STUDENT AND PARENT HANDBOOK

2017 - 2018

5268 North Street
Somis, CA 93066
School Office (805) 386-5711
School Fax (805) 386-4596

SOMIS SCHOOL

MISSION STATEMENT

At Somis School our mission is to provide a world class education that challenges our students to use their minds to the fullest potential, and to be responsible stewards of the 21st century.

THE SOMIS SCHOOL PLEDGE

I will:

S Start the day with a positive attitude.
T Take responsibility for my actions.
A Always try, and then try, try again.
R Remember to use safe choices.
S Show respect for myself and others.

SOMIS STUDENTS ARE STARS!

SOMIS SCHOOL VALUES

Students are our first priority
Maintain safe environment for students and staff
Close the achievement gap for disadvantaged students
Provide equity for students
Provide environment and programs conducive to student learning
Promote Educational Advancement
Encourage parent communication with teachers
Provide fair salary and benefits to attract and maintain all staff
Maintain a fiscally prudent budget

NON DISCRIMINATION POLICY

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

ARRIVAL AND DEPARTURE

To ensure proper supervision and safety, children are to arrive at school no earlier than Twenty-five minutes before their class period begins. Supervision is provided from **7:45 to 8:10 a.m.** on the playground. Children are to wait at the front gates in the morning. Children are to line up on the black top at 8:10 a.m. until the teachers greets them and takes them to their classroom. **NO SUPERVISION IS PROVIDED PRIOR TO 7:45 a.m. At dismissal, teachers are on duty for 10 minutes only. Please be sure your child is picked up on time.**

TARDIES

In order to provide a quality instructional program, students must arrive at school on time. The school warning bell rings at 8:10 a.m. and classes begin immediately at 8:15 a.m. Students are considered tardy after 8:15 a.m. Tardy students must stop at the office to check-in and receive a "tardy slip". If tardies become excessive, parents or guardians will be referred to the **STUDENT ATTENDANCE REVIEW BOARD (SARB).**

ABSENCE EXCUSES

A phone call must be made to **(805) 386-5711** extension **"3"** the day your child is absent from school and follow the voice prompt. If your child is absent for more than one day, a call must be received for each day's absence. Please remember to speak slowly and clearly.

The following should be included in the message when you call:

a. Child's first and last name – please do not use nicknames
b. Reason for absence.
c. Date(s) of absence(s)
d. Teacher's name and child's grade
e. Parent contact number

No child may be in school with a fever or any contagious/communicable disease. Parents will be called to pick up any child who is unable to benefit from being in school due to general illness or extreme fatigue. Children should not return to school until 24 hours after their temperature has returned to normal without fever reducing medication.

If a student accrues a number of unexcused absences, or tardies, the parents or guardians will be referred to the **STUDENT ATTENDANCE REVIEW BOARD (SARB).**

We urge children to dress appropriately and bring sweaters or jackets as weather often changes rapidly. To ensure proper exercise and fresh air, children will have outdoor recess and P.E, weather permitting. Children are not permitted to remain in the classroom unsupervised before school, during the lunch period, or at the recess break.

CHECKING OUT A STUDENT DURING THE SCHOOL DAY

When it is necessary to check a student out during the school day, the adult checking the child out must be listed on the emergency card and have written permission from the parent. The adult must come to the office, check in with the office staff, ask to have the student called and sign the student out. The child will not be called to the office until the person picking them up arrives in the office. The student will come to the office upon being called. The adult may not go directly to the classroom to check out the student for this creates an interruption in the instructional process. All students are to remain at school for lunch. Parents who wish to pick their child up at lunch must come to the school office to sign their child out. Upon returning, the parent returns to the school office to sign their student back in.

INDEPENDENT STUDY

If you know ahead of time that your child will not be in school for 5 or more days, an Independent Study Contract is available through the office. Please notify the student's teacher and school office as soon as possible. Independent study does not eliminate the student missing a great deal of class work and teaching. **The vast majority of class teaching cannot be made up appropriately when a student is absent.** For this reason non-illness absences are **highly discouraged** and **detrimental** to the student.

Please make use of the Somis School District Holiday/Winter/Spring/Summer breaks within the school year to plan your family's trips and vacations. A current district calendar can be obtained from the school office.

VISITING THE CAMPUS: EVERYONE MUST SIGN IN

All visitors, volunteers, parents, guests, or anyone else coming on the campus must sign- in and out at the office. Visitor's badges must be worn at all times while on campus. This is for the safety of the children as well as for your safety. If we were to have an emergency, we would not know to look for you if you are not signed in. Anyone attempting to be on the school grounds or enter a classroom without following this procedure will be asked to return to the office. If, for a special occasion, a parent comes to school to eat with his/her child, the parent must check in with the office and be given a visitor badge. The parent can then eat with his/her child in the lunch area. **Parents may not play on the playground with the students.**

CLASSROOM VISITATIONS AND PARENT VOLUNTEERS

Parents are always welcome at school. If you would like to visit your child's classroom, please make prior arrangements with your child's teacher and the school principal. In order to avoid interrupting the teaching process, please save any questions for the teacher until after class time or schedule a conference.

Parent involvement is highly encouraged at Somis School. There are many opportunities to participate and assist in our school programs. Parents who are interested in volunteering in the classroom must arrange times with the teacher in advance. All volunteers must complete the Volunteer form and have a copy of a valid I.D. on file at the school office before working on campus. A new form must be competed for each school year. When volunteering, please make other arrangements for younger siblings.

