

# **Raisin City School District**

## **PARENT – STUDENT – TEACHER INFORMATION HANDBOOK**



**2023- 2024**

### **MISSION STATEMENT**

***Raisin City promotes an environment for success and creates partnerships with parents and community so all students will achieve their full potential to become lifelong learners and responsible and productive citizens and leaders.***



CLAW

Courage – Loyal – Abiding -Willing

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**RAISIN CITY SCHOOL DISTRICT**  
**STUDENT/PARENT/TEACHER HANDBOOK**  
**2023 -2024 SCHOOL YEAR**

This handbook is designed to provide a convenient reference source of essential information pertaining to Raisin City School District and its programs, practices, and operational procedures. **PLEASE SAVE IT FOR REFERENCE THROUGHOUT THE SCHOOL YEAR.** Should you need additional information or assistance beyond what is contained within the handbook be needed, please call the school office (559-233-0128).

**GENERAL INFORMATION**

**SCHOOL OFFICE HOURS**

The **school office** is open from **7:30 a.m. to 4:00 p.m.**

**SCHOOL ENTRANCE TIME**

Students may enter the school grounds at **7:30 a.m.**, when supervision of students begins. All students must enter through the cafeteria gate before 8:00 a.m. and no students are allowed on campus before 7:30 a.m.

**STUDENT RELEASE PROCEDURE**

All students are released from their school day at 2:30 (1:30 on Mondays). Students will NOT be released to adults not listed on the emergency cards. If you need to add someone to that list, please contact the attendance clerk. Persons picking up students should be 18 years or older. Students will NOT be allowed to go into the parking lot or street to find your car. Please inform the office of any changes no later than 1:00 p.m. of that day to allow office staff to notify teachers and students.

To ensure the safety of all our students, we ask that you pick up your child at the following designated areas:

Students enrolled in the After School Program (ASP) should immediately report to their ASP classroom.

- Kindergarten students will be released from the “Kindergarten gate” which is located by the front office.
- Bus riders will load the bus at the “Cafeteria gate.”
- Students, grades 1<sup>st</sup> through 8<sup>th</sup> that are getting picked up, will be released from the “Main gate” located next to the Main Office.
- Walkers, grades 1<sup>st</sup> through 8<sup>th</sup>, will be released from the “Main gate” located next to the Main Office.

**EMERGENCY CARDS**

Emergency Cards are used to contact a parent/guardian in case a problem should arise. It is required that all copies be completed by a parent/guardian and returned to school by the end of the first week. Any change in address or phone numbers must be reported to the Attendance Clerk (559-233-0128) as soon as possible.

**NOTE: It is very important that correct emergency numbers are listed on the emergency card. Students cannot be released to anyone not listed on the emergency card.**

### **IMMUNIZATIONS**

Before attending RAISIN CITY SCHOOL DISTRICT, all students are to be immunized against polio, D.P.T. (diphtheria, pertussis, and tetanus), and measles (rubella). Students without verification of immunization will not be allowed to attend school until verification is received.

### **MEDICATIONS**

All medications must be dispensed through the office upon instructions provided by a physician. A medication form must be completed and signed by parent/guardian and physician.

### **HOMEWORK**

Homework is an important part of the learning process and a necessary link in the chain of events that enables a student to become an independent learner. The goal of homework is to aid students in meeting the high expectations held by themselves, their teachers, and their parents in developing proficient use and understanding of knowledge. Each teacher will explain the homework requirements for the class and the effect homework has in the measurement of student achievement. **Students who will miss three or more days of school can request homework through the homeroom teacher. Each teacher has their own classroom homework policy that must be followed.**

### **LOST AND FOUND**

Lost or found articles may be turned in or claimed in the cafeteria lost and found barrel. Keys and phones must be turned in to the Main Office or face disciplinary action for being in possession of lost or stolen property. The school is not responsible for lost or stolen items. Items not claimed by the end of the month will be donated to a charitable organization.

### **TELEPHONE USE BY STUDENTS**

The telephone located in the school office is for business only. A student may be given permission to use the classroom phone by the teacher. The office will only interrupt the classroom in an emergency. Please do not ask personnel to do otherwise; the office staff is not allowed to interrupt instruction to give personal messages.

## **TELEPHONE MESSAGES TO STUDENTS**

Every effort will be made to deliver emergency messages. All other phone messages to students are discouraged. Transportation arrangements must be made in advance.

## **TELEPHONE MESSAGES TO TEACHERS**

Any parent wanting to leave a message for a teacher may do so with the office staff. The teacher will return calls after 2:30 p.m.

### **RAISIN CITY SCHOOL DISTRICT STAFF ASSIGNMENTS**

#### **Board of Trustees**

Tina Medina, President   Nancy Schwabenland, Clerk  
Dr. Anthony Monreal, Jr, Member   Laday Ramirez, Member  
Mario Alvarado, Member

#### **Administration**

Orin Hirschhorn/Jessica Juarez	Superintendent/Principal
Debra Haney	Business Manager
Anna Rasmussen	Secretary
Jessica Ortiz	Data Technician Supervisor

#### **Certificated Staff**

Anita Temores	Preschool Teacher/Preschool
Ketzy Arredondo	TK/Kindergarten/Room 100
Selena Ambriz	TK/Kindergarten/Room 101
Toni Abughazaleh	First Grade/Room 202
Anamari Caballero	Second Grade/Room 201
Patty Morales	Third Grade/Room 203
Eliseo Gamiño	Fourth Grade /Room 204
Ruth Alvarado	Counselor/Room 302
Kim Cooper	Fifth Grade /Room 303
Javier Vera	Fifth Grade /Room 304
Daisy Puga	RSP/Room 400
Ana Barela	6-8 Math/Room 401
Aylissa Lopez	Sixth Grade/Room 500
Crystal Cabrera	Sixth Grade/Room 501
Isabel Ramirez	Seventh Grade/Room 502
Cynthia Garcia	Eight Grade/Room 503
Alejandra Martinez	Mental Health Clinician /Room 205
Erica Cordero	Psychologist/Room 302
Sandra Bowman	Speech Pathologist/Room 205

### Classified Staff

Brandy Rivera	Library Technician
Carlos Rivas	Food Service Manager
Sarah Carranza	Cafeteria
Juana Mendoza	Cafeteria
Angelina Guzman	Cafeteria
Jacinto Diaz	Custodian
Andrew Davila	Custodian
Victor Davila	Custodian
Valerie Camacho	Tk/K Tutor
Lorraine Jaimes	Tk/K Tutor
Monica Real	1 <sup>st</sup> grade Tutor
Guadalupe Rodriguez	2 <sup>nd</sup> grade Tutor
Hortensia Alvarado	Preschool Tutor
Sylvia Marquez	Preschool Tutor
Nancy Galvez	3 <sup>rd</sup> grade Tutor
Vickie Gonzales	4 <sup>th</sup> grade Tutor
Maria Williams	5 <sup>th</sup> grade Tutor
Silvino Galvez	5 <sup>th</sup> grade Tutor
Melissa Montes	ELA Tutor
Jose Elias	Math Tutor
Monica Villicana	RSP Tutor
Jose Pizano	Primary Language Specialist
Socorro Pizano	Primary Language Specialist
Ana Lopez	Workroom/Supervision

### CLASS SCHEDULES PRESCHOOL

#### REGULAR DAY SCHEDULE

<i><b>Morning Class</b></i>		<i><b>Afternoon Class</b></i>	
7:30 a.m.	Class Begins	11:30 a.m.	Class Begins
8:30 a.m.	Breakfast	12:00 p.m.	Lunch
10:30 a.m.	Dismissal	2:30 p.m.	Dismissal

#### FOGGY DAY SCHEDULE

<i><b>Morning Class</b></i>		<i><b>Afternoon Class</b></i>	
9:00 a.m.	Class Begins	11:30 a.m.	Class Begins
9:30 a.m.	Breakfast	12:00 p.m.	Lunch
10:30 a.m.	Dismissal	2:30 p.m.	Dismissal

