives a final grade of "F".
4. Circumstances may occur which result in immediate Second Offense Consequences.

AEROSOL CANS

Aerosol cans (for example - paint, hair products, pepper spray, etc.) are not permitted. Special permission to have such products may be obtained for special projects or activities. Ask first.

BUS RULES – TO AND FROM SCHOOL

Students must obey state transportation laws and cooperate with the bus driver at all times. The school district is not compelled by law to furnish transportation. The privilege of riding a bus may be denied to anyone at any time. Bus privileges are administered by the transportation department.

GAMBLING

Gambling of any kind is prohibited.

CELL PHONES, MP3 PLAYERS, & ELECTRONICS

Cell phones are only permitted if they are not seen or heard. Cell phones are not to be used during class time. Cell phones that are seen or heard may be confiscated. Confiscated cell phones will be returned to the student between the hours of **2:00 PM and 3:00PM on Fridays only**. Proof of ownership may be required to release property. A second cell phone offense will result in the assignment of detention and will require a parent to retrieve the cell phone between the hours of **2:00 PM and 3:00 PM on Fridays only**. Students who persist in the inappropriate use or display of cell phones are subject to further disciplinary action.

Woodville Elementary School is not responsible for stolen, lost or damaged devices.

FIGHTING

Fighting is a serious offense. The California Education Code defines fighting as: "Causing, attempting to cause or threatening to cause physical injury to another person." Woodville Elementary School defines fighting in the same way. Any student involved in a fight will face severe disciplinary action. If a student fights again, such student will be placed on a "behavior contract." The behavior contract will require that the student not fight again.

The "Behavior Contract" remains in effect until a student graduates. The terms of the contract include NO FIGHTING: (1) while the student is on the school grounds; (2) while going to and coming from school; (3) during, or while going to or coming from a school sponsored activity; (4) during the lunch period whether on or off-campus. Under the definition of fighting, students do not have to throw punches to be considered fighting. Students who violate the contract with a second incident will be subject to further disciplinary action up to and including referral to alternative education programs.

DRESS AND GROOMING RULES

Woodville Elementary School believes that all students should come to school dressed and groomed in a manner that is conducive to the learning process, demonstrates respect for others, and promotes cleanliness and safety.

Any clothing, hairstyle, cosmetic, accessory, or jewelry, (even if not specifically mentioned), that creates a safety or health concern, draws undue attention to the wearer or tends to detract from the education process is prohibited. Clothing cannot limit your participation in school activities and programs.

- Shoes must be worn at all times.
- Heels or platform shoes should be lower than 2 inches. Appropriate shoes are required for PE.
- Pajamas and slippers are not permitted except on special events.
- Sunglasses must be worn correctly and are not permitted indoors.
- Hats and beanies (in cold weather) may not be worn indoors (bill must face forward)
- Bandanas in any form are not to be worn or possessed.
- Clothing, jewelry, or other accessories may not advocate, promote, or advertise racial, ethnic, or religious prejudice, unlawful acts, weapon display, sexual innuendo, profane language or the use of tobacco, drugs, or alcohol.
- Under garments may not be exposed at any time.
- Pants must fit at the waist, hips, crotch, and thighs (without the use of a belt).
- Shorts, skirts and dresses must cover undergarments when sitting, standing, or bending. The hemline of skirts should be no shorter than 4" above the knee. Shorts should have at least a 4" inseam.
- See-through shirts, fish-net shirts, tank tops, thin straps (less than 1 inch), bare midriff, tube tops, (strapless), halter tops (backless), razorbacks, or low-necklines (showing cleavage) are prohibited.
- Shirts longer than the fingertips must be tucked in.
- Hair must be cleaned and groomed and may not interfere with the educational process.
- Clothing that may be a potential weapon may not be worn. (Steel-toed shoes, wallet or other chains, items with spikes or studs are prohibited.)
- No clothing that, by virtue of its color, arrangement, trademark, or any other attribute denotes affiliation with or promotes membership in a gang.
- Piercings may be worn in ears only. Observable piercings worn in other locations are prohibited and must be removed or covered completely.
- Uncovered and/or visible tattoos are not permitted. Writing and/or drawing on your body is prohibited.
- Coaches and teachers in classes, such as P. E., etc., may impose more stringent requirements than the above consistent with the health, educational and safety needs of the particular school program, sport and/or class.

The Administration reserves the right to make decisions about the appropriateness of dress items that may not be covered by the above policy. In the event of an infraction, the student will be sent to the Principal or designee's office to make arrangements to either go home or get acceptable clothing, or have acceptable clothing brought to school. Multiple violations may result in detention, loss of privileges or suspension.

Violations of the dress code will result in the following actions:

- | | |
|---------------|--|
| 1st INCIDENT: | Parent/guardian will be notified; student will change into acceptable garments if immediately available or be provided with temporary attire until the school day is complete. (If a parent brings change of clothing during the school day, the student will be allowed to change at break or at lunch). Loss of class time for dress code violations will be minimized. |
| 2nd INCIDENT: | Parent/guardian will be notified; student will change into acceptable garments if immediately available or be provided with temporary attire until the school day is complete. (If a parent brings a change of clothing during the school day, the student will be allowed to change at break or at lunch). Loss of class time for dress code violations will be minimized. One full-day of Detention may be assigned or appropriate alternative consequence will be assigned or a student may be required to perform community service on school grounds during non-school hours in lieu of suspension. |
| 3rd INCIDENT: | The student will be suspended from school for defiance (may be off or on-campus suspension) for one day or a student may be required to perform community service on school grounds during non-school hours in lieu of suspension. |
| 4th INCIDENT: | The student will be suspended from school for defiance (may be off or on-campus suspension). |

PUBLIC DISPLAY OF AFFECTION

Excessive public display of affection toward another student is considered inappropriate school behavior. Hugs lasting more than a second or two are prohibited. Any kiss, regardless of the degree of passion, is not appropriate on a school campus, adjacent area, or at a school event. Students who violate this rule will face disciplinary action up to and including suspension from school.

HAZING

Engaging in or taking part in hazing or committing any act that injures, degrades, or disgraces any other person attending school is specifically prohibited. The practice of harassing a student verbally or physically on their birthday is considered harassment. This type of activity is considered a serious offense at Woodville Elementary School and may result in suspension and/or expulsion.

WEAPONS ON CAMPUS

Weapons of any kind, or any item that can be used as a weapon, or any item that resembles a weapon are prohibited. Knives of any size or blade length are ***not*** permitted on campus. Guns (real, toy, paintball, and/or Airsoft) are not permitted. Students found in possession of a weapon will face severe disciplinary action which may result in suspension, expulsion, possible transfer to alternative education programs, and/or referral to law enforcement.

LASER PENS OR LIGHTS

Laser pens or laser lights are not permitted on campus or at any school facility or activity or in any school vehicle at any time.

STUDENT SEARCHES

School properties may be inspected by school authorities (Administrators) in the interest of maintenance, health, and safety. Inspection for drugs, narcotics, alcohol, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. A student's personal property and belongings may be searched if reasonable cause has been established that the student is in violation of any items listed under Education Code 48900.

ILLEGAL SUBSTANCES

It is the policy of Woodville Elementary School to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in school involving the possession, sale, and/or use of illegal substances.

