**Tompkins**

**Elementary School**

**1120 South Curry Street**

**Tehachapi, CA 93561**

**661-822-2170**

****

**STUDENT/PARENT HANDBOOK**

**2014 – 2015**

**THIS HANDBOOK BELONGS TO:**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADE\_\_\_\_\_\_\_\_**

**TEACHER\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Parents/Guardians,

Welcome to Tompkins Elementary School – the home of the Tigers. Our goal is to provide each of our students the best education possible. The teachers at Tompkins are all professionally trained and credentialed to provide a strong academic curriculum that supports all students’ learning. As part of our goal to educate all students, we invite you to be partners with our educators to enhance academic success.

One of the first steps toward accomplishing our goal is to provide a safe and orderly school environment. We have developed rules and procedures that each student is expected to follow. Those school wide rules are available in this handbook. Please read this handbook and discuss the rules with your student.

Good attendance at school is an important part of the formula for academic success. Research shows us that good attendance at school leads to better grades and strong work habits. We will send you a letter to keep you informed when absences appear to be excessive.

The teachers at Tompkins share a common belief that homework is there to supplement learning that took place that day. Your son or daughter should have some homework on a regular basis. All students are expected to read nightly. Please support this and provide a place in the home where your student can study or read without distractions. This practice will help them prepare for higher-grade levels in the future.

We welcome your support at Tompkins. Please feel free to visit our school anytime. I know you will be impressed with the professionalism of an exceptional team.

Sincerely

Heather



Cheri Belcoe

Principal

Tehachapi Unified School District

# BOARD OF TRUSTEES

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# DISTRICT DIRECTORY

Tompkins Elementary School…………………….…………. (661) 822-2170 District Office………………………………………………..……… (661) 822-2100

Transportation…………………………………………….………. (661) 822-2115

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# C:\Users\cbelcoe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\R956BXYN\MC900250467[1].wmfCHARACTERISTICS OF SUCCESSFUL SCHOOLS

**That Guide Our Work**

1. **Clear and Shared Focus – Everyone agrees that we are here for the students and our job is to ensure their success. No excuses!**
2. **High Standards and Expectations - Teachers and staff believe that all students can learn and meet high standards. Students are offered an ambitious and rigorous course of study.**
3. **Effective School Leadership - We are instructional leaders who use research-based instructional programs that support a safe, efficient and effective learning environment.**
4. **High Levels of Collaboration and Communication - There is strong teamwork among teachers across all grade levels and with other staff. Everyone is involved and connected to each other including parents and community members.**
5. **Curriculum, Instruction and Assessments are Aligned with State Standards - Curriculum is aligned with essential academic standards. Teachers understand the relationship between what they teach and how it is measured on assessments to plan for student success.**
6. **Frequent Monitoring of Teaching and Learning - Teachers regularly use assessments to monitor student progress and identify students that need extra help. Teaching is adjusted based on assessment data.**
7. **Focused Professional Development - Priority is placed on training teachers in the areas that they have indicated they have the most need and continued over time.**
8. **Supportive Learning Environment -The school has a safe, civil, healthy and intellectually stimulating learning environment.**
9. **High Levels of Community and Parent Involvement - Parents, businesses, social service agencies and community colleges/universities all play a vital role in educating our children.**

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# INDEPENDENT STUDY

Independent study is an option for the students who are going to be absent for 5 or more days. The independent study must be initiated by the parent in cooperation with the classroom teacher prior to the absence. If your child has an active IEP(Individualized Education Plan), an IEP team meeting must be held prior to the independent study. According to Board Policy 6158(b), the maximum length of time which may elapse between the time the assignments is made and the date by which the student must complete the assigned work shall be a s follows: K-3 - one week; grades four and five – two weeks.

# ATTENDANCE:

## RETURN FROM ABSENCE

When a student returns to school after an absence, a note must be addressed to the school stating the reason for the absence. You may also phone the school if you are unable to send a note with the student.