### GRADES – K-8



# Raisin City Elementary School

Grade	Breakfast	Bell	Class Begins	Break	Cafeteria	Lunch Recess	PE	Dismiss	Minutes
TK	7:30 - 7:55	7:55	8:00	9:30 - 9:45	11:15 - 11:40	11:40-12:00	1:15 - 1:30	2:30	330
K	7:30 - 7:55	7:55	8:00	9:30 - 9:45	11:15 - 11:40	11:40-12:00	1:15 - 1:30	2:30	330
1st	7:30 - 7:55	7:55	8:00	9:30 - 9:45	11:15 - 11:40	11:40-12:00	Tue/Thur 1:40 - 2:30	2:30	330
2nd	7:30 - 7:55	7:55	8:00	9:30 - 9:45	11:15 - 11:40	11:40-12:00	Tue/Thur 1:40 - 2:30	2:30	330
3rd	7:30 - 7:55	7:55	8:00	9:45 - 10:00	11:15 - 11:40	11:40-12:00	Tue/Thur 1:40 - 2:30	2:30	330
4th	7:30 - 7:55	7:55	8:00	9:45 - 10:00	11:15 - 11:40	11:40-12:00	Tue/Thur 9:00 - 9:50	2:30	330
5th	7:30 - 7:55	7:55	8:00	9:45 - 10:00	12:00 - 12:25	12:25 - 12:45	Tue/Thur 9:00 - 9:50	2:30	330
6th	7:30 - 7:55	7:55	8:00	10:00 - 10:10	12:00 - 12:25	12:25 - 12:45	1:30 - 2:00	2:30	335
7th	7:30 - 7:55	7:55	8:00	10:00 - 10:10	12:00 - 12:25	12:25 - 12:45	1:30 - 2:00	2:30	335
8th	7:30 - 7:55	7:55	8:00	10:00 - 10:10	12:00 - 12:25	12:25 - 12:45	1:30 - 2:00	2:30	335

**\*\*Minimum days are on Monday's and dismissal is at 1:30 pm\*\***

## **ATTENDANCE AND TARDY POLICIES**

Every student must be in school unless it is necessary for him/her to be absent due to **ILLNESS, DOCTOR APPOINTMENT, COURT SUBPOENA, and OR FUNERAL FOR MEMBER OF IMMEDIATE FAMILY.**

Regular, punctual attendance is necessary for students to receive the maximum benefits from excellent daily instruction. The following procedures are designed to encourage good attendance:

### **ATTENDANCE**

- State law limits excused absences to only a few categories: illness, medical or dental appointments, death in immediate family. Immediate family includes parents, siblings, and grandparents only.
- Students and parents share the responsibility for the student's punctuality and regular attendance.
- All students, regardless of age, must follow all school rules and regulations.
- Medical verification for illness is required after 3 missed days. After 3 missed days, parent excuses will be considered documented unexcused absences.

### **ATTENDANCE PROCEDURES**

#### **Absence Clearing:**

When a student is absent for a full day, a parent/guardian must notify the attendance clerk. Please furnish the following information when clearing an absence:

1. Date of absence
2. Student's name
3. Name and relationship to student
4. Reason for Absence (specific reason)
5. Teacher's name and grade

Contact should be made as early as possible. The office hours are 7:30 a.m. to 4:00 p.m., Monday – Friday. Absences not cleared within 3 days will automatically be recorded as “Unexcused Absences”. Absences will not be cleared after 3 days.

Checking out a student by parent /guardian is completed in the Main Office.

#### **Absence Clarification:**

- Excused absences: Illness, medical or dental appointments, death in the immediate family, educational field trips. Medical and dental appointments should be scheduled outside of the school day.

- **3 Unexcused Absences**= Raisin City School District sends **Truancy Letter 1** to parents and a home visit by SARB Officer is made.
- **6 Unexcused Absences**= Raisin City School District sends **Truancy Letter 2** to parents and a home visit by SARB Officer is made.
- **6-9 Unexcused Absences**= Raisin City School District sends **Truancy Letter 3** to parents, a Mini SARB Meeting with Principal and the Attendance Clerk is held, and a home visit by SARB Officer is made.
- **10 Unexcused Absences**= Parents are referred to the Student Attendance Review Board (**S.A.R.B.) Court** with Fresno County District Court House. The purpose of this hearing is to ascertain the reasons why efforts made at the school site level have not been successful and to determine a further plan of action. Possible fines are imposed.

### **LONG-TERM ABSENCES**

When a student is expected or planning on missing school for a long period of time, certain procedures should be followed, depending on the reason.

- **Long-Term Illness** – Students who will be out of school for three (3) weeks or more due to illness, the student should contact the school for enrollment into the district’s HOME AND HOSPITAL program.
- **Chronic Illness Form** – Students experiencing severe illness need to complete a Chronic Illness Form, which is filled out, signed by both the parents/guardians and physician, and filed with the school’s Attendance Office.
- **Short-Term Independent Study** – Students missing three (3) or more consecutive days due to unavoidable circumstances should contact the Principal. Students can earn credit and avoid attendance problems by enrolling in the Short-Term Independent Study.

### **STUDENT ILLNESS OR INJURY**

Students who become ill or injured during the school day **must** report to the Main Office. Students who are throwing up or have diarrhea will not be returning to class. Parents will be contacted to arrange the pick of their sick child. Parents are advised their child is contagious for 24 hours after fever, vomiting and/or diarrhea.

## **LATE ARRIVAL**

Students are expected to arrive to school on time and in class by 8:00 a.m. Teachers will complete attendance by 8:30 a.m.

- Students who arrive tardy must report to the Attendance Clerk in the Main Office. Attendance Clerk will enter tardy in Aeries.
- Students arriving 30 minutes (or more) late to school will be marked truant. Attendance Clerk will enter truancy in Aeries.
- After 3 tardies students can lose privileges (ex: Fun Friday, recess, sports game, etc.)
- After 4 or more tardies students can be assigned to Saturday School.

## **SCHOOL RULES AND REGULATIONS**

### **EMERGENCY STUDENT EVACUATION**

The school will decide if and when students should be evacuated from campus. If it is decided that an evacuation is necessary, the school will contact parents/guardians right away. Please avoid calling the office as it is important to keep the phone lines open. Please DO NOT try to enter the campus. All staff members are familiar with the lock-down procedure and your child will be well taken care of until they are released to you. In an orderly manner, students will be released from the back of the school, by the bus barn located on Bryan Street. Students will ONLY be released to the parent or guardian.

### **CLOSED CAMPUS**

For the safety and welfare of students and staff, RAISIN CITY SCHOOL DISTRICT has a closed campus. Once students arrive on campus, even prior to the start of the school day, they may **NOT** leave campus for any reason without permission and an early dismissal slip. Early dismissal slips are available at the Attendance Office and require parent contact.

### **VISITORS TO SCHOOL**

Adults visiting the campus are required to sign the Visitor's Log in the main office. Students are not permitted to have visitors or bring guests on campus during the school day. Legal liability and disruption of the educational program will not permit very young children or non-students to be brought to school.

### **CLASS PARTIES**

Class parties will be scheduled for the last 45 minutes of the academic day. No home-made items are allowed, items brought must be prepackaged. Parties may be scheduled

by the teacher for the following holidays: Halloween, Christmas, Valentine's Day and Easter. Teachers may also choose to have a party on the last day of school.

## **BICYCLES/SKATEBOARDS AND ROLLER BLADES**

**Bicycles, skateboards and roller blades are not to be ridden on campus at any time.** Bikes, skateboards and roller blades are to be secured at the bike racks or in a classroom upon arrival to school. **Students will not be permitted to carry skateboards during the school day.** Students found with skateboards will receive disciplinary action.