SUSPENSION

Students suspended in-school or off-campus for one full day or more are restricted from participating in all school events and activities during the term of suspension. A student suspended on Friday, or a Friday and the following Monday, may not participate in any weekend school activity. Suspended students are prohibited by California Education Code from being on any public school campus or facility during the suspension.

MARKING PEN

The possession or use of any type of marking pen (permanent or otherwise) is prohibited. Inappropriate use or possession of a marking pen will result in appropriate disciplinary action.

SEEDS AND GUM

The eating of unshelled sunflower or pumpkin seeds is prohibited. All forms of chewing gum are prohibited.

TOBACCO

Woodville Elementary School is a tobacco-free environment. The use or possession of tobacco in any form by any person on campus or at a school function or event is prohibited.

SEXUAL HARASSMENT

All forms of sexual harassment are prohibited on the Woodville Elementary School Campus as defined by Education Code 212.5. Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. This rule applies to both females and males and will be strictly enforced. Violation of sexual harassment rules may result in suspension and/or expulsion.

For More Information, Refer to Additional Information Section - Education Code Section 32050-52 and Education Code 48900

OTHER STUDENT BEHAVIOR EXPECTATIONS CONTINUED

VANDALISM - DEFACING SCHOOL PROPERTY

Vandalism to and/or defacing school property is prohibited by law. Parents and legal guardians of students are responsible for all damage to school property committed by their child or ward.

APPEAL OF DISCIPLINARY ACTION

If a parent/guardian would like to appeal the decision made as a result of a discipline action taken in association with any Woodville Elementary School curricular program, the first level of appeal is principal or designee. The last appeal is at the Superintendent.

MINIMUM ACADEMIC EXPECTATIONS

Woodville Elementary provides a rigorous academically challenging program accompanied by high expectations for student performance. The following expectations are in place for all students:

- Be regular and punctual in attendance (less than 10% absence/no more than 3 tardies for any reason)
- Make progress toward promotion (7th & 8th grades) – must be on track to graduate.
- Maintain a minimum 2.0 GPA on each progress report and report card.
- Receive no disciplinary referrals for a behavior resulting in suspension from school.

For More Information, Refer to Additional Information Section - Education Code 48900
Grounds for Suspension and Expulsion

VACCINES “SHOTS”

The law has changed. For the 2011-2012 school year, all students entering into 7th, 8th, 9th, 10th, 11th and 12th grades will need proof of a whooping cough vaccination (Tdap) before starting school

SCHOOL EVENTS

DANCES

To be eligible to attend a dance a student must be enrolled at WOODVILLE ELEMENTARY SCHOOL at the time of the dance and meet all eligibility requirements as established for student participation in extra-curricular activities. All students must possess a WOODVILLE ELEMENTARY SCHOOL ASB or WOODVILLE ELEMENTARY SCHOOL ID card. Guests will be permitted to attend only if their names appear on the guest list. Guests for middle school dances must be middle school age (only).

Dancing in a sexually suggestive manner will be grounds for removal from the dance.

Students must remain in the dance until they are ready to leave for the evening. No one will be readmitted after leaving a dance except students who need to use the bathroom. Dances which start shortly after an athletic event will last approximately two hours. Under no circumstance will a dance last beyond 10:00 PM, except the graduation dance.

SCHOOL ATHLETICS

All WOODVILLE ELEMENTARY SCHOOL athletes are expected to embrace outstanding sportsmanship, citizenship, and fair play.

In the WOODVILLE ELEMENTARY SCHOOL Athletics Handbook for Students and Parents, you'll find the goals and objectives of our athletic program, the responsibilities of WOODVILLE ELEMENTARY SCHOOL athletes and their parents, and the WOODVILLE ELEMENTARY SCHOOL expectations for athletes and their parents. Because student-athletes are held to high standards of performance, citizenship, and sportsmanship during school and non-school functions, acceptance of these responsibilities and expectations to self and to the team is mandatory.

Parental support for athletes in these training and academic standards is a most important element in maintaining the athletic and academic balance and competitiveness.

Refer to the [WOODVILLE ELEMENTARY SCHOOL Athletics Handbook for Students and Parents](#) for more information.

PARENT VOLUNTEERS:

Parent volunteers in the classroom provide an extra pair of hands, a caring individual who can offer needed one-on-one academic support, or perhaps a listening ear. When parents participate in school, all students benefit. If you are interested in volunteering please call the school and speak with your student's teacher, principal, or designee. Recently, our Board of Trustees has strengthened procedures to protect the safety of students and adults. Volunteer service in the Woodville Elementary School District is now categorized by the amount of time and level of student contact. Volunteer service is categorized according to the following matrix:

Type	Description	Example	Requirements	Restrictions
Level 1	Parents, immediate adult family members including grandparents, aunts, uncles and adult aged siblings in a specific classroom	One time projects; i.e. room parent; not regularly scheduled volunteer service. Participation of less than 4 hours per month	1. No district requirements	No unsupervised contact with students.
Level 2	Parents, immediate adult family members including grandparents, aunts, uncles and adult aged siblings in a specific classroom	Regularly scheduled volunteer service that is performed within a classroom or elsewhere on the school premises. Generally between 4-10 hours per month	1. Megan's Law Clearance 2. Copy of Driver's License 3. Tuberculosis Test 4. District Application 5. Volunteer Orientation	No unsupervised contact with students.
Level 3	Parents, Grandparents College students, Classroom volunteers, parent outside of child's classroom	Regular or scheduled service generally exceeding 10 hours per month; i.e. overnight fieldtrips	1. Megan's Law Clearance 2. Copy of Driver's License 3. Tuberculosis Test 4. Fingerprint Clearance 5. District Application 6. Volunteer Orientation	Limited unsupervised contact with students; generally works under the direction of a teacher.

USE OF FACILITIES

LIBRARY COMPUTER/MEDIA LAB RULES:

Students are required to present their ASB Student ID Card when checking out materials from the Library. Students are limited to checking-out a maximum of two books at a time.

Students may check-out books for their personal use only. Students may not check-out books for other students. A student may check-out library materials only when all previously checked-out library materials have been returned and all library fines have been paid. Books are checked out for 15 school days and if returned late will incur a 25 cent per school day fine, payable upon the book's return.

Reference books may not be checked out and must be kept within the library at all times. Students disrupting the library environment will be asked to leave.

Library books/materials must be returned directly to the Librarian in order to guarantee credit for the returned materials. Books left on counters, shelves, or other surfaces in our library may not be credited as returned.

Use of the Computer Lab is restricted to classes accompanied by a teacher, or teaching assistant. See below a list of requirements.

- To use computers you must have a valid Internet Contract signed and on file. This will be verified before use is allowed.
- Students must observe all posted rules while using the computers.
- Food or drink of any kind, including candy and gum, are not permitted in the computer lab.

CAMPUS FACILITIES/ATHLETIC FIELDS

Use of all School Facilities is limited to activities sponsored by WOODVILLE ELEMENTARY SCHOOL. All other use must be approved by using the appropriate School District forms and approval process.

GRADING

METHODS OF GRADING

Grades are recorded as A, B, C, D, and F.