## UNEXCUSED ABSENCE

The law requires that a student must attend school 180 days a year. The only excused absences are for a doctor or dentist appointment, illness, or death in the immediate family. All other reasons are considered unexcused. Unexcused absences cause the child to lose important instructional time and the district to lose much needed income.

## EXCESSIVE TARDIES

Children who are late to class miss out on important instruction, disrupting the teacher and other students. Excessive tardies will be reported to the Principal who will counsel the students. If the tardies continue, the parents will be asked to attend a conference, so the matter can be resolved. (Ed. Code 48260) \*\* For PERFECT ATTENDANCE purposes, THREE TARDIES EQUAL ONE ABSENCE.

## S.A.R.T.

If a child is habitually tardy or absent, the school will initiate the S.A.R.T. process by sending the parents notices regarding these violations. If the parents do not respond by correcting the situation, the truant officer assigned to our District will be notified and will make the appropriate contacts and home visits. Your child’s daily presence is important to us.

## RELEASE FROM SCHOOL

Children being released to parents during school hours must be signed out in the school office. Be prepared to show your identification when checking students out of school. Please make every effort to pick your child up on time. \*\*For PERFECT ATTENDANCE purposes, THREE EARLY CHECK OUTS EQUALS ONE ABSENCE.

# ILLNESS AT SCHOOL

Any child who is too ill to remain in class must be picked up by a parent or other adult listed on the Emergency Card. For your child’s safety, he/she will only be released to a parent or adult listed on the Emergency Card. If there is any change in emergency information, please notify the office immediately.

# EMERGENCY CARD

All students must have an Emergency Card on file indicating parents’ contact numbers as well as two emergency contacts in the event the parents cannot be reached. Students will only be released to those listed on the Emergency Card. This information may be completed online in your AERIES account for the first two weeks of school. Please contact the office for your child’s information to set up AERIES account.

# MEDICATION AT SCHOOL

NO MEDICINE is to be taken at school unless the following procedure is followed:

1. No medicine should be sent to school for the child to self-

administer. (Ed. Code 49423)

1. Prescription medication must be brought, by the parents, to the school office. Medication must be in the prescribed container. (Ed. Code 49423)
2. If the prescription needs to be taken during school hours, the parent may come to school to administer the medicine. If this is not possible, a form is available, in the office, and must be filled out by the doctor in order for school personnel to administer the medication. Please do not ask to deviate from the policy. (Ed. Code 49423)
3. Non-prescription medicine CANNOT be administered by school personnel, which includes cough lozenges.

# CHANGING OF CLASSES/TEACHERS

No changes in placement will occur the first two weeks of school. Should there be a concern, please see the office staff for the necessary paperwork to move your student. This is district policy and no exceptions will be made.

# GRADING

It is customary for teachers to assign grades during the year. Each teacher will explain his/her policy during the “Back to School Night” presentation. Parent/Teacher conferences are held at the end of the first five weeks. Their purpose is to unite the efforts of the students, parents, and teacher in providing a successful educational program for each child.

# HOMEWORK

It is customary for teachers to assign homework during the year. Each teacher will explain his/her homework policy during the “Back to School Night” presentation. Be sure you understand your responsibility for homework assignments.

The reasons for homework are as follows:

1. To extend and enrich school learning.
2. To provide additional practice or mastery of fundamental skills.
3. To allow additional time for the pupil who does not finish the assignment in class.
4. To enable a pupil to make up work during an extended absence.
5. To help students learn how to budget their time and work independently.
6. To give additional time for a pupil to pursue a particular interest.

# SUCCESSFUL TIPS FOR HOMEWORK

Since homework is an extension of the classroom process, parents can help create a healthy environment for a child to complete homework. Listed below are some helpful hints for parents:

1. Provide a quiet, comfortable, and well-lit place for your child to work.
2. Encourage your child to complete his homework and give praise when the work is done well.
3. Help your child find a regular time to study.
4. Show an interest in your child’s homework.
5. Follow through to see that your child completes his homework in a neat and diligent manner.
6. Assist your child with homework, as necessary, but do not do your child’s homework.
7. Make sure the homework is returned to school, by your child, on the due date.
8. Make sure your child has the proper materials to help him/her be successful, (binder, backpack, etc.).