## **ELECTRONIC DEVICES**

Ipods/Radios/DVD/CD Players/Electronic Games/Laser Pointers - These items are not allowed on campus and students in possession of these items will receive disciplinary action.

Cell Phones – If a student brings a cell phone, the school is not liable for lost, damaged or stolen cell phones. Students will not be allowed to use their cell phones during instructional times in all classrooms. Failure to comply will result in the following actions:

- 1<sup>st</sup> Offense – Teacher warns student to put the device away.
- 2<sup>nd</sup> Offense – Teacher takes device, returns it to student after class.
- 3<sup>rd</sup> Offense – Teacher takes device and turns it into the office. Student will pick up the device after school.
- 4<sup>th</sup> Offense – Teacher takes device and turns it into the office. Parent or guardian will pick up the device after school.

\*\*Students who refuse to give a teacher or staff member their cell phone or electronic device will be considered defiant and will be assigned a discipline in accordance with Raisin City School District discipline policy. Repeating the above offenses may result in student losing cell phone privileges at school.

## **CHROMEBOOKS**

Students at Raisin City School District may be using classroom Chromebooks as part of their educational day. As such, the need to use a personal electronic device in school has greatly decreased. Students are expected to use their Chromebook while in class and expected to refrain from playing electronic games or to visit inappropriate sites. **Failure to comply will result in school discipline.** Students are responsible for the care of their Chromebook. A one-year manufacturer warranty protects the Chromebook from defects in materials and workmanship. The warranty does not cover damage caused by misuse, abuse, or accidents. The student will be responsible for repair cost for damage from misuse, abuse, or accidents. Students will be responsible for the replacement cost of the Chromebook if it is lost.

***What are the estimated replacement costs?***

Replacement Chromebook - \$250.00  
Replacement Battery - \$50.00  
Replacement Screen - \$50.00  
Replacement Keyboard/Touchpad - \$50.00  
Replacement Power Cord - \$25.00

***Students will be asked to sign a technology agreement.***

### **TOBACCO POSSESSION/USE**

The school is a smoke-free campus. (Section #118910) Tobacco, vaping or edible use or possession is **not permitted on or near** the campus before, during or after school, or at any school activity or event. Students will receive disciplinary action if they are found in possession or use.

### **CONTROLLED SUBSTANCE**

Possession, selling, furnishing or usage of any controlled substance, alcoholic beverage, dangerous substance intoxicant, or drug paraphernalia will result in severe disciplinary action and possible law enforcement referral. This policy holds true for all school-sponsored events such as dances or sporting events.

### **AERIES PARENT/STUDENT PORTAL**

Aeries Parent/Student Portal is a portal to provide parents and guardians an opportunity to monitor their student's progress throughout the school year. For families with multiple students, only one parent portal registration is required to be able to access all of your students at Raisin City Elementary.

You will need your email address, your student's permanent ID number, home telephone number, and verification passcode to register. Please contact the school office to obtain the verification passcode and ensure your contact information in our student information system is current before you register for an account.

### **Aeries Mobile Portal App**

The Aeries Mobile App provides quick and easy access to the Student/Parent portal from your smartphone. Visit the login page at the link below and click on the link for Google Play or Apple App Store to download the Aeries Mobile Portal app for your smartphone. If you already have a Parent Portal account, after the app downloads just tap the Login button and use your existing username and password. If you are new to the Parent Portal, tap Create New Account to create your Parent Portal account. Make sure you have the required information as noted above before creating your account.

### **Parent Portal Login Link**

<https://raisincity.asp.aeries.net/student>

## **EIGHT GRADE PROMOTION REQUIREMENT**

1. Academic: Students must have an overall “C” average or better in the core academic subjects- language arts, math, science, and social studies and an overall GPA of 2.0. **Students who fail a core class in their 6<sup>th</sup>-8<sup>th</sup> grade year will have to do credit recovery (assigned iReady lessons) to make up the classes failed.** Failure to do the above will mean an automatic loss of promotion privileges.
2. Attendance: 8<sup>th</sup> grade students must attend ninety percent (90%) of the days enrolled. Failure to do the above will mean an automatic loss of promotion privileges.
3. Behavior: Students must not receive more than 1 suspension throughout the school year. Any expulsion or more than 1 suspension will mean an automatic loss of graduation privileges.
4. State Assessment: Performance on the State Assessment must be acceptable to the district.
5. Other: Students must agree to participate in all promotion practices, and have no outstanding debts to the school.
6. Valedictorian/Salutatorian: The eighth-grade student with the highest-grade point average covering grades sixth, seventh, and eighth will be the Valedictorian of the graduating class. The second highest grade point average will be the Salutatorian.

## **EXTRACURRICULAR ACTIVITIES**

Throughout the school year, Raisin City School students have opportunities to participate in extracurricular and co-curricular programs, such as sports, student council, and various After-School Program activities. Continued participation in these activities will require the student to comply with the school’s discipline and attendance programs as well as maintain a 2.0 grade point average in core classes with no “F” grade. A teacher may institute special procedures for a particular student. Also, a student must attend the full day of school if they are to participate in any after school activity.

## **ASSOCIATED STUDENT BODY (ASB)**

ASB stands for Associated Student Body and it represents the interests and goals of the entire Raisin City School Student Body. ASB is made up of 7<sup>th</sup>-8<sup>th</sup> grade students. All students who meet the eligibility requirements are allowed to run for ASB and the selection process includes an interview, a speech and teacher recommendations. All 3<sup>rd</sup> through and 8<sup>th</sup> grade students vote for ASB officers.

## **FIELD TRIP CHAPARONE EXPECTATIONS**

Having Chaperones assist teachers on a field trip is an important part of a successful and fun trip. The teacher will decide if chaperones are needed for a trip and how many. Chaperones are chosen on a first-come basis. Here are a few things to note before deciding if chaperoning will work for you:

- Chaperones will be asked to complete fingerprints with Fresno County Office of Education, for overnight fieldtrips.
- Chaperones will be assigned a small group of students who they will be responsible for the duration of the trip. If you cannot stay for the entire field trip, then you will not be considered a chaperone.
- Chaperones should not take other children. Students not enrolled in Raisin City may not ride the bus. If you take other children, you will need to provide your own transportation and you will not be counted as a chaperone.
- Chaperones are needed to assist the teachers in student supervision.
- Chaperones are expected to pay their own entrance fees, if applicable. Please pay your teacher at least three (3) days before the trip. Do NOT leave the money in the office.

### **PARENT VOLUNTEERS**

Raisin City School District welcomes parents, students, as well as members of our local community to volunteer. Simply fill out the volunteer application. Depending on the kind of activities you would like to volunteer for, you may be required to have your fingerprints and tuberculosis test results on file at the Human Resources Division, Per the California Education Code. Individuals are not allowed to begin a volunteer school assignment until the following steps are completed:

- School Volunteer Application has been completed
- Volunteer Requirements have been met (Human Resources or School Administrator to determine)

*Note: School volunteers, like all campus guests, are required to sign-in at the school office upon entering the school premises and sign-out when they exit the campus.*

### **TEAM SPORTS**

All sports practices are held after school. **In order for a student to participate in school sports they must have an overall “C” grade point average or better in core subjects and must have a 2.0 grade point average. Any “F” in any core subject area will also be grounds for being ineligible.** Coaches, teachers, and administration retain the right to remove a student from a given sport due to disciplinary concerns. It is very important to the entire team that all players strive to be good students and citizens. A student must attend school the day of the game or he/she may not participate.



## **AFTER SCHOOL PROGRAM**

The After School Program is a free program to all students enrolled at Raisin City School District and offers a variety of enrichment activities and homework help for students who participate. The program will provide services for all students. A student/parent contract must be signed at the time the student is enrolled. Bus Transportation is provided for after school students.