- A = Student produces markedly superior work
- B = Student produces excellent work
- C = Student demonstrates satisfactory work
- D = Student needs to improve work habits and skills
- F = Student demonstrates little or no progress in knowledge and skills

GRADE POINT AVERAGE

WOODVILLE ELEMENTARY SCHOOL reports Grade points are assigned as follows:

A = 4 points B = 3 points C = 2 points D = 1 point All other grades = 0 points

VALEDICTORIAN/SALUTATORIAN DETERMINATION:

The Valedictorian(s) will be the student(s) with the highest GPA at the end of the eighth grade year. The Salutatorian(s) will be the next highest GPA not to qualify as a Valedictorian. Final determination will be dependent on good overall citizenship. Valedictorian(s) and Salutatorian(s) may be asked to deliver a speech at graduation or open tryouts may be held for graduation speakers. All graduation speeches must be pre-approved by the Superintendent.

PROGRESS REPORTS & REPORT CARDS

Progress Reports are issued to all students half-way through each 9-week grading period. The purpose of progress reports is to inform students and parents of the students' academic progress and class status. Progress Report grades figure into the calculation of the Report Card or final semester course grade (at about 18 weeks). Teachers may initiate a progress report at any time necessary to keep students and parents adequately informed on classroom progress.

Report Cards (final course grades) are issued to all students at the conclusion of the quarter (about every 9 weeks). Report Card grades are recorded on the student's transcript and become permanent grades.

GRADE ACCESS

Parents and/or students may access the online student grading system, which is access to the JupiterGrades Gradebook. On JupiterGrades Gradebook you can access the most current information on progress in each class. Links to every teacher's email are also available on this web site. Your student will be given account information by their teacher.

CITIZENSHIP GRADE

One of the primary aims of the school is directed toward helping students to become good citizens. Valuable teaching and learning time is lost when a student behaves in such a way as to distract from or disrupt instruction. In order to keep parents informed and to recognize good citizenship, a grade is recorded on the report card; O for Outstanding; S for satisfactory; N or Needs to Improve, and U for Unsatisfactory.

Every student begins each quarter with a clean slate and an "S" in citizenship. By maintaining a positive attitude, each student has an excellent chance of earning an "O".

Citizenship grades are affected by:

1. Tardiness
2. Homework completion
3. Coming to class unprepared to learn and/or work
4. Being a discipline problem
5. Breaking classroom rules

Students receiving any "U" in citizenship are not eligible to run for ASB or class office positions.

HOMEWORK

The purpose of homework is to reinforce classroom learning and develop a sense of responsibility in students. This can best be done by developing a homework "habit" which establishes homework as a normal expected occurrence. Homework does make a difference in student achievement.

Under optimal conditions, students should be expected to spend approximately two hours of home study for every school day if satisfactory results are to be obtained. Homework assignments are expected in all academic subjects.

In assigning homework, teachers will use the following guidelines:

1. Homework is assigned on a regular basis and is related to what is being taught in the classroom.
2. Usually homework is graded and/or commented on; students will receive credit for completed homework for an excused absence. Departments may have additional homework policies.
3. Teachers will attempt to make sure that each student has the skills needed to complete homework before it is assigned.

The student is responsible to find adequate time to complete assigned homework. Parents are requested to offer encouragement to students to complete homework.

ADDITIONAL GRADUATION REQUIREMENTS

All graduating students must meet the requirements for Computer Literacy Certification by completing an approved computer related or computer using course or by demonstrating competency on a Computer Literacy Certification Exam.

Before the first assembly of the school year, teachers will go over the procedures and seating. The rules listed should be followed during each assembly. Students should enter the assembly quietly and take their seats promptly at the appointed place. Courteous behavior is expected at all assemblies.

PROCEDURES

EMERGENCY, EVACUATION, & LOCKDOWN PROCEDURES

Instructions will be given to all students about how to respond to an emergency situation, evacuation, or lockdown while on campus. A continuous bell sound will signify an Emergency or Lockdown situation which requires doors to be locked and students to respond to teacher directions to remain away from windows. An intermittent bell sound will signify an Evacuation situation in which students are to exit the classroom as quickly as possible and report to a designated safe area.

In the case of an emergency situation on campus, parents will be notified by the WOODVILLE ELEMENTARY SCHOOL automated emergency dialing system about the conditions as known and the procedure being implemented to assure the maximum safety of students. If there is a limited or full area evacuation, parents will be requested to pick students up at an identified location.

FIRE DRILLS

The signal for fire drill is short bells ringing in succession. Students will be taught the proper exit procedure for each classroom. Students should walk quickly to the designated safe area. Students may re-enter the buildings only when the situation has been determined safe and the "ALL CLEAR" signal (long bell) is sounded. Evacuation Procedures are posted near the door in all classrooms.

COUNSELING SERVICES

Students needing to see their counselor may make an appointment by coming to the office.

DEBT OWED LIST

During the semester, students may incur expenses that result in the student being placed on the "Debt Owed List". It is the responsibility of each student to pay their bill as soon as possible. A student on the "Debt Owed List" will not be permitted to participate in any extra-curricular activities until the debt is paid. 8th graders may not receive diplomas or be allowed to participate in the graduation ceremonies until all debts are paid. Pursuant to California Education Code Section 48904 (b), grades, transcripts, and diplomas may be withheld until all debts have been cleared.

LOST AND FOUND

For the convenience and benefit of the student, a lost and found is maintained in the office. All articles found about the school should be turned in to this location. Owners of lost articles should inquire in the Office and reclaim their missing items. Confiscated clothing will be held for parent pick-up for 10 days, after which it will be forwarded to the Lost and Found. All unclaimed items will be discarded after the last day of school.

MEDICATION IN SCHOOL

Other than inhalers, students are not permitted to carry medication while on campus. Every attempt should be made to take necessary medications before or after school. When necessary, medication may be administered to students at school through the school nurse's office when the following criteria are met:

- The school has received a written notice from the physician identifying the student, the medication to be administered, the dosage, the method of administration of the medication, and the duration (day, week, month, etc.) of the administration of the medication.
- The medication received by the school is clearly labeled in the original container and stored in the nurse's office.
- No over-the-counter medication may be sent to school. We are not allowed to give them, even with parental consent.

Over the counter medications are aspirin, Tylenol, Motrin, cough syrups, etc., purchased at a drug store without a Prescription. If your child needs to take prescription medication in school, please bring it to the school office and sign the proper form. Be sure that the doctor sends a note with you or you will be required to return to his/her office and get one. Each school year, parents and doctors will need to fill out new forms to take medication in school, even if it is the same medicine your child took last year. It is your student's responsibility to come to the office and get his/her medicine at the correct time.

It is the student's responsibility to report to the nurse's office at the appropriate time for their medication.

STUDENT ARRIVAL AND DROP-OFF/PICK-UP

Students may ride their bicycle to school; however, they must be locked in the bike rack and are not allowed on campus. Law requires appropriate helmets be worn.

After school, students are to go directly home, ride the bus, or be picked-up unless participating in an appropriate after-school activity. Students waiting to be picked up by parents should wait at the designated pick-up areas.

The Tulare County Sheriff Department monitors traffic around the WOODVILLE ELEMENTARY SCHOOL campus for student and staff safety. Traffic citations may be issued for the unauthorized or unsafe drop-off of students. It is recommended that parents turn their vehicle into a parking space when dropping-off or picking-up a student.