Homework assignments shall not be used as a means of punishment or merely busy work that serves no useful purpose.

# ENGLISH LANGUAGE LEARNER PROGRAM

An English Language Learner Program is being offered at Tompkins School in kindergarten through fifth grade. English Language Learners are enrolled in classes where they are supported by trained teachers. Bilingual Aides (Spanish/English) are provided for teachers as support personnel to assist in classroom instruction. There is also a District English Language Learner Advisory Committee and a site English Language Learner Advisory Committee.

# G.A.T.E.

The gifted and talented education program is being provided to 4 - 5th grades. Students who have been identified G.A.T.E. eligible have the opportunity to participate in enrichment activities designed for G.A.T.E. students. Eligibility is determined in third grade.

# ACCELERATED READER

This reading program is available for first through fifth grade students. The program encourages students to read more and increase comprehension through a specific incentive program.

# PARENT ORGANIZATIONS

Tompkins Elementary School has three parent groups:

**School Site Council** - An equal number of staff and parents meet once a month to review current concerns of the school regarding educational services to all children. Some of the more critical responsibilities include: Approving the written plan and budget for the special program monies, monitoring the implementation of the plan, helping with surveys, determining priorities and need, and planning parent education sessions and topics. The meeting place is in the Tompkins Library at 3:30 on second Thursday of each month.

**Parent Teacher Group** - coordinates and provides fund raisers in support of the educational activities at Tompkins School. They operate incentive programs for the students such as the Boxtops for Education, fundraisers and dances. Parents are encouraged to participate and work in any capacity they feel comfortable. The meeting place is in the Tompkins School cafeteria at 3:30 PM on the second Tuesday of the month.

**District English Language Advisory Committee** and the site **English Langauage Advisory Committee** - meets regularly throughout the school year. The committee is made up of parents, community members, and staff. The purpose of both groups is to provide English Language Learners a forum to address issues and seek ways to build a bridge between school and home.

# LIBRARY

The library offers the opportunity for students in grades kindergarten through fifth to check out reading materials. Scheduled times are arranged on a weekly basis. We ask that parents be responsible for replacing lost or damaged books. All students are requested to properly care for books and return them in a timely manner. Check-out privileges may be suspended at the discretion of the library clerk.

# CLASSROOM VISITATION/VOLUNTEERS

Classroom visitation is encouraged. It is advisable to make arrangements with the teacher BEFORE arriving. It is necessary to SIGN IN and receive a Visitor’s Pass in the school office. Parents that would like to regularly work in a classroom must ask the teacher for a “Volunteer Application”. This will begin the process required by our district.

There are many ways to support your teachers in the classroom: work with individual or small group instruction, prepare activities, listen to book reports and/or readers, etc. Parents are needed to help supervise field trips. Parents are needed to plan parties for special events and/or send items when necessary.

# TELEPHONE USE

The use of the telephone is a privilege and MUST ONLY be used for emergencies. Students must receive a PHONE PASS at the discretion of the teacher or other school personnel. The phone may only be used AFTER SCHOOL for emergency situations ONLY. It may also be used at least 15 minutes after the end of school day for those students who have not been picked up from school.

# PERSONAL PROPERTY

School is a place to learn. Toys and other items not related to classroom activities are to be left at home. If such items are brought to school, they may be taken away and held by school personnel. This includes electronic devices. School personnel are not responsible for lost, damaged, or broken personal items.

# DRESS CODE

We at Tompkins School have created an atmosphere that promotes an educational setting of high standards and optimal learning opportunities. The Tehachapi Unified School District dress code has been written and enforced to provide a safe environment and an effective educational program that is free from unnecessary distractions, fear, intimidation, and inappropriate messages.