After School Program Hours: Tuesday, Wednesday, Thursday, Friday – 2:30–6:00 p.m.  
Monday – 1:30–6:00 p.m.

Students who attend the After School Program are required to follow all school rules and regulations, all dress code regulations, and all PBIS/CLAW expectations. Students who do not comply with these expectations can expect the following:

**Step 1:** A conference with students to try to resolve issues

**Step 2:** A phone call to parents to inform parents

**Step 3:** Conference with parents to try to resolve issues

**Step 4:** Meeting to discuss last day for After School Program

## **PARENT/TEACHER ORGANIZATION**

The Parent/Teacher Organization was established at Raisin City in May of 2004. PTO is made up of parent and teacher volunteers. The goal of the PTO is to help with fundraising that funds extracurricular activities. If you are interested in getting involved with the PTO, contact your class teacher and see monthly calendar for scheduled meetings.

## **DRESS CODE**

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. **Dress code will be enforced at all school events.** Extremes in dress or clothing regarded as disruptive or distracting from the learning environment are not permitted. The dress code includes, but is not limited to, the following:

### **Prohibited Clothing/Accessories**

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco are not permitted.
- Clothing that has messages that are sexually suggestive or promote violence are not permitted.
- Clothing or accessories considered by school officials or law enforcement to denote gang affiliation, professional team sport logo's, cult affiliation, satanic reference, or any profane or racially offensive item are not permitted.

- Pajamas, blankets or sleep wear are not permitted.

### **Specific Clothing Restrictions**

- Shoes must be worn at all times; house slippers, flip flops and slide-on shoes may not be worn. Shoes with heel are not appropriate; sandals with back strap may be worn.
- Underwear may not be exposed.
- The torso must be covered; bare midriffs, backs, or cleavage must not be exposed.
- Strapless or spaghetti strap tops, muscle shirts, tank tops, tube tops, or any excessively revealing clothing is not permitted. This includes backless tops and see-through clothing.
- Skirts must be of moderate length; shorts and cut-offs must be four-inches from the knee up; swim suits and running shorts are not permitted. Anything exposing skin is not permitted, such as holes in pants.
- Sagging is not permitted. Belts may not hang from the waist.

### **Specific Accessory Restrictions**

- Bandanas of any color, hairnets, headbands, and wave caps are prohibited. Hats may be worn outdoors but must be worn properly and no professional team logos.
- Chains and spiked jewelry of any type are prohibited.
- Pierced attire limited to ears only. No eyebrow, lip, nose, or cheek piercing are allowed to be worn at school.

### **General Comments:**

Any inappropriate clothing or jewelry may be confiscated and kept until the end of the school year. Students will be provided a T-shirt to wear, which will be provided by the school and will be asked to call home. In situations where the nature of dress is not specifically covered in a detailed manner, the administration reserves the right to use its own discretion in determining the appropriateness of the attire.

### **ITEMS NOT ALLOWED IN SCHOOL**

Personal property items (toys, trading cards, game boys, laser pointers, etc.) are **not** allowed at school. Parents need to be aware that items such as knives of any kind, laser pointers, chains or any item which is considered a weapon and drug paraphernalia will result in an immediate suspension and possible expulsion from school. Permanent paint markers or graffiti tools (sharpies, sandpaper, etching tools, etc.) are **not** allowed on campus. Markers with felt tips 3/8" or larger, are **not** allowed on campus. Chewing gum & sunflower seeds are **not** allowed at school because of the mess they make and they are very difficult to clean up. ***Personal items brought to school are done so at the students own risk. The school is not responsible for any lost or stolen item***

***your child brings to school.*** Confiscated personal items will be returned at the end of the school year.

### **SUMMER SCHOOL/INTERCESSION PROGRAMS**

- There will be zero tolerance policy
- All school rules and regulations apply
- All dress code regulations apply
- All CLAW expectations apply

### **NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY**

#### **NONDISCRIMINATION**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

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

Any student, staff member, or parent who feels that discrimination has occurred should immediately contact the superintendent/principal. Copies of the Uniform Complaint Form may be obtained from the school office.

#### **SEXUAL HARASSMENT**

The Raisin City School District recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness.

Prohibited 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 when: (Education Code §212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at, or through, the school.

Examples of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools, e.g. services, programs, or instructional tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**Due to the potential seriousness of this offense and the requirements of California Educational Code §48900.2, any infraction of this rule will result in suspension and may result in a recommendation for expulsion.**

### **To File a Complaint**

1. **Filing a Complaint:** Obtain a copy of the **Uniform Complaint Form** from the school district. Submit the complaint form to the principal or District.
2. **Mediation:** Mediation is optional. It involves a third party to help in resolving the dispute. If mediation is used, timelines are extended an additional 30 days.
3. **Investigation:** The district will investigate the complaint and provide a written report of the investigation and decision within 60 days of when the complaint is filed.

4. **Appeals:** If the person making the complaint disagrees with the district's decision, he/she has 5 days to appeal the decision to the school district Board of Education; or alternatively, 15 days to appeal the decision to the Superintendent.
5. The person filing the complaint may also pursue action in civil court.

***Complaints will be kept confidential.***

The Raisin City School District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

**RIGHTS AND RESPONSIBILITIES**

**§ 48980 • Required Notification**

At the beginning of the first semester or quarter of the regular school term, governing boards of school districts shall notify parents and guardians of certain rights and responsibilities including, but not limited to the following sections:

**§ 200 et seq. • Nondiscrimination in district programs and activities**

State and federal law prohibits discrimination in education programs and activities. School districts are required to afford all pupils, regardless of race, gender, religion, national origin, disability or sexual orientation, equal rights and opportunities.

**§ 221.5 • Course of Study – Sexual Bias**

A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from that offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to a pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in advance of career counseling and course selection commencing with course selection for the seventh grade so that they may participate in the counseling sessions and decisions.

**§ 17612 • Pesticide Products**

The school shall provide to parents or guardians of pupils a written notification of the name of all pesticide products expected to be applied at the school during the upcoming year. The notification shall identify the active ingredient(s) in each pesticide product. The notice shall also contain the Internet address used to access information non pesticides and pesticide use reduction developed by the Department of Pesticide Regulation and may contain information deemed necessary by the school district. The school district shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school. Persons who register shall be notified of individual applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient and the intended date of application. If a pesticide product not included in the annual notification is subsequently intended for use at the school, the school district shall provide written notification of its intended use at least 72 hours prior to application.

**§ 32255 – 32255.6 • Pupils’ Rights to Refrain From the Harmful or Destructive Use of Animals**

Any pupil with a moral objection to dissecting, harming or destroying animals shall notify his/her teacher regarding this objection. If the teacher believes an adequate alternative education project is possible, then the teacher may work with the pupil to develop an agreed upon alternative education project. The project shall require a comparable time and effort by the pupil. It shall not be more arduous as a means of penalizing the pupil. The pupil shall not be discriminated against based upon his/her decision to exercise the rights of the section.

**§ 32286, 32288 • Comprehensive School Safety Plan**

Each school shall adopt a comprehensive school safety plan. Each July, the school site will report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card. Before adopting its safety plan, the school site council or the school safety planning committee shall hold a public meeting in order to allow members of the public the opportunity to express an opinion about the plan. Specified persons shall be notified of the meeting in writing. Specified persons shall include: the mayor, a representative of the local school employee organization, representatives of parent organizations, representatives of each teacher organization at the school site, a representative of the student body government and all other persons that indicate they want to be notified. In order to ensure compliance, each school district shall notify the State Department of Education by October 15 of any schools that have not complied with the development of a school safety plan.

**§ 32390 • Fingerprinting**

The governing board of any school district may offer a fingerprinting program for children enrolled in kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the child first enrolls in public schools. At that time the parent shall declare in writing whether he/she wants the child to be fingerprinted in the school program. If the parent consents to fingerprinting, they shall pay the application fee. The parent shall be informed in writing at the time of enrollment that they may reverse, in writing, their declaration on fingerprinting at any time. Children shall not be fingerprinted without the consent of the parent/guardian.