TELEPHONES

Students will not be called to the telephone during the school day. Messages that are important will be delivered to the student with a request to return a call during the next available break. Only in emergencies will students be allowed to use the office phone.

TEXTBOOKS

Student textbooks are distributed by the WOODVILLE ELEMENTARY SCHOOL teachers. To ensure that books are kept in the best possible condition, each student is requested to examine all books issued as soon as possible. Damaged textbooks should be returned to the issuing teacher within 10 days of receipt for replacement or repair. The student will be liable for any damages to a textbook returned after the 10 day period.

Never leave textbooks unattended in a classroom or any other crowded location as you will be held responsible if they are lost or stolen.

VISITORS ON CAMPUS

Parents and guardians are welcome to visit the WOODVILLE ELEMENTARY SCHOOL campus. To ensure minimum interruption to our instructional program, visits to the campus during school hours should be pre-arranged with the teacher and/or Administrator. Teachers are available to meet with parents during non-instructional times only. Siblings and/or friends of students are not permitted on campus beyond the office. We ask that you adhere to the following procedures:

- 1) Schedule your visit in advance with your child's teacher.
- 2) Check in at the school office ~~BEFORE~~ going to a classroom. You will be given a guest pass.
- 3) Take a seat at the back of the classroom where you can observe your child.
- 4) If you have any questions, write them down and talk to the teacher if she/he has some free time after school.
- 5) Visitors without a guest pass will be asked to return to the office to check in.

Students from other high schools or high school age visitors are not permitted on campus while classes are in session. Non-school personnel must report to the school office between the hours of 7:00 a.m. and 4:00 p.m. Approved campus visitors will be signed in and presented with visitor identification before being released into classroom or yard areas. (Penal Codes 627 and 32210)

All visitors are required to enter the school grounds through the main office and must identify themselves to office personnel. Visitors are required to register in the main office before entering any school building or the school grounds when school is in session and must sign out in the main office upon leaving. All information on the visitor sign-in sheet must be completed before any visitor will be issued a Visitor's Badge. For security and identification purposes, a Visitor's Badge must be worn at all times and must be returned in the main office as the visitor leaves.

Unless authorized by the Superintendent, no agents/salesmen shall be permitted on campus to discuss business propositions of any kind with teachers or students during school hours.

CLOSED CAMPUS DURING INSTRUCTIONAL TIME

WOODVILLE ELEMENTARY SCHOOL maintains a closed campus during instructional hours. All gates to the campus remain locked for security purposes. Students entering the campus during instructional hours must enter through the main office. Visitors to the campus must enter through the main office.

IMPORTANT INFORMATION ABOUT WOODVILLE UNION SCHOOL DISTRICT

WOODVILLE'S VALUES

We value and promote mutual respect, honesty, and integrity.
We value and promote the cooperative relationship and involvement between our parents and staff. We value and promote district-wide decision making.
We value and promote thoughtful change and risk taking.
We value and promote a diversity of thought among our staff.
We value and promote positive recognition for successful achievement. We value and promote professional and organizational commitment.
We value and celebrate the diversity of culture and language that defines our community.

WOODVILLE SCHOOL DISTRICT GOALS

GOAL 1 "PERSONNEL"

The Woodville School District intends to hire the best available candidates, train them in District priority areas, support their introduction into the teaching profession, provide continuous professional development and evaluate them for excellence. The District also intends to work with employees collaboratively in negotiations and the development of strategies to improve the instructional program.

GOAL 2 "BUSINESS – FISCAL OPERATIONS"

The Board is committed to developing and approving a budget that reflects the Board's beliefs, goals and priorities while building adequate reserves to allow for anticipated and unanticipated fiscal needs.

GOAL 3 "ACADEMIC"

District staff will provide a rigorous and differentiated educational experience that adjusts to student needs and is delivered through the use of Board-approved curriculum materials that are directly aligned with state content standards. Further, the Board is committed to insuring that the District provides educational opportunities in the curriculum areas of music and technology

GOAL 4 "TECHNOLOGY"

The District intends to harness the knowledge and skills of employees and volunteers to move WESD to the forefront of technology utilization through education, training, hardware and software acquisition and financial support with the goal of equipping students with powerful technological tools to advance life long learning.

GOAL 5 "FACILITIES, BUILDINGS, OPERATIONS, GROUNDS"

The District will prepare for student growth and will provide excellent safe, clean and neat learning environments that encourage maximum student achievement, high staff morale and parent and student pride.

GOAL 6 "COMMUNITY/DISTRICT COMMUNICATION AND RELATIONS"

The District recognizes and appreciates its role as a community center. The District is committed to interacting with individual citizens, youth sports groups, civic organizations, and government entities for the benefit of the District and the community at large.

GOAL 7 "SAFETY"

The District endeavors to educate our students in a safe, nurturing and comfortable environment.

WOODVILLE'S STUDENT CODE OF CONDUCT

Students

- Come to school regularly and on time.
- Take responsibility for their own learning.
- Work cooperatively with other students.
- Come to school ready to learn and to work hard.
- Bring necessary materials, completed assignments and homework.
- Respect my school, my classmates, my teachers, and others.
- Know and follow school and class rules.

Parents

- Make child's education a priority.
- Prompt and regular attendance of my child.
- Supervise homework.
- Meet my child's physical needs (i.e. clean, fed, proper sleep, etc.)
- Support school and district policies.
- Communicate with school by keeping emergency information current.
- Be visible and active in school activities.
- Attend parent/teacher conferences.

Teachers

- Report student progress.
- Conference with parents.
- Provide a quality education.
- Provide a safe and positive learning environment.
- Provide opportunities for parents to learn how to help their child.
- Assign appropriate homework.
- Involve the community.
- Support special school activities and programs.
- Communicate regularly with parents.
- Be attentive to students' individual and diverse needs.
- Participate in professional growth activities.

Administrators

- Inform students and parents about school and district discipline standards.
- Consistently monitor classroom, school, and district rules.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences that will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage, and promote good teaching and effective learning.

PROMOTION RETENTION

California has been addressing the issue of student accountability for the past several years. Too many students are not successful in middle school and high school because their reading, math, and language arts skills are not sufficient to allow them to complete class work satisfactorily. These students are non-proficient students or students who have not mastered grade level skills.

Many non-proficient students were socially promoted from one grade level to the next, as teachers and parents hoped that with time, the student would learn the necessary grade level skills. Unfortunately, this did not happen. Students often fell further and further behind. Even when students showed growth, many remained below grade level.

New laws now require school districts to address the serious issue of the non-proficient student. AB 1626, Pupil Promotion and Retention, requires all school districts to establish a promotion and retention policy, based on students' achievement of grade level standards. Additionally, AB 1639 requires school districts to offer supplemental instruction to students in grades 2 through 8 with low reading, writing or math achievement.

HOW WILL MY CHILD BE AFFECTED?

At the beginning of the school year, all students will be assessed in reading, writing, and math. If your child is at risk of being retained, based on district criteria, you will be notified at parent conference time in October. At that time, an intervention plan will be agreed upon by parents, teachers, resource personnel and administrators in order to enhance your child's opportunities for success. This intervention plan will include in class as well as extended day and extended year opportunities. It will be extremely important that this intervention plan be followed.