* Clothing should correspond with the demands of the activities in which students participate and should be within the boundaries of good taste. Students may not wear clothes with obscene or questionable words or advertising, which promotes substance abuse, the use of which are generally recognized as illegal for minors and/or a threat to health may not be worn. If unacceptable clothing is worn, they will be asked to turn them inside out for the rest of the day or call home for a replacement.
* Make up may not be worn or brought to school.
* Any student wearing gang paraphernalia or making gestures that symbolize membership shall be referred to the Principal or designee. The student’s parent/guardian shall be contacted and a change of clothing may be required.
* The length of garments shall be to the end of the fingertips or longer when the arms are extended along the side of the body. Student clothing must be the appropriate size. Oversized clothing that sags off the student is not appropriate attire for school. Revealing tops such as midriff tops and spaghetti strap tops are not permitted. Shorts or tights should be worn under skirts and dresses.
* Hats/caps are not permitted in the buildings at our school. Caps may be worn outside, but must be worn with the bill of the cap straight forward to protect the student from the damaging effects of the sun. Violations of this rule will result in the hat/cap being taken away from the student.
* Students may not have hair dyed an unnatural color or styled in an extreme manner.
* Foot attire should be appropriate for school activities such as P.E. and recess. Athletic shoes are recommended. Sandals without back straps, open-toed shoes, gels, and heels are examples of inappropriate footwear as they are hazardous to your child’s safety at school.
* Please make sure that your child’s sweatshirts, jackets, and coats

have their name on them in case the items get misplaced or lost.

In Tehachapi, we often experience a variety of weather on any given day. Please be sure your child dresses warmly. Recesses are held outdoors unless the weather is severe.

# BREAKFAST PROGRAM

A nutritious breakfast is served from 8:35 AM – 8:50 AM every day in the cafeteria. Breakfast is served for AM-Kinder at 8:05 AM. On days when there are 2-hour delays, breakfast is NOT served.

# LUNCH

A school lunch may be purchased in the cafeteria for $2.50. Applications for free and reduced lunch are available in the cafeteria and school office. Those who qualify will be notified by the school after the application has been processed. If your child wishes to bring a lunch from home, milk may be bought for 40 cents.

Children learn more and feel better by eating more nutritious lunches. A healthy snack and lunch are always strongly emphasized. Please avoid sending candy or soft drinks in student lunches. We are also not able to heat soup, pizza, etc. A thermos from home can be used for soup and other hot items.

# LUNCH MONEY LENDING

Students who forget or lose their lunch or money will call home to see if a parent or someone can bring them what they need. If no one is available, the cafeteria will supply a cheese sandwich, fruit, and milk for students K-5. Parents are urged to send their child’s lunch with them before school when not participating in the hot lunch program. Late lunches disrupt valuable learning time.

# ARRIVAL RULES

Kindergarten students may not arrive at school before 8:05. Students in first through fifth grades may not arrive at school earlier than 8:45 AM. Students eating breakfast may arrive at 8:35 AM. We have no supervision prior to that time, and we legally cannot have students on campus unsupervised. Any student arriving before the proper time will be sent home.

# DISMISSAL RULES

1. All bus riders are to go directly to the bus loading area at dismissal time.
2. All students riding the bus must have a bus pass.
3. Pickup students are to meet their parents at a chosen location in the quad area or in the front of the school not in the hallways or outside the classroom.
4. DO NOT CROSS the street except at crosswalks.
5. Transportation arrangements should be made by the parents, BEFORE school begins.
6. The parking lot is off limits to all students at all times, unless walking with a parent to a vehicle.
7. The school campus closes at 3:30 P.M except for students attending TEAM and other school-sponsored events.

# STUDENT PLANNER

The Tompkins Student Planner will be given to each second through fifth grade student to assist them in keeping students organized and parents informed. This is a critical skill that will help your child be successful in education and in life.

# SCHOOL RULES

1. Use positive language. Foul language will not be tolerated.
2. Keep hands, feet, and objects to yourself at all times.
3. Follow directions the first time given.
4. Use books and equipment properly.
5. Respect others and yourself (No teasing, put downs, or bullying).