**§ 33126, 35256, 35258 • School Accountability Report Card**

It is the intent of the Legislature that school districts make a concerted effort to notify parents of the purpose of school accountability report cards and ensure that all parents receive a copy of the report card. School Districts with internet access should make copies of the report available through the internet.

**§ 35183 – 35183.5 • Dress Code/Use of Sunscreen**

Authorizes a school district to adopt a reasonable dress code that requires pupils to wear a school wide uniform or prohibits the wearing of gang related clothing. Each school will also allow for the outdoor use during the school day, articles of sun protective clothing, including, but not limited to hats. Each school site shall allow pupils the use of sunscreen during the school day without a physician’s note or prescription. Each school site may set policy related to the use of sunscreen by pupils during the school day. For purposes of this subdivision, sunscreen is not an over-the-counter medication.

**§ 35186 • Williams Settlement Complaint Rights**

Each school district shall notify parents that there should be sufficient textbooks and instructional materials in each classroom. Each pupil, including English learners, must have a textbook or instructional material, or both, to use in the class and to take home to complete

required homework assignments. School facilities must be clean, safe and maintained in good repair, and there should be no teacher vacancies or misassignments. Complaint procedures have been established to identify and resolve complaints regarding these issues. Complaint forms should be available at the school district office.

**§ 35291 - 35291.5 • Rules; School Discipline**

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. These rules and procedures shall be developed by a committee with a specified membership. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline. School districts may prescribe procedures to provide written notice to both continuing and transfer pupils and to their parents regarding school discipline rules.

**§ 39831.5 • School Bus Passenger Safety**

Upon registration, parents of pupils not previously transported in a school bus, shall be provided with written information on school bus safety. This applies to prekindergarten, kindergarten and grades 1 to 6.

(Information provided by Southwest Transportation annually to new students)

**§ 46010.1 • Excused Absences for Pupils Obtaining Confidential Medical Services without Consent of the Parent/Guardian**

The governing board of each district shall ... notify pupils in grades 7 to 12 inclusive, and the parents or guardians of all pupils ... that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

**§ 46014 • Regulations Regarding Absences for Religious Purposes**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and moral required elsewhere in this code. Such absence shall not be deemed absent in computing average daily attendance, if all the following conditions are complied with:

- (a) The governing board of the district of attendance, at its discretion, shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction.
- (b) The governing board shall adopt regulations governing the attendance of pupils at such exercises or instruction and the reporting thereof.
- (c) Each pupil so excused shall attend school at least the minimum school day for his grade of elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- (d) No pupil shall be excused from school for such purpose on more than four days per school month.

It is hereby declared to be the intent of the Legislature that this section shall be permissive only.

**§ 46600 • Interdistrict Attendance**

The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts. The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied.

**§ 48204 (b) • Residency-Parent/Guardian Employment**

Under certain conditions, a pupil may attend school in another district within which one or both of the parents are employed.

**§ 48205 • Excused Absence: Justifiable Personal Reasons**

(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, optometrical, 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, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniformed standards established by the governing board.

(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. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonable 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".

**§ 48206.3, 48207, 48208 • Pupils with Temporary Disability**

A Pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which he/she is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside. Such pupils shall be provided individual instruction, as deemed necessary, that may include instruction in the pupil's home, in a hospital or other health facility excluding state hospitals. A temporary disability means a physical or emotional disability incurred while a pupil is enrolled



in regular day classes or an alternative education program after which the pupil can reasonably be expected to return to regular day classes or the alternative program without special intervention. A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside the school district in which the pupil's parent or guardian reside shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It shall be the primary responsibility of the parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Upon receipt of this notification, that school district shall: Within 5 working days of receipt of the notification, determine whether the pupil will be able to receive individualized instruction and when it will commence. The instruction will begin no later than 5 days after the need for individualized instruction has been rendered.

**§ 48216 • Exclusion of Pupils Not Immunized**

A school district shall exclude a pupil who is not properly immunized and will notify the parent/guardian that they have two weeks to supply evidence that the pupil is properly immunized or is exempt from immunization. The district shall also refer the parent/guardian to sources of medical services to obtain immunizations if they are needed.

**§ 48850 – et seq. • Foster Youth**

Each school district will designate an educational liaison to ensure that pupils in foster care receive stable school placements which are in the best interest of the child, in the least restrictive educational program, provide access to academic resources, services and extracurricular activities available to all students, provide full and partial credit for coursework taken and give a meaningful opportunity to meet pupil academic achievement standards.

**§ 48980 (c) • Minimum Days and Staff Development Days**

The school district shall notify parents/guardians of all pupils of the schedule of minimum days and pupil free staff development days, and if any minimum or pupil free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected pupils as early as possible but no later than one month before the scheduled minimum or pupil free day.

**§ 48980 (d) • Investing for Future College Education**

Parents are advised of the importance of investing for the future college or university education of their children and of considering appropriate investment options.

**§ 48980 (h) • Attendance Options**

The school district shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the district. This notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. The notification shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification shall also include an explanation of the existing statutory attendance options including, but not limited to those under Education Code Sections §35160.5, 46600, 48204 (f), and 48209. The department shall produce this portion of the notification and shall distribute it to all school districts.

**§ 49063, 49069, FERPA, 5 CCR Sec. (e) • Parent Access to Records**

School districts shall notify parents in writing of their rights regarding the availability of the types of pupil records and information which are directly related to students and maintained by the institution, the official responsible for maintenance of the records, the location of the records, the policies for reviewing and expunging the records, the right of the parent to access the pupil records, the procedure for challenging the content of student records, the cost which will be charged to the parent for copies of records, and their right to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with the provisions of Section §438 of the General Education Provisions Act.

Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools.

**§ 49073 • Directory Information**

Parents or guardians shall be given the right to allow the district to release directory information on pupils or former pupils of the district to officials, organizations or individuals according to district policy. No information shall be released when a parent has notified the district not to release such information. Directory information may be released according to local policy as to any pupil or former pupil. However, notice shall be given at least on an annual basis of the categories of information which the school plans to release and of the recipients. Where applicable, schools are to notify parents of requirements under “No Child Left Behind,” that requires the release of specified directory information on students to military recruiters.

**§ 49403 • Control of Communicable Disease & Immunization of Pupils**

The governing board of any school district may authorize any person licensed as a physician and surgeon, or any person licensed as a registered nurse acting under the direction of a supervising physician and surgeon to administer an immunizing agent to any pupil, provided that written consent of the pupil’s parent or guardian has been obtained prior to administration of such immunizing agent.

**§ 49423 • Administration of Prescribed Medication**

Any pupil who is required to take, during the regular school day, medication prescribed for them by a physician, may be assisted by the school nurse or other designated school personnel or may carry and self administer prescription auto-injectable epinephrine under the following circumstances: (1) In order for the pupil to be assisted by a school nurse or other designated school personnel, the school district shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and a written statement from the parent, foster parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters included in the physician’s statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the pupil is able to self administer the medication and a written statement from the parent, foster parent, or guardian of the pupil consenting to self administration, as well as providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from any liability if the self administering pupil suffers an adverse reaction as a result of self administration. A pupil may be subject to disciplinary action pursuant to Section §48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

The written statements in both cases shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

**§ 49451 • 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/she is enrolled a statement in writing, signed by the parent or guardian, stating that he/she will not consent to a physical examination of his/her 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/she 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.