In the spring, you and your child's teacher will review the plan and the assessments that have been given throughout the year and determine whether your child can be successful in the succeeding grade or needs to repeat the current grade. As we work to implement the new laws this year, it will be important that parents stay closely connected to their child's education and that we all work together to ensure every child's success.

WHAT CAN PARENTS DO?

- Ask your child's teacher to explain math, reading, and language arts grade level expectations and skills your child has not achieved.
- Ask the teacher to share how the supplemental instructional program will help your child with his/her specific needs.
- Make arrangements for your child to attend programs designed to help students at risk of being retained.
- Set regular times of the day and week for you to work with your child on the skills he/she needs to learn.
- Explain to your child how you will help at home and how the school will help to support your child in attaining grade success.
- Praise your child for his/her effort and his/her good work.
- Carefully monitor your child's progress. If your child continues to struggle, contact his/her teacher.

CAUSES FOR DISCIPLINARY ACTION Suspension or Expulsion (Ed. Code Section 48900)

48900. A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:
- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
 - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, Miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or Possession by a pupil of his/her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286,288,288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
 - (r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

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

- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Sexual Harassment: 48900.2. Sexual harassment as defined in Section 212.5:

Considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive.

Hate Violence:

48900.3. A pupil in any of grades 4 to 12, who has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment, Threats, or Intimidation against a Pupil:

48900.4. A pupil in grades 4 to 12, has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Terrorist Threats:

The pupil has made terrorist threats against school officials or school property, or both. 48900.7

Required Parental Attendance:

Whenever a student is removed from a class because he/she committed an Obscene act, engaged in habitual profanity or vulgarity, disrupted school Activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education code 48900.1)

Liability of Parents or Guardians:

The parents or guardians of any minor whose willful misconduct results in injury or death to any pupil or any person employed by a school district or private school or who willfully cuts, defaces or injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed \$10,000. The parent or guardian shall also be liable for the amount of any reward not exceeding \$10,000. The minors' parent or guardian is also liable for any/all property loaned by a public or private school and not returned on demand of the district or private school.

Failure of a minor pupil to return property, or to properly pay for damages after being given due process, may result in deferment of grades, diploma, and/or transcripts. Voluntary work shall be provided in lieu of paying for lost or damaged property should the parents or guardians be unable to pay.

Expulsion (Ed. Code Section 48915)

- (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
1. Causing serious physical injury to another person, except in self-defense.
 2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
 3. Unlawful possession of any controlled substance listed in Chapter 2 (Commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 4. Robbery or extortion.
 5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the school-site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Other Examples of Conduct Which May Result in Suspension or Expulsion for Disruption of School Activities or Willful Defiance of Valid Authority of School Personnel.

- A. Bomb Threats: False reports that a bomb or other explosive has been placed in school buildings or on school grounds will be referred to law enforcement agencies. Students involved are also subject to disciplinary action. (Ed. Code Section 48900 {k}; Cal. Code of Regs, Title 5, Section 305).

- B. Fires, Explosives, or Threats Thereof: Students involved in setting fires or explosives that threaten or cause damage to human life or property on campus or at school-sponsored events are subject to disciplinary action. Parents/guardians are responsible for payment of damages. (Health and Safety Code, Section 12305, 13007; Penal Code Sections 448a, 449a; Cal. Code of Regs, Title 5, Section 305) (Ed. Code Section 48900 {k})
- C. Forgery: Students who forge notes, signatures, or school documents are subject to suspension or expulsion. (Ed. Code Section 48900 {k})
Other Acts Subject to Lesser Forms of Discipline
- D. Grooming and Dress Policies: All students are to maintain personal standards of dress and grooming appropriate to class and school activities. Footwear must be worn at all times for health and safety reasons. A student who comes to school inappropriately dressed will be sent home to prepare properly for school before re-entering. Please refer to School Dress Code in the Handbook portion of this document for details. (Cal. Code of Regs, Title 5, Section 302) (Ed. Code Section 48900 (k))
- E. Transportation Rules: Students transported in a school bus are under the authority of the bus driver, and are expected to follow district bus regulations. Any infraction of these regulations is cause for disciplinary action. (Cal. Code of Regs, Title 5, Section 14103)
- F. Loitering: All persons having valid school business on the premises are required to check in at the school office. Persons on school premises unlawfully will be referred to law enforcement agencies. (Penal Code Sections 653g, 626.8)
- G. Tardiness/Truancy: The law requires school attendance. Any student subject to compulsory education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school-day without a valid excuse on three occasion in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district or the attendance supervisor. The law allows a principal or teacher to require that the parent/guardian provide satisfactory explanation for the absence the day following the absence. (Ed. Code Sections 48260 et seq.; Cal. Code of Regs, Title 5, Section 306)

BUS RIDING STANDARDS

Drivers have full responsibility and authority over students on their bus. The law requires that he/she keep order on the bus for the students' own safety and protection. Any student may be refused transportation for failure to cooperate in complying with the transportation code.

GENERAL RULES OF CONDUCT ON A BUS:

Students may talk as long as it does NOT become loud or boisterous.
 Students must remain seated while on the bus.
 Students are NOT allowed to throw things in the bus or out bus windows.
 Students should sit properly in their seats facing the front.
 Students are NOT to reach out or lean out of windows. The decision of the driver is FINAL if there is a question about the window placements.
 Students are NOT allowed to continually adjust windows.
 Students are not to swing, crowd or shove in seats while the bus turns.
 Each student is responsible for his/her property. Students are NOT to engage in horseplay with other students' property.
 Students NOT regularly scheduled to ride the bus will NOT be allowed to ride to or from school unless prior arrangements are made between parents and a school administrator.
 NO food, gum, or drinks are allowed on the bus.
 NO pets of any kind are allowed on the bus.
 Industrial arts projects or musical instruments which are too large to carry on a student's lap will NOT be allowed on the bus.
 Students who ride the bus regularly to and from school MUST load and unload at the SAME bus stop on the SAME bus unless special permission has been granted.
 Students may not use cell phones on bus. The bus drive may allow students to call at his/her discretion.

DISCIPLINARY PROCEDURES:

Students violating the above could lose their bus privilege.
 Bus violators will be warned by the driver. If the warning is NOT heeded, the driver will put student on report to the principal.
 A student may be temporarily suspended from riding the bus, and parents will be notified. A student who continues to violate bus conduct may be suspended from riding the bus for an indefinite period of time.

**INSTRUCTION IN SCHOOL BUS EMERGENCY PROCEDURE AND PASSENGER SAFETY -
39831.5 EC**

The following section is quoted from the EC:

- (a) All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private schools that are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of school district or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:
- (1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in pre-kindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:
- A list of school bus stops near each pupil's home.
 - General rules of conduct at school bus loading zones.
 - Red light crossing instructions.
 - School bus danger zone.
 - Walking to and from school bus stops.

DISCIPLINARY MEASURES

Suspension by Teacher: A teacher may suspend any pupil from his or her class for any of the acts enumerated in Ed. Code Section 48900 for the day the suspension is made and the day following. (Ed. Code Section 48910)

Conferencing: Students will be counseled regarding appropriate school behavior.