# CAFETERIA RULES

1. Follow the School Rules above.

2. Use “inside voices” - talking only to students at your table.

3. Do not share or switch food. NO EXCEPTIONS! (This is a Federal Law)

4. Raise your hand if you need to talk to a supervisor.

5. When you finish eating, pick up your own trash. WAIT to be dismissed. THEN put trash in the can at the end of your table.

6. At dismissal time, if you have not finished eating, you will be asked to sit at the end of your table until you are finished.

7. When dismissed, walk directly to the playground or to use the restroom. Be sure to use the restroom, and wash your hands during your lunch break.

8. WALK quietly to the playground or classroom.

If you behave in the cafeteria, it will be a nice place to eat. If you do not follow the rules, you will, first of all, receive a warning and a reminder of appropriate behavior. If you continue to break the rules, you will be sent to the office and depending on the severity, receive a referral. If a referral is issued, a phone call will be made home by the student and Principal or designee. If the entire table is misbehaving, all those involved will remain in the cafeteria after the others are dismissed and will lose some recess time. The Principal or designee will speak to them and decide if further action needs to be taken.

# PLAYGROUND RULES

1. Playground is open at 8:45 AM - NOT BEFORE! The cafeteria opens at 8:35 AM – NOT BEFORE!
2. Students arriving before 8:45 AM will not be permitted on the playground.
3. Bike riders are to wear helmets and walk their bikes on school grounds. Skateboards, scooters, and roller blades must be carried on school grounds.
4. At the bell to end recess, students WALK immediately to their designated spot to line up.
5. NO RESTROOMS OR DRINKS AFTER THE BELL RINGS.
6. SIT on a swing seat and swing only forward and backward. Count to 100 each time feet go forward and then switch with another student waiting.
7. Footballs, kick balls, and soccer balls are the only balls that can be kicked and kick only on the grass. Rubber balls are made for handball games only.
8. All equipment should be used properly.
9. Take turns and allow other students to participate.
10. When the ground is wet, stay out of the mud, and out of puddles.

# CLASSROOM RULES

Each teacher will establish their expectations for their classroom. This will be presented to parents the first few days of school or at Back To School Night.

# SCHOOL WIDE REWARDS

\*WILL VARY FROM GRADE TO GRADE

• Full participation in classroom and recess privileges.

• Incentive activities

• Semester Student Awards

# SCHOOL WIDE CONSEQUENCES

• Verbal warning

• Time out

• Merits may be taken by the principal

• Parent may be called.

• Parent conference with teacher and administrator

• Suspension

# MERITS-DEMERITS

* Students will begin each semester with 100 merits.
* Students must maintain 70 merits or more during the semester in order to remain eligible to participate in activities.
* Students will lose merits by the principal only.
* Students are encouraged to earn their merits back through contracts with the principal.
* The site administration may choose to take demerits on any school behavior that needs to be addressed.

# EARNING BACK MERITS

We believe that students learn by restitution. We encourage students that lose merits to see the principal to earn back those merits. This contract can be chores at home, picking up trash at school, etc. They must be pre-approved by the site principal before the activity is completed. We ask your support of our school and classroom rules, rewards, and consequences. Responsible, thoughtful, and productive students are the result of home and school working cooperatively.

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# CAUSES FOR SUSPENSIONS OR EXPULSIONS

A student may be suspended or expelled for any of the acts listed below if the act occurs while on school grounds, while going to or coming from school, during the lunch period (on or off campus), or during, going to, or coming from any school-sponsored activity. If a student accumulates 20 days of suspension during any one academic year, that student must be recommended for expulsion. Each case of discipline must be judged individually, taking unique circumstances into account.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFENSE** | **1st OFFENSE** | | **2nd OFFENSE** | **ADDITIONAL OFFENSES** | |
| Robbery and/or extortion [EC 48915 and 48900E] #11 &47 | Due to the potential seriousness of this offense, and the requirement of the CA Ed Code 48900, an infraction of this rule results in a 5 day suspension, and recommendation for expulsion Police will be notified. Loss of 35 merits | None Permitted | | | None Permitted |
| Fighting [EC 48900A] [PC415.5] #1 | Alternative means of correction and/or 1-5 day suspension, parent conference, possible police notification. Loss of 20 merits | 5 day suspension, parent conference, possible police notification. Loss of 35 merits | | | 5 day suspension, possible recommendation for expulsion, police notified. Loss of 35 merits |
| Hate crime or violence [EC8900.3], [PC422.6], [EC33032.5e] #53 | 5 day suspension and parent conference. Loss of 35 merits | 5 day suspension and recommendation for expulsion Loss of 35 merits | | | None Permitted |