**§ 49452.8 • Dental Care**

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, no later than May 31 of the school year, shall present proof of having received an oral health assessment by a licensed dentist or other licensed dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

**§ 49472 • Medical & Hospital Services for Pupils**

The governing board of any school district or districts may provide, or make available, medical or hospital service, or both, through nonprofit membership corporations defraying the cost of medical service or hospital service, or both, or through group, blanket or individual policies of accident insurance from authorized insurer, for pupils of the district or districts injured while participating in athletic activities under the jurisdiction of, or sponsored or controlled by, the district or districts or the authorities of any school of the district or districts. The cost of the insurance or membership may be paid, from the funds of the district or districts, or by the insured pupil, his parent or guardian.

The insurance can be purchased for accidents occurring on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent or guardian, or the pupil if he/she is not a minor. Please contact the school district office regarding such medical service.

**§ 49480 • Continuing Medication**

The parent or legal guardian of any public-school pupil on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. 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 on the child’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of the school district shall be responsible for informing parents of all pupils of the requirements of this section.

**§ 49510 – 49520 • Child Nutrition; School Meals**

It is the intent of this article to establish an ongoing program to assure that the nutritional requirements of pupils in receipt of public assistance are enhanced by a pervasive program of food supplementation while they are attending school.

The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. The funds shall be allocated to the school districts in such a manner that priority shall be given to providing free meals to the neediest children.

**§ 51101, 51101.1 • Rights of Parents and Guardians to Information**

Parents and guardians have the right to be informed by the school and to participate in the education of their children, as follows: to observe classrooms as specified; within a reasonable time of their request to meet with teachers and the principal of the school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive the results of their child's performance and the performance of the school on standardized tests; to request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine the curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access the school records of their child; to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from the school; and to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decisions to promote or retain and to appeal a decision to promote or retain.

The school district will take all reasonable steps to ensure that all parents and guardians of pupils, who speak a language other than English, are properly notified in English and in their home language of the rights and opportunities available to them.

**§ 58501 • Notice of Alternative Schools**

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 the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his 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 unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

### **§ 504 of the Rehabilitation Act of 1973**

Section §504 is a civil rights law that prohibits discrimination individuals with disabilities and ensures that children with disabilities have equal access to education. Section §504 protects qualified students with disabilities who attend schools receiving federal financial assistance, including charter schools.

It requires school districts to identify and evaluate children with physical or mental impairment that substantially limits one or more major life activities. These students are eligible to receive services and aid to meet their needs. The school district is to designate a person responsible for implementing the requirements of this section.

### **§ 504 Individuals with Disabilities Education 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.

### **5 California Code of Regulations Sec. §4622, E.C. §32289 • Complaint Procedures**

Requires written notification to pupils, employees, parents, district advisory committee, school advisory committees and other interested parties of the school district Uniform Complaint Procedures. The notice will include the identity of the person(s) responsible for processing complaints, civil law remedies and the appeal and review procedures. A complaint of noncompliance with this article may be filed with the California Department of Education under the Uniformed Compliant Procedures.

### **40 Code of Federal Regulations Sec. §763.93 • Asbestos Management Plan**

School districts will notify parent, teacher and employee organizations of the availability of a complete undated management plan for asbestos containing material in school buildings.

### **Health & Safety Code Secs. §120475, 124085, 124100, 124105 • Children Health Screening**

School districts shall notify parents of kindergarten and first grade pupils of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department. The school district shall exclude from school for not more than 5 days any pupil who has not provided a certificate documenting the appropriate health screening or a waiver.

### **HR1, No Child Left Behind Act of 2001**

The Act requires states to develop assessments in basic skills. To receive federal school funding, states must give these assessments to all students at selected grade levels. The Act does not assert a national achievement standard. Each individual state develops its own standards. NCLB expanded the federal role in public education through annual testing, annual academic progress, report cards, teacher qualifications, and funding changes.

At the beginning of each academic year, schools receiving Title I funds must inform parents of their right to request information regarding the professional qualifications of their child's teacher. Also, any school that has been identified for Program Improvement or Corrective Action must promptly notify parents regarding an explanation of the identification as well as other requirements specified in the Act. In addition, the parents of limited English Proficient (English Learner) students participating in a language instruction program shall be notified not later than 30 days after the beginning of the school year about certain aspects of their child's identification, the instruction program and the program's exit requirements.

School districts are also required to notify parents of interdistrict transfer options within 10 days after a pupil becomes a victim of a violent criminal offense while on school grounds. Districts with one or more schools identified as persistently dangerous are required to notify parents in a timely manner about the school's designation and offer a transfer to a safe school.

**20 USC 1232 (h) • Health Screenings, Disclosure of Personal Information, Surveys**

Parents will be notified of the specific or approximate dates when any nonemergency, invasive physical exam or screening is scheduled that are required as a condition of attendance by the school. Parents may opt pupils out of participation. The school district shall develop policy, in consultation with parents, regarding this issue.

**42 USC §11432 • Homeless Children (McKinney Vento Act)**

Each school district will have a district liaison for homeless pupils who will ensure that parents are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

**Penal Code Sections §290.45, 290.46 • Megan's Law**

Information about certain sex offenders, including their home address, is available to the public via the Internet.

**DISCIPLINE CODE**

**Rules, Rights and Responsibilities**

**Expected Student Behavior**

Rules and regulations are established for the purpose of maintaining an atmosphere conducive to learning. Students who do not comply with such rules and regulations may be counseled, reprimanded, suspended or in extreme cases expelled and/or arrested as circumstances warrant in the application of the law.

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (E.C. §48908)

Participation or attendance at school sponsored extracurricular activities is considered a part of the educational program. Participants and spectators carry responsibilities as representatives of their schools and communities. All rules of student conduct apply also to extracurricular activities.

**Teacher Interventions**

Teachers are expected to implement classroom interventions, including student conferences and parent contact, prior to referral of students to administration. If classroom interventions do not positively impact student behavior, teachers may refer students to administration. In the event that a referral is made to administration, assigning teachers must document contact with the parent/guardian by telephone, email, home visitor, or in person. Administration will meet with the referred student and assign the appropriate discipline based on the discipline matrix.

### **Possible Student Disciplinary Measures**

**Conference:** Students will be counseled regarding appropriate school behavior.

**Detention:** Students may be detained for disciplinary or other reasons up to one (1) hour after the close of the maximum school day. (C.C.R. Title 5, Sec. §353)

**Suspension:** Suspension means the removal of a pupil from ongoing instruction for adjustment purposes. (E.C. §48925)

**Expulsion:** Removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel, as those terms are used in Section §46300 of the Education Code. (E.C. §48925)

### **Student Suspension (Education Code Section §48900)**

A pupil shall not be suspended from school unless the superintendent/principal of the school in which the pupil enrolls determines that the pupil has:

- (a)
  1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
  2. Willfully used force or violence upon the person of another, except in selfdefense.
- (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 then 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. As used in this section, “school property” includes, but is not limited to, electronic files and databases. {E.C. §48900 (s)}
- (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 or 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 or “replica” of 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 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 subdivision (b) of Section §245.6 of the Penal Code.
- (r) 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 the provisions of this section.

School Districts may adopt board policy authorizing a teacher to require a parent of a pupil, suspended for violating E.C. §48900 (i) or E.C. §48900 (k), to attend a portion of the school day in the classroom. Parents shall be notified of this policy prior to its implementation (E.C. §48900.1).

In addition to the reasons specified in Section §48900, a pupil may be suspended from school or recommended for expulsion if the superintendent of the principal of the school in which the pupil is enrolled determines that the pupil has committed any of the following acts or misconduct:

- (a) Sexual harassment as defined in Section §212.5 of the Education Code (E.C. §48900.2).
- (b) Pupils in grades 4-12 inclusive who caused, threatened to cause, or participated in hate violence (E.C. §48900.3).



- (c) Pupils in grades 4-12 inclusive who intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils (E.C. §48900.4).
- (d) Making terroristic threats against school officials or school property or both (E.C. §48900.7).