Detention: Students may be detained for disciplinary or other reasons up to one hour after the close of the maximum school day. (Cal. Code of Regs., Title 5, Section 353)

Suspension by Principal/Designee: Students may be removed from the school setting on a temporary basis. (Ed. Code Sections 48911-48914).

Suspension procedures require the following:

An informal conference will take place with the student, unless an emergency exists which constitutes a clear and present danger to the lives, safety, or health of pupils or school personnel. The student will be given the opportunity to present his or her version and evidence in his other defense. He/she will be advised of the reason for disciplinary action. (Ed. Code Section 48911).

Those parents/guardians will be given written notice of suspension within 24 hours. At the time of suspension a school employee shall make a reasonable effort to contact the parent/guardian in person or by phone (Ed. Code Section 48911).

Parents or guardians will respond without delay to the school's request for a conference, as per state law. A student may not be suspended for more than five (5) consecutive days; A student may not be suspended for more than 20 days in one school year, unless (a) a pupil enrolls in or is transferred to another regular school or an opportunity school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year, or (b) the student's case is pending the expulsion process (Ed. Code Section 48911[g]); The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension (Ed. Code Section 48913); Suspended students must remain under parental supervision and not be on any school campus or attend school activities for the duration of the suspension.

Expulsion

The removal from enrollment in a school of the district may be ordered by the board when other means of correction have repeatedly failed or the continued presence of the student causes danger to the physical safety of others (see Expulsion). State law provides for full due process rights and the right to appeal any expulsion order (Ed. Code Sections 48915-48925). A pupil with exceptional needs who is enrolled in a special education program can be expelled only if the conduct was not caused by or is not a direct manifestation of the Pupil's identified handicap (Ed. Code Section 48915.5).

The Board of Trustees may deny enrollment to an individual who has been expelled from another school district for acts specified under "II. Expulsion," for the remainder of the expulsion period after a hearing has been held and a determination made that the individual poses a potential danger to either the school district's pupils or employees (Ed. Code Section 48915.1).

Referral to Law Enforcement Agencies:

All alleged crimes required to be reported to law enforcement agencies will be reported immediately by the school principal or designee.

Special Placement: Students may be assigned to a special program such as Independent Study or Opportunity Classes or Programs, etc.

Exemption: Students may be exempt from compulsory public school attendance at the request of their parents for various circumstances as defined by state law (Ed. Code Section 48220 et. Seq.)

Sources of Legal Authority:

Cal. Code of Regs, Title 5 -- California Code of Regulations, Title 5
Cal. Code of Regs, Title 17 -- California Code of Regulations, Title 17
Ed Code -- Education Code
Health & Safety Code -- Health and Safety Code
Pen Code - Penal Code

Parent/Guardian Rights Notification: You are hereby notified of your rights and responsibilities as a parent/guardian of a child enrolled in a California Public School.

DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, Woodville Elementary School will establish school rules governing student dress and grooming. These rules shall be consistent with the district's policies and regulations. The following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc) shall be free of writing, pictures or any other insignias which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors. Articles of sun protective clothing may be worn outdoors consistent with district and school site policies.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulders or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Gym shorts may not be worn in classes other than physical education.
- Hair shall be clean and neatly groomed. Hair may not be sprayed with any coloring that would drip when wet.
- Accessories/earrings are permitted only in the ear.

PUPIL RECORDS

Pupil records consist of personal identifying information, subjects taken, grades received, standardized test results, attendance records, and health records, and are maintained at the school the pupil attends. The district superintendent/school principal or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, may be maintained separately.

The policy of the district for reviewing and expunging those records is that the parents and guardians may review records during regular school hours with the help of certificated staff when requested. (AR5125F)

Pupil records are accessible only to parents or legal guardians, a pupil 16 years or older who has completed the 10th grade, and school district personnel who have a legitimate educational interest in the child. School district personnel having access to pupil records would include governing board members, district certificated employees and administrators. A legitimate educational interest, according to board policies, is one held by officials and employees whose duties and responsibilities to the district require that they have access to students' records. The custodian of records shall determine whether the person seeking access meets the required criteria.

Parents/guardians have the right to review and challenge the contents of their child's records. The procedure for challenging the content of pupil records is that the parent/guardian may file with the superintendent a

written request to remove information from his/her child's records. (AR 51251) Copies of the pupil record may be obtained by the parent/guardian. The school district shall reproduce copies of pupil records requested by parents/guardians, and the cost, if any, will be charged to the parent for such reproductions. (AR5125G) The location of the log required to be kept pursuant to Ed. Code 49064 is in each school site office under the supervision of the site administrator.

Parents have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning alleged failure by the district to comply with the provisions of #438 of the General Education Provisions Act (20 U.S.C. #1232G)

COMMUNICABLE DISEASE IMMUNIZATION

Every pupil below the age of 18 years is required to be fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles (rubeola), mumps, and rubella (German measles) before admission to school. The following are exceptions to this mandatory requirement: (a) all students who have reached the age of 7 shall not be required to be immunized against pertussis or mumps; (b) students entering seventh grade need not be screened for rubella; (c) students with permanent medical exemptions based on written statements on file with the district from licensed physicians stating that the students have had rubeola, rubella, and/or mumps; (d) students with parental personal-belief exemptions, which shall be granted by the district upon the filing of letters or affidavits with the school district from the pupils' parents/guardians stating that such immunizations are contrary to their beliefs.

Instruction in Topics Including Health, Family Life Education, Sex Education, HIV/AIDS and Sexually Transmitted Diseases

Parent/guardians shall be notified in writing at least 10 days prior to commencement of instruction when the pupil is to be offered instruction in sexually transmitted diseases or sex education. They have the right to inspect the course materials. A permission slip must be signed for children to attend the class. The written request is valid only for the school year submitted. A parent or guardian has the right to excuse their child from all or part of the above. A pupil shall not be subject to disciplinary action or other sanction if the parent/guardian does not permit the pupil to receive the instruction. While the instruction is being delivered, an alternative educational activity shall be made available to those pupils whose parent/guardian have requested they not receive the instruction. Notice will not be given if a description or illustration of the human reproductive organs appears in a text in science or health courses when the texts have been adopted pursuant to law.

Child Abuse Prevention Training Program:

Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program.

Confidential Medical Services Information

California law requires the notification of all parents, and of seventh through twelfth grade students, that students may request school authorities to excuse them for the purpose of obtaining confidential medical services that could include family planning services without parent/guardian consent. The Superintendent is directed to provide the required notification to parents and students annually at the beginning of each school year, and as new students register during the school year after the initial notification. Students and parents/guardians will also be notified that when a student makes a request to be excused for any dental or medical services, it is the policy of this Board to contact parents/guardians to verify the appointment and to insure there will be transportation for, and supervision of, the student.

Pupils of a Continuing Prescribed Medication Regimen

If, during the regular school day a pupil is required to take medication prescribed by a physician, the pupil may be assisted by the school nurse or designee if the school receives both (a) a written statement from the pupil's physician detailing the method, amount, and time schedules by which the medication is to be taken, and (b) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with school personnel regarding the

possible effects of the drug. The medication must be sent to the school in the original prescription container. Over the counter medication may NOT be sent to school, nor given unless prescribed by the doctor. Over the counter medicines include Tylenol, cough syrup, etc., purchased at the drug store without a prescription.