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| --- | --- | --- | --- |
| Assault and/or battery without serious injury only [EC48900A] [PC415.5] | 1-5 day suspension, parent conference, possible police notification. Loss of 20 merits | 3-5 day suspension and/or recommendation for expulsion. Loss of 20 merits | 5 day suspension and recommendation for expulsion |
| Obscene acts, profanity or vulgarity [EC48900I] | Alternative means of correction or 1 to 3 day suspension, and parent conference. Loss of 5 to 20 merits | 3 to 5 day suspension and parent notification. Loss of up to 20 merits | 5 day suspension. Parent notification. Possible expulsion. Loss of 35 merits. |
| False fire alarm/fire setting [EC48900K] [PC 148.4] | 3 to 5 day suspension, parent conference, fire marshal notified and restitution required. Loss of 10 merits | 5 day suspension, fire marshal notified, possible recommendation for expulsion, restitution required. Loss of 20 merits | None Permitted. |
| Violation of closed campus policy/loitering [EC 48990K] | Alternative means of correction and/or possible suspension, restitution, parent conference. Loss of 10 merits | 1 to 3 day suspension or alternative means of correction and parent conference. Loss of 15 merits | 3 to 5 day suspension and parent conference. Loss of 30 merits |
| Theft, attempted theft [EC 48900G], or possession of stolen school or personal property[EC48900L] #25 or #15 | Alternative means of correction or possible 1 to 3 day suspension, restitution, parent conference. Loss of 10 merits | 3 to 5 day suspension and restitution. Loss of 20 merits | 5 day suspension and possible recommendation for expulsion, restitution. Loss of 35 merits |
| Vandalism/Destruction of school or private property [EC 48900F] #14 | Alternative means of correction or 1 to 3 day suspension, restitution required and parent conference. Loss of 10 merits | 3 to 5 day suspension, restitution required. Loss of 20 merits | 5 day suspension, restitution required recommendation for expulsion. Loss of 35 merits. |

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| --- | --- | --- | --- |
| Possession or use of tobacco, E cigarettes, vapor pens, Hookah Pens [EC48900H] #17 | Alternative means of correction, possible 1-3 day suspension, parent conference. Loss of 10 merits | 1 to 5 day suspension, parent conference. Loss of 20 merits | 5 day suspension and parent conference. Loss of 35 merits. |
| Harassment, threats or intimidation [EC 48900.4] #55 | Alternative means of correction or 1 to 3 day suspension, and parent notification. Loss of 10 merits | 3 to 5 day suspension and parent conference. Loss of 20 merits | 5 day suspension and possible recommendation for expulsion. Loss of 35 merits |
| Bias-related incident (racial, ethnic, religious, sexual orientation, etc.) or hazing, degrading 9 (slurs) and disgracing any person attending the school [EC 32051] #53 | Alternative means of correction or 1 to 3 day suspension, and parent conference. Loss of 10 merits | 3 to 5 day suspension parent conference and possible recommendation for expulsion. Loss of 20 merits | 5 day suspension, parent conference, possible recommendation for expulsion. Loss of 35 merits |
| Willful disobedience and/or disrupting school activities [EC 48900K] #23 | Alternative means of correction or 1 to 3 day suspension, parent conference. Loss of 10 merits | 3 to 5 day suspension, parent conference. Loss of 20 merits | 5 day suspension, possible recommendation for expulsion and parent conference. Loss of 30 merits |
| Sexual Harassment [EC48900.2] #51 | Alternative means of correction or 1 to 3 day suspension, referral to counseling, parent notification. Loss of 20 merits | 3 to 5 day suspension, parent conference. Loss of 20 merits | 5 day suspension, parent notification, and possible recommendation for expulsion. Loss of 35 merits |