### **Student Expulsion (Education Code Section §48915)**

#### **Mandatory Expulsion Recommendation and Mandatory Expulsion**

The Principal/Superintendent shall immediately suspend and recommend expulsion, and the governing board shall expel, for any of the following acts committed at school or at a school activity off school grounds:

- **Possessing, Selling or Furnishing a Firearm** – possession must be verified by district employee; this subdivision does not apply if the student had written permission to possess firearm from certificated employee;
- **Brandishing a Knife at Another Person** – as defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place; or a razor with an unguarded blade;
- **Sale of a Controlled Substance;**
- **Committing or Attempting to Commit Sexual Assault or committing Sexual Battery;** and,
- **Possession of an Explosive** – as defined in this section, “explosive” means “destructive device” as described in Section 921 of the Title 18 of the United States Education Code. {E.C. §48915 (c), (g)}

#### **Mandatory Expulsion Recommendation but Discretionary Expulsion**

The Principal/Superintendent shall recommend expulsion, unless inappropriate under the circumstances, for any of the following acts committed at school or at a school activity off school grounds:

- **Causing Serious Physical Injury** *(except in self-defense)*;
- **Possession of Any Knife or Other Dangerous Object;**
- **Possession of Any Controlled Substance** *(except for first offense of possession of not more than one ounce of marijuana)*;
- **Robbery or Extortion; and,**
- **Assault or Battery upon a School Employee**

The governing board may expel for these violations but only on finding that other means of correction are not feasible or have repeatedly failed or that due to the nature of the act the student’s presence creates continuing danger to the physical safety of the student or others. {E.C. §48915 (a), (b)}

#### **Discretionary Expulsion Recommendation and Discretionary Expulsion**

The Principal/Superintendent may recommend expulsion, and the governing board may expel, for violations of E.C. §48900 (a) – (e), but only on the governing board’s finding that other means of correction are not feasible or have repeatedly failed or that, due to the nature of the act, the student’s presence creates continuing danger to the physical safety of the student or others. {E.C. §48915(b)}

The Principal/Superintendent may recommend expulsion, and the governing board may expel, for violations of E.C. §48900 (f) – (q), or sections §48900.2, 48900.3, 48900.4, or 48900.7, at school or at a school activity off school grounds, but only on finding that other means of correction are not feasible or have repeatedly failed or that, due to the nature of the act, the student’s presence creates continuing danger to the physical safety of the student or others. {E.C. §48915 (e)}

### **Limitations Regarding Suspension and/or Expulsion**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Education Code Section §56026, may be suspended for any of the reasons enumerated in Education Code Section §48900 upon the first offense, if the principal/superintendent of schools determines that the pupil violated subdivision (a), (b) , (c), (d), or (e) of Section §48900 or that the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process (E.C. §48900.5). A superintendent/principal may use their 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 {E.C. §48900 (u)}.

A pupil shall not be suspended or expelled for any of the acts enumerated in E.C. §48900 unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent/principal or occurring within any other school district. A pupil may be suspended or expelled for acts in this section that are related to school activity or attendance that occur at anytime, including, but not limited to, any of the following: {E.C. §48900 (r)}

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

### **Other Laws Related to School Districts**

**Abuse of School Personnel.** Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine, by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not

apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills. (E.C. §44811)

**Bicycle Helmets.** No person under 18 years of age shall operate a bicycle, a non-motorized scooter, or a skateboard or ride as a passenger unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. (Vehicle Code Section §21212)

**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. (P.C. 148.1)

**Disturbance of School.** Any person who willfully disturbs any public school or public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than \$500.00. (E.C. §32210)

**Electronic Signaling Devices.** A school district may regulate the possession or use of any electronic signaling device including cell phones and pagers. (E.C. §48901.5)

**Fires, Explosives or Threat Thereof.** Students involved in setting fires or explosives which threaten or cause damage to human life or property on campus or at school sponsored events are subject to disciplinary action. Parent or guardian is responsible for payment of damages. (E.C. §48900 (b); E.C. §48915 (c) (5); P.C. 451, 452, 12303.3)

**Forging.** Students forging notes, signatures or school documents are subject to disciplinary action.

**Grooming & Dress Policies.** A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering. (C.C.R. Title 5, Sec. 302)

**Hazing.** No one in attendance at any public or private school shall conspire or participate in hazing or any act that causes or could cause bodily danger, harm, or disgrace to any student or person attending the school. {E.C. §48900(q)}

**Imitation Firearms.** No person may openly display or expose any imitation firearm in a public place, including a school. An imitation firearm means and BB device, toy gun, replica of a firearm or other device that is substantially similar in appearance to a firearm. (P.C. 12550; P.C. 12556)

**Keys.** Unauthorized possession, use or duplication of keys to school buildings or premises is subject to disciplinary action. (P.C. 469)

**Laser Pointers.** No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary premises is for a valid instructional or other school-related purpose, including employment. (P.C. 417.25; P.C. 417.27)

**Loitering.** Any person who loiters about a school unlawfully will be referred to law enforcement agencies. (P.C. 653g)

**Picketing, Sit-Ins, Walk-Ons, Etc.** Violations of rules governing unlawful assembly on school grounds or at school events will be enforced. Students involved will be subject to disciplinary action. (P.C. 407, 409, 416, 602, 626.2, 626.4, 626.6, 626.8)

**Registration of Outsiders.** No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee. (P.C. 627.2)

**School Attendance Review Board (SARB).** SARB is staffed by volunteers and community agency persons to deal with students and families who have irregular school attendance or are habitually insubordinate. The students are referred after all school resources and service resources have been exhausted. (E.C. §48263, 48320- 48324)

**School/Classroom Disruption.** Every minor over 16 years of age, or adult who is not a pupil of the school, including but not limited to any such minor or adult is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. (E.C. §44810)

**School Bus Entry.** Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and will be referred to law enforcement authorities. (E.C. §39842)

**Student Conduct.** Every teacher in the public schools shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess. (E.C. §44807)

**Student Responsibilities.** Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and, refrain from the use of profane and vulgar language. (C.C.R. Title V, Section 300)

**Tardiness/Truancy.** The law requires attendance of students between the ages of 6- 18 years. Any student subject to compulsory education who is absent from school without valid excuse more than three days, or tardy in excess of 30 minutes on each of more than three days in one school year, is a truant and shall be reported to the attendance supervisor. (E.C. §48260 - 48262)

**Threats to School Employees.** Anyone who attempts to prevent a school employee from performing his/her duties by means of a threat can be referred to law enforcement authorities. (P.C. 71)

**Transportation.** Students transported in a school bus and under the authority of the driver are expected to follow district bus regulations. An infraction of these regulations is cause for disciplinary action and may result in a denial of transportation. (C.C.R. Title V, 14103)

**Trespassing/Forced Entry.** Persons trespassing or forcing entry into a school building, or, school events will be referred to law enforcement agencies. (E.C. §32211, P.C. 602.1)

**Unauthorized Visitors.** Persons who come into any school building or onto any school ground or adjacent areas without lawful business and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities is guilty of a misdemeanor. (P.C. 626.8)

**Vandalism.** Disciplinary action will be taken against students whose acts endanger life of students, employees or visitors or result in damage to school buildings, school property or possessions of students, staff members or visitors. (C.C.R. Title V, 305; E.C. §48900 (f), 48904)

**Withholding Grades.** A school district may withhold the grades, transcripts or diploma of a pupil who willfully damages school property. If the pupil transfers to a new district, the new district shall also withhold records until it receives notice from the prior district that the decision to withhold records has been revoked. (E.C. §48904; E.C. §48904.3)

## **SCHOOL/PARENT/STUDENT AGREEMENT**

### **The school will:**

- Provide education programs based on state and local curriculum guidelines and on each pupil's potential.
- Provide every student a classroom/campus that is safe, clean, caring, and free from disruption.
- Provide opportunities for every student to be successful.
- Provide a climate that allows all students to participate in decision making and critical thinking and then be accountable for their choices.
- Provide extracurricular activities which will enhance your child's educational experience.
- Establish and maintain open lines of communication among home, school, teacher, and parent.
- Provide all parents timely information regarding their child's progress towards meeting academic standards.
- Provide educational opportunities for parents to increase their skills and knowledge.
- Provide opportunities for parent involvement.