Physical Examination and Scoliosis Screening

State law requires school districts to notify parents of the availability, to children between birth and until 90 days after beginning first grade, of health screening provided pursuant to the child Health and Disability Prevention Program, administered by the County Health Department. State law requires school districts to obtain from each child, within 90 days of beginning first grade, either a certificate documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services specified by law, or a waiver signed by the child's parent or guardian indicating that they do not want or are unable to obtain such services for the child.

The reasons should be included in the waiver. The school district is required to screen every 7th grade girl and 8th grade boy for scoliosis (curvature of the spine). The parent/guardian has the right to submit to the school a written request that the pupil not participate in this screening program. Parent/guardians have the right to sign an affidavit of a personal belief exempting their children from a physical examination, including vision, hearing, and scoliosis screenings.

Parent's Refusal to Consent

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon, the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

Parents are entitled, at their request, to be informed regarding the professional qualifications of their child's teacher or classroom paraprofessional. To make such inquiry, parents should contact the school's principal.

NONDISCRIMINATION

The school district has a policy of nondiscrimination on the basis of sex, race, color, religion, or national origin, in the admission of pupils in its educational programs and activities, including physical education and athletic programs.

Any individuals who believe their rights are being violated or that they are being discriminated against because of sex, race, color, religion, or national origin may complain in writing to the district superintendent. Parents of students under 504 plans shall have the opportunity to examine relevant records and participate in an impartial hearing and review procedures.

SPECIAL EDUCATION

To provide a specially designed instructional program to meet the unique needs of individuals with exceptional needs, whose educational requirement cannot be met with a modification of the regular instructional program, the district will provide a special instructional program at no cost to the parent. Qualified students with disabilities, ages 3-21, will be offered a free and appropriate public education (FAPE) in a least restrictive environment.

The Superintendent or designee has established a means whereby parents/guardians, teachers and others may request screening for any child they believe to have a disability that significantly interferes with his/her learning. The Superintendent or designee has implemented screening processes to determine when an individual's academic, behavior or other difficulties may be related to disabilities and shall establish systematic procedures for special education program identification, screening, referral, assessment, planning, implementation, review and triennial assessment.

For assessment purposes, staff shall use appropriate tests to identify specific information about the student's abilities in skill areas. In addition, staff shall use multiple measures, including direct observation, to study the effect of interventions or modifications to the regular instructional program. Staff also may consider the student's personal history, development and adaptive behavior.

The Superintendent or designee notifies parents/guardians in writing of their rights related to identification, referral, and assessment, instructional planning, implementation and review, including the district's procedures for initiating a referral for assessment to identify individuals who need special education services.

Any individual, public agency or organization may file a written complaint with the district superintendent or with the state superintendent of public instruction if they believe the school district has violated federal or state laws regarding special education.

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. The complaint shall be presented to the Superintendent or designee, who shall then give it to the appropriate compliance officer. The compliance officer shall hold an investigative meeting within five days of receiving the complaint.

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved. If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision.

Individuals with Disabilities Act (IDEA):

"Every individual with exceptional needs, who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instruction, services, or both, at no cost to his or her parents or, as appropriate, to him or her." Federal law also requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils.

Individual Instruction for Pupils with Temporary Disabilities

A pupil with a temporary disability, who is in a hospital or residential health facility (excluding a state hospital), the pupil's home, or under other circumstances prescribed by regulations adopted for that purpose by the State Board of Education, shall be deemed to be a resident of the school district where the hospital is located. The parent/guardian has the primary responsibility to notify the school district in which the pupil with the temporary disability is deemed to reside because of hospitalization. The resident school district will offer individualized instruction if the pupil qualifies, unless the pupil's prior school district provides such individualized instruction.

Alternative School

California State law authorizes all school districts to provide for alternative schools, Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to (a) maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy; (b) recognize that the best learning takes place when students learn because of their desire to learn; (c) maintain a learning situation maximizing students' self-motivation and encouraging the students in their own time to follow

their own interests. These interests may be conceived by them totally and independently or may result, in whole or in part, from a presentation by their teachers of choices of learning projects; (d) maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process; (e) maximize the opportunity for the students, teachers, and parents to continuously react to the changing world including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance area have copies of the law available for your information. This law authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

ABSENCES Excused Absences

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

A pupil may not have their grade reduced or lose academic credit for any absences excused pursuant to this section when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Absences for Justifiable Personal Reasons

Students shall be excused from school for justifiable personal reasons, including, but not limited to, court appearances, observances of religious holidays or ceremonies, and attendance at religious retreats. Attendance at religious retreats shall not exceed four hours per semester.

Students shall be allowed to make up a reasonable equivalent of all assignments and tests missed during the absence.

Absences for Religious Purposes

Students who have the prior written consent of their parents/guardians and attend school for a minimum school day for their respective grade levels may be excused to participate in religious exercises or instruction for not more than four days per school month.

LAWS, PROCEDURES AND OTHER INFORMATION

MEDICAL/HOSPITAL SERVICES NOT AVAILABLE FOR PUPILS PARTICIPATING IN ATHLETIC ACTIVITIES

Woodville School does not provide or make available medical and hospital services for pupils of the district injured while participating in athletic activities.

AVAILABILITY OF ACCIDENT INSURANCE

The school district will make available an optional accident insurance coverage that may be purchased by students. Purchase of this coverage is not mandatory. However, participation in after-school sports requires that students be covered by some form of insurance. (BP5143AB)

AVAILABILITY OF FREE LUNCHES

A free or reduced price breakfast/lunch program is available to qualified students and families. Applications for this program will be distributed at the beginning of each school year or when a child enrolls in the district. Students on reduced price or full pay lunches are encouraged to prepay for any number of days in advance.

PERMISSION FOR PUPILS TO LEAVE SCHOOL GROUNDS

Woodville School maintains a closed campus policy. A signed "Closed Campus" acknowledgment is kept on file in the school office. Students must remain on campus all day. If a student needs to leave school early, written notice signed by a parent/guardian must be presented to the teacher and the office. Students must also "sign out" when leaving and "sign in" when returning. No student is allowed off campus unless they have officially "signed out." Students may be picked up by a parent or guardian.

VOLUNTEER ASSISTANCE

The governing Board encourages parent/guardians and other members of the community to share their time, knowledge and abilities with our students. The superintendent or designee may require tuberculosis testing and fingerprinting of volunteers and may request criminal records checks as authorized by law to protect the safety of both students and volunteers. Therefore, volunteers shall act in accordance with district policies and regulations. Please inquire with Woodville school site regarding volunteer procedures and policies.

MEGAN'S LAW

The Sheriff's Department provides the district with information regarding serious sex offenders residing within a three mile radius of our schools. You must contact the local Sheriff's Department to access this information

SEXUAL HARASSMENT

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 - *Uniform Complaint Procedures*. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

RETENTION AND PROMOTION

The Woodville School District Promotion and Retention plan outlines the path by which decisions will be made to provide services for students whose academic performance demonstrates that he/she is not meeting district content standards in the current grade level.

This plan focuses on early identification of at-risk students. A *Strategic Learning Intervention Plan* will be designed by teachers, administrators and parents for each at-risk student.

This *SLIP* will describe the services, strategies and responsibilities of all parties involved in the students' success.