|  |  |  |  |
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| Possession or use of unauthorized articles (lasers, lighters, matches, markers, chains, pornography, skateboards, cell phones, iPods, etc.) [EC 51512] | Alternative meanC:\Users\CBelcoe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1XAKL8K3\MC900105212[1].wmfs of corrections and item confiscated until parents retrieval at conference. Warning and loss of 10 merits | Alternative means of corrections. Parent notification; item confiscated, to be returned to parent only. Possible 1 day suspension. Loss of 20 merits | 1 to 3 day suspension and parent conference. Loss of 20 merits |
| Gambling | Alternative means of correction. Loss of 10 merits | 1 to 3 day suspension, parent conference. Loss of 15 merits | 3 to 5 day suspension, parent conference. Loss of 20 merits |
| Falsification, forging or altering school passes, absence readmits, or any correspondence. | Alternative means of correction or 1 to 3 day suspension, parent notification. Loss of 10 merits | 3 to 5 day suspension, parent conference. Loss of 20 merits | 5 day suspension and parent conference. Loss of 30 merits. |
| Cheating and plagiarism | Student receives a double “F” grade, conference with student, parent notification. Loss of 10 merits | Student receives a double “F” grade, 1 to 3 day suspension, and parent conference. Loss of 15 merits | 3 to 5 day suspension, student earns an F for the quarter. Loss of 20 merits |
| Violation of dress code | Refer to dress code | Alternative means of correction or 1 to 3 day suspension. Attire altered and parent notified. Loss of 10 merits | 1 to 3 day suspension and parent conference. Loss of 20 merits |
| On any other campus without permission | 1 to 3 day suspension. Loss of 10 merits | 3 to 5 day suspension and parent conference. Loss of 15 merits | 5 day suspension, parent conference. Loss of 20 merits |
| Misuse of computers and/or the internet | Warning and alternative means of correction, possible 1 to 3 day suspension and loss of access for specified time. Loss of 10 merits | 3 to 5 day suspension, parent conference and loss of access to school computers for a specified time. Loss of 15 merits | 5 day suspension, parent conference and loss of access to school computers for reminder of the school year. Loss of 20 merits |

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| Upbraiding, insulting, or abusing teachers & other school staff [EC 48900.4] | Alternative means of correction or 1 to 3 day suspension and parent conference. Loss of 20 merits | 3 to 5 day suspension, parent conference. Loss of 25 merits | | | 5 day suspension, removal from class. Possible recommendation for expulsion. Loss of 30 merits |
| Sexual assault or battery [EC 48900N) #63/29 | 5 day suspension and recommendation for expulsion. Police notification. Loss of 35 merits | None Permitted | | | None Permitted |
| Harassed, threatened, or intimidate a pupil who is a complaining witness in a disciplinary proceeding [EC48900.4 & 48915] #31 | 5 day suspension and recommendation for expulsion. Police notification. Loss of 20 merits | None Permitted | | | None Permitted |
| Engaged in, or attempted to engage in hazing [EC48900Q] #35 | 1 to 3 day suspension, parent conference. Loss of 10 merits | 3 to 5 day suspension. Loss of 20 merits | | | 5 day suspension and recommendation for expulsion. Loss of 30 merits |
| Aid or abet to cause or attempted to cause physical injury to another person [EC48900t] #39 | 1 to 3 day suspension, parent conference, possible police notification. Loss of 10 merits | 1 to 3 day suspension, parent conference, possible police notification. Loss of 20 merits | | | 5 day suspension, possible recommendation for expulsion. Police notification. Loss of 30 merits. |
| Under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind [EC 48900C]#7 | 5 day suspension and referral to other appropriate programs, parent conference, and police notification. Loss of 35 merits | | 5 day suspension and recommendation for expulsion.  Loss of 35 merits | None Permitted. | |
| Possession and/or use of any controlled substance, alcoholic beverage or intoxicant [EC 48900;48915A] #7 | 5 day suspension; parent conference, and police notification recommended. Loss of 35 merits | | 5 day suspension and automatic recommendation for expulsion. Loss of 35 merits | None Permitted | |
| Possession, sale and/or trade of drug paraphernalia [EC48900J] #21 | 5 day suspension; parent conference, police notification. Loss of 35 merits | | 5 day suspension and automatic recommendation for expulsion. Loss of 35 merits | None Permitted | |
| Offering or selling a controlled substance [EC 48900D, 48915C] #9 | Due to the potential seriousness of this offense, and the requirement of the CA Ed Code 48900, an infraction of this rule results in a 5 day suspension, and recommendation for expulsion Police will be notified. Loss of 35 merits | | None Permitted | None Permitted | |