### **The Student will:**

- Attend school on time every day.
- Complete, to the best of your ability, all assigned work and homework.
- Be prepared for all daily work and assignments.
- Challenge yourself to read and increase your knowledge on your own.
- Follow school rules.
- Respect yourself, others, and school property.
- Become involved in the various co-curricular and extracurricular opportunities offered.
- Attend scheduled parent/teacher/student conferences.
- Strive to do your best with a positive attitude.
- Take care of textbooks and other school resources.

### **The Parent will:**

- Establish and maintain open lines of communication between home, school, and teachers.
- See that their children attend school regularly and arrive on time.
- Give your child the opportunity to attend school for the entire day.
- Promote high expectations.
- Provide a quiet place in the home for daily homework and review the homework with your child on a daily basis.
- React to rumors by contacting the teacher/school directly for information.
- Attend Parent/Teacher/Student conferences.
- Respond to contact initiated by teacher or school.
- Review mid-quarter progress reports and quarterly report cards.
- Sign and return mid-quarter and quarterly report cards in a timely manner.
- Attend scheduled conferences, student study team meetings, and Individualized Education Plan (I.E.P.) meetings.
- Pay for any lost or damaged textbooks and/or other school resources.
- Provide reasonable amount of school supplies for your student.
- Communicate student/classroom concerns to the classroom teacher first.

## **Rights and Responsibilities**

### **Rights and Responsibilities of Students:**

- To attend school in a secure academic and social climate
- To be informed of school rules and regulations
- To attend school and classes regularly and on time
- To be prepared for class with appropriate materials and work
- To know and obey school rules and regulations
- To respect the rights of school personnel and fellow students
- To demonstrate pride in the appearance of school buildings and grounds

### **Right and Responsibilities of Parents:**

- To expect that their child will spend time at school in a safe, stimulating atmosphere engaged in productive activity under the direction of a dedicated staff.
- To become familiar with district policies, school rules and school regulations.
- To provide the school with current information regarding legal address, phone number, medical data, and other facts which may help the school serve the child.
- To provide supportive action by making sure that their child has enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their child and to support reasonable discipline measures used by the school.


### **Rights and Responsibilities of Teachers:**

- To expect and receive the attention, effort and participation of the students attending their classes;
- To consider the personal worth of each individual student as a single, unique and important human being;
- To attempt to equip each student with the knowledge, skills and attitudes required for successful living;
- To hold students accountable for their actions at all times; and,
- To initiate and enforce individual classroom rules consistent with school and district policies.

## **Positive Behavior Interventions and Support (PBIS)**

PBIS consists of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behaviors that have been targeted for change at Raisin City School District. This Matrix was created to set up the behavior expectations on and around our school's campus. The Matrix of Behavior Expectations will be used in connection to the Raisin City School District Discipline Code.

# Matrix of Expected Behavior

	<p style="text-align: center;"><b>C</b> Courage</p>	<p style="text-align: center;"><b>L</b> Loyalty</p>	<p style="text-align: center;"><b>A</b> Abiding</p>	<p style="text-align: center;"><b>W</b> Willing</p>
<b>Classroom</b>	100% participation Stay on task Raise your hand to respond or ask a question	Follow class procedures Think before you speak Always be kind to others	Be on time Collaborate and listen to one another Value others' opinions	Be prepared and ready to learn Turn in class work and homework Do your work to the best of your ability
<b>Bathroom</b>	Respect others' privacy Use quiet voices Throw trash in trash cans	Keep restroom walls clean and clear of graffiti Do your business and return to class Report any inappropriate issues	Wait patiently for your turn	Go by yourself
<b>Office</b>	Speak politely Use quiet voices Listen to staff members	Listen and respond politely Use good manners	Be helpful when asked Wait patiently	Go by yourself State your purpose
<b>Hallway</b>	Use quiet voices Hold all equipment Walk at all times	Pay attention when walking Pick up trash if needed Give classrooms their privacy	As a class: walk in a straight line Use quiet voices	Go directly to your destination
<b>Library</b>	Enter library using quiet voices Handle books with proper care Keep books clean and clear of graffiti	Use for educational purposes Keep library organized	Encourage others to read Help others when needed	Keep clean Return all library books and materials
<b>Cafeteria</b>	Wait quietly in the lunch line Say "please" and "thank you" Eat food from your tray only	Listen to staff members Pick up any trash on and under the tables Stay seated until dismissed	Encourage others to try new foods Look forward while waiting in line Raise your hand if you need assistance	Clean up after yourself Keep your hands and feet to yourself while in line Keep your trays clean
<b>Outside/ Playground</b>	Use restroom and drink water before the bell rings Use kind and positive words Listen to staff members	Wait for your turn Use equipment properly Model positive behavior	Share equipment with others Include others who want to play Report problems or injuries to a staff member	When bell rings: Hold equipment Return the equipment Line up on blacktop



**SCHOOL/HOME AGREEMENT**

You have just completed reviewing the Raisin City School Student Handbook. We have attempted to cover most of the rules, regulations, and procedures that you will be responsible for during the school year. You know that:

1. Students must attend ninety percent (90%) of the days enrolled to be considered for promotion and also have an overall GPA of 2.0 with no F's in grades 6-8.
2. Positive work habits and good behavior will be rewarded in many ways.
3. Inappropriate or disruptive behavior will not be tolerated.
4. Students are expected to be on time and ready to work when they enter the classroom.
5. Academic achievement for all students is our goal and students who do not work to their potential will be denied participation in extracurricular activities.
6. Students are responsible for their personal appearance as well as the proper care of all school materials given to them.
7. All students will be treated fairly.
8. No student ever has the right to stop the teacher from teaching or another student from learning.
9. Your success at Raisin City School will be equal to your effort and desire.

**(Cut along this line and return the bottom portion to school with your child)**

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Name of Student \_\_\_\_\_

**Notice of Rights of Parents or Guardians of Minor Pupils Under Certain Education Sections:**

Pursuant to Education Code Section 48980, governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities. Enclosed please find references to the Education Code, Sections 200 et. esq., 221.5, 231.5, 17612, 32255-32255.6, 32286, 32288, 32289, 32390, 33126, 35183, 35183.5, 35186, 35256, 35258, 35291, 35291.5, 39831.5, 44808.5, 46010.1, 46014, 46600, 48204(b), 48205, 48206,.3, 48207, 48208, 48216, 48850-48859, 48980(c), 48980(d), 48980(h), 49063, 49069, 49073, 49403, 49423, 49451, 49452.8, 49472, 49480, 49510-49520, 51101, 51101.1, 51201.5, 51938, 52244, 56301, 58501, 60850-60856, as well as Welf. & Inst. code 18976.5, Sec. 504 of the Rehabilitation Act, FERPA, IDEA, 5 CCR Sec. 431(e), 5 CCR Sec. 4622, 40 CFR Sec.763.93, HSC Secs. 120475, 124085, 124100, 124105 and HR 1 No Child Left Behind Act, 20 USC 1232(h), 42 USC Sec. 11432, P.C. Sec. 290.45, P.C. Sec. 290.46. **District attendance options shall also be included.** Additional materials regarding rules pertaining to student discipline are enclosed.

Your signature means that you acknowledge receipt of a copy of these materials and does not indicate that your consent for participation in any of the particular programs has been given or withheld. It also acknowledges that you have read and reviewed the Raisin City School Handbook, particularly the Compact, the requirement for participation in activities and the eighth-grade promotion ceremony. In signing, we indicate an awareness and understanding of school rules, policies, practices, and procedures.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Address: \_\_\_\_\_