Students will be reassessed near the end of the school year at which time a determination, based on district criteria, to retain or promote will be made.

NONDISCRIMINATION BP 5145.3

District programs shall be free from discrimination based on gender, sex, age, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, medical condition, sexual orientation or any actual or perceived characteristic that is contained in the definition of hate crime set forth in Penal Code section 422.55, or the perception of one or more of such characteristics or lack of English skills.

Title IX requires each school district that receives federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator, and to adopt and publish a grievance procedure to resolve student and employee complaints under Title IX.

UNIFORM COMPLAINT PROCEDURES BP 1312.3(a)

The governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing education programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. The Board encourages the early, informal resolution of complaints at the site level whenever possible. Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation.

The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identify of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the report of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. AR1312.3

Step 3 Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint of an unsuccessful attempt to mediate the complaint.

This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631)

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below; If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant (Title 5, Section 4631)

Step 5: Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any (Title 5, Section 4631)
2. The rationale for the above disposition (Title 5, Section 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal (Title 5, Section 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as the nature of the disciplinary action.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

The district has established policies and procedures regarding deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or mis-assignment and intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12.

Filing of Complaint

A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her

within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction (SPI) within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with the law:

Superintendent
16563 Road 168
Porterville, CA 93257
(559) 686-9712

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (Title 5, 4652)

When appealing to the California Department of Education, the complainant must specify the reasons for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision (Title 5, Section 4652)

STUDENT USE OF TECHNOLOGY

Before using on-line services, the student and parent/guardian shall sign the district's Acceptable Use Policy indicating that the student understands and agrees to abide by specified user obligations and responsibilities. The Superintendent or designee has established administrative regulations governing use of the district's on-line services (Ref. AR 6163.40)

Introduction

Electronic information services are available to qualifying students in the Woodville School District. Our goal in providing this service is to promote educational excellence by resource sharing, innovation, and communication. The Woodville School District will make every effort to protect students from any misuses or abuses of the information service. However, the Burton School District cannot control all the information available on the Internet, and therefore we are not responsible for the content of information available through this service. We trust our students to know what is appropriate and inappropriate. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Three things have been put in place to protect electronic users in the Woodville School District:

1. Reading, understanding, and signing this Acceptable Use Policy prior to using any networked equipment.
2. Software designed to block out access to inappropriate sites and material.
3. Teacher supervision whenever students are accessing electronic information.

The Woodville School District has taken measures to prevent access to inappropriate information. The following guidelines are intended to help you use the network appropriately. If you do not follow the Acceptable Use policies identified here, your privilege of using the network will be withdrawn. On the first offense, you will lose Internet privileges for the current semester and for the following semester. On the second offense, you will lose Internet privileges permanently.

User Agreement

A. Personal Responsibility: I will accept personal responsibility for reporting any misuse of the network to my teacher or system administrator. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

1. The use of other organizations' networks or computing resources must comply with rules appropriate to that network.
2. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
3. The use of commercial activities by for-profit institutions is generally not acceptable.
4. Use of product advertisement or political lobbying is also prohibited.

B. Acceptable Use: The use of the assigned network account must be in support of education and research and with the educational goals and objectives of the Woodville School District. I am personally responsible for this provision at all times when using the electronic information service.

C. Privileges: The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Woodville School District retains the right to deny, revoke, or suspend specific user accounts.

D. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. *Be Polite:* Never send, or encourage others to send abusive messages.
2. *Use appropriate language:* You are a representative of our school and district on a public system. You may be alone with the computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. *Privacy:* Do not reveal your home address, phone number, names or addresses of family member, or the addresses or phone numbers of other students.
4. *Electronic Mail:* Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to all mail. Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator. Messages relating to or in support of illegal activities must be reported to the authorities.
5. *Disruptions:* Do not use the network in any way that would disrupt the use of the network by others.

E. Security: Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify your teacher or network administrator immediately. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to our network.

F. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Be sure to ask your teacher about any questions you have about these rules. It is critical that you are familiar with these rules and how to use the Internet before getting on-line. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws, and that you can be prosecuted for violating those laws.

INTRA-DISTRICT ATTENDANCE TRANSFERS

Requests for intra-district attendance transfers are available during office hours.

Air Quality Policy

The Air Quality Control District notifies school districts when poor air quality exceeds designated levels and prescribed limitations on pupil activities are advised. Excessive activity in high temperatures can be unhealthy for children (and adults). The district has in place a response action plan (a copy of these guidelines can be obtained in your child's school office), as well as the poor air quality definitions (as designated by the Air Quality Control District), and an excessive heat definition. School sites will be notified when these limits have exceeded the thresholds designated by the Air Quality Control District.

Written Parental Objections: Parental objections made in writing by parents/guardians relating to any of the aforementioned areas must be submitted on an annual basis to the site principal.

The Asbestos Hazard Emergency Response Act (AHERA): "The Hazards of Asbestos"

Many workers in the asbestos mining and manufacturing industries have developed lung disease and various kinds of cancers as a direct result of their exposure to airborne asbestos fibers. When inhaled, these asbestos fibers can become embedded in lung tissue where they can cause a variety of diseases such as asbestoses, mesothelioma, and lung cancer. The relationship between exposure level and health risk is complex. The available data indicates that the risk of these illnesses increases in direct proportion to the increase in asbestos exposure (i.e., the more asbestos you inhale, the higher the risk of disease).

"Methods used to reduce the potential of exposure to asbestos"

We at the Woodville Union School District have inspected all of our school buildings using an AHERA certificated inspector and have drawn up management plans that outline what we are doing to prevent exposure of our students, teachers, and employees to airborne asbestos. The management plan for every school in the district is available for review at the office of each school. We are continuing to inspect possible asbestos containing building material however all known asbestos materials have been removed. Each school's management plan identifies all areas identified as containing asbestos-containing building material and those areas that are assumed, but not proven, to contain ACM. All friable material (asbestos that will crumble under hand pressure and can be released into the air) has been identified and removed by properly licensed asbestos abatement contractors. Please feel free to contact the Supervisor of Maintenance and Operations.

HEALTHY SCHOOLS ACT

Dear Parent or Guardian,

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

Woodville School District will be using the following products:

<u>Product</u>	<u>Active Ingredient/EPA#</u>
Demand CS	Lambda-Cyhalothrin / 100-1066
Demon TC	Cypermethrin Technical / 100-1006
Trimec Plus	Monosodium Acid Methanearsonic / 2217 709
Oryzalin 4Pro	Oryzalin / 72167-15-73220
Activator 85 Plus	Alkyl Aryl Polyoxyethylene glycol / 1050990-50016AA Honcho Isopropylamine Salt of Glyphosate / 524 445
Wilco Gopher Bait	(AG) Solicam
Wilco Ground-Squirrel Bait	.005% Chlorophacinone Demon Max Cypermethrin Termidor Fipronil
Cykick	Cyfluthrin P.T. 565 Pyrethrins D.Force H.P.X> Deltamethrin Maxforce ant killer bait gel Fipronil
Maxforce roach bait gel	Fipronil Maxforce magnum roach bait gel Fipronil
Suspend CS	Deltamethrin Talstar Bifenthrin

Non Pesticides:

Glue-boards for mice/rats