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| Possession of any firearm, knife [EC 48900b] explosive or other dangerous object or look-alike weapon at school or school activity [EC48900b, EC48915] | Due to the potential seriousness of this offense, and the requirement of the CA Ed Code 48900/Penal Sections 245 and 626.9 an infraction of this rule may result in suspension, and recommendation for expulsion. Fire Marshal and/or police will be notified. Loss of 35 merits | None Permitted | None Permitted |

# DISCIPLINE-CLASS SUSPENSION-

A teacher may suspend any pupil from his/her class for up to two days for disruptive behavior in the classroom and/or defiance to the teacher. Parent notification by the teacher is mandatory. Student will be sent to the office to be supervised until parent can retrieve student.

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# SEMESTER AWARDS

The following awards will be given to deserving students at each semester in an assembly.

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| --- | --- | --- |
| Category | Grades | Criteria |
| Principal’s Honor Roll | 2,3,4 and 5 | All A’s-4.0 GPA |
| Honor Roll | 2,3,4 and 5 | All A’s and B’s-3.0 GPA |
| Citizenship | Transitional Kinder-5th | All E’s in Citizenship |
| Perfect Attendance | Transitional Kinder-5th | Attend every day and have no more than 3 combined tardies/early check outs for the semester |
| Academic Excellence | Trans-Kinder, Kinder, 1st | All E’s on Report Card |
| Character Counts | Grades 1-5 | Teacher’s pick-One student |
| Outstanding Improvement | Grades 1-5 | Teacher’s pick-One student |
| Scholarship | Grades 1-5 | Teacher’s pick-One Student |
| Mathematics | Grades 1-5 | Teacher’s pick-One student |
| Handwriting | Grades 1-5 | Teacher’s pick-One student |
| Science | Grades 1-5 | Teacher’s pick-One student |
| Social Studies | Grades 1-5 | Teacher’s pick-One student |
| Spelling | Grades 1-5 | Teacher’s pick-One student |
| Reading | Grades 1-5 | Teacher’s pick-One student |
| Sportmanship/Phy Ed | Grades 1-5 | Teacher’s pick-One student |
| Art | Grades 1-5 | Teacher’s pick-One student |
| Writing | Grades 1-5 | Teacher’s pick-One student |

Students must be in good merit standing to earn ANY of the awards on the previous page. If the student has less than 70 merits, they will not be recognized in any award category. Please remember, any student that earns demerits has the opportunity to earn those back by speaking with the principal and asking for a contract to retrieve those credits. These activities must be turned in to the principal BEFORE 4 pm on the last day of the semester.

# FIELDTRIPS

Teachers plan educational and incentive field trips. Please recognize that incentive field trips are earned. Please be aware of those parameters. We, as a district, will never turn a student away for not being able to afford a field trip. Please notify the teacher or office staff and payments can be worked out with the staff. Students are expected to ride the bus to the activity scheduled. If you wish to drive your student home, it must be pre-approved with the site administrator and the permission slip must be signed by the administration.