REMEMBER: All visitors and volunteers must sign-in before going into the classroom and sign-out when leaving.

EMERGENCY CARDS

Emergency Care Authorization Cards are maintained in the school office and are of utmost importance. It is **imperative** that you **notify** the school of any **change** in daytime telephone numbers. There may be an occasion when we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Without current telephone numbers, a minor problem may become a very real crisis. A student may **NOT** leave the school grounds with anyone other than those listed on the emergency card unless the school receives a note from the parent(s) stating the name of the person(s) with whom they may leave. **IT IS IMPORTANT THAT YOU COMMUNICATE ANY CHANGES TO THE SCHOOL OFFICE.**

MEDICATION IN SCHOOL

California State Education Code for Health and Welfare requires that "If your child must temporarily take a prescription or 'over the counter' medication (even aspirin) at school, it must be taken to the office (by an adult) in the original container, giving the name of the medication, strength, and dosage to be given, and a "AUTHORIZATION FOR ANY MEDICATION TAKEN DURING SCHOOL HOURS" form signed by the physician." If there is more than one medication, one form will be needed for each medication to be signed by the physician. You may obtain this form from the school office. If this form does not accompany the medication, school personnel cannot administer the medication and a parent will have to come to the school to give the medication

Students may not have medications in their possession, this includes cough drops, prescriptions, and over the counter medications. Otherwise we have no way of knowing if your child has taken the medications you sent and the school has no way of knowing whether or not a parent or doctor has authorized the student to have this medication.

FIELD TRIP OR EXCURSION MEDICATION

Students may **NOT** carry or self-administer medications on field trips unless the above conditions are met. Teachers/staff members will be responsible for carrying and administering medications and an **"EXTENDED FIELD TRIP OR EXCURSION MEDICATION AUTHORIZATION"** form must be signed by the physician. One form will be required for each medication needed to be taken.

MEDICAL ALERT

If your child has a severe allergic reaction of any kind or other medical condition that requires immediate medical attention, please note on the front of the emergency card which is sent to you at the beginning of the school year, and contact the school office or nurse.

INJURIES

When a student is seriously injured or becomes seriously ill, the parent will be contacted. The Health Technician and School Secretary are trained in basic first aid. If emergency medical attention is required and the parent or authorized person cannot be contacted, the District Nurse will handle whatever referrals for treatment may be necessary.

HEALTH SCREENINGS

Health screenings that are provided during the school year are as follows:

Hearing (state mandated): *for grades K, 2, 5, 8, special education, students to new to California, and teacher referrals.

Vision (state mandated): *for grades, K, 2, 5, 8, special education, students new to California, and teacher referrals.

Scoliosis: (state mandated): *for all 7th grade girls and 8th grade boys

Hearing screenings will be conducted by Ventura County Office of Education, Hearing Conservation. A re-check is done 6 weeks after the initial screening for those students who do not pass. Vision and scoliosis screenings are done by the district school nurse. Parents/guardians will be notified in writing of any results that are not considered passing. **If you have declined hearing screening in the past your child will not be screened unless you request it in writing, per Hearing Conservation policy.**

If you would like your child to participate in the health screenings provided as listed above, no further action is required, however, **if you DO NOT WANT** your child to receive any or all of the screenings, please provide a written request to the school office. This is necessary only if you **DO NOT WANT** your child to be screened. A **"DO NOT SCREEN"** note from the parent/guardian is needed EACH school year (Ca. Ed. Code 49451). Screenings begin in early Fall.

EARTHQUAKE, FIRE/LOCKDOWN EMERGENCY PROCEDURES

Drills are an important safety precaution at school, they include the following:

1. **Fire Drill:** Signaled by continuous ringing of alarm.

a. Know the route of exit from your room.
b. During the fire drill, quickly and quietly leave the room. Go to the designated area for that room and wait for your teacher to take roll.
c. You may return only when the all-clear signal has been given.

2. **Earthquake Drills:** Signaled by the emergency itself or the command to "DUCK, COVER and HOLD."

a. Duck or drop to the floor.
b. Take cover under a sturdy desk or table. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, or tall furniture.
c. Get under and hold on to the piece of furniture and be prepared to move with it.
d. Follow instructions without question. Be ready to evacuate building and assemble in designated area.

3. **Lockdown Drills:** In the event that a lockdown is necessary, the following procedures will be implemented:

a. Doors will be locked.
b. Drapes/blinds will be closed.
c. No one will be permitted to enter or leave the building until an "all clear" signal is given.
d. School will stay locked down until police gives the school permission to reopen.

EMERGENCY/ DISASTER PLAN

In the event of a major disaster during school hours, students will duck, take cover then evacuate to the playground when it is safe to do so. Staff members will stay with classes until a parent or a designated adult (the one you select for the emergency care authorization card) signs the student out. Remember only the adults listed on the emergency care authorization card may sign your child out. Two-way radios are used for on-campus communication as well as direct communication with the district office. The school and district have a comprehensive disaster plan that can be reviewed in the school office. The designated area to pick up and sign out students will be on West Street near the baseball field; however, that area could change, depending on the circumstances of the emergency.

EMERGENCY DISMISSAL

We hope that we will never have to send student's home because of an earthquake, serious incident, or other disaster that would make the school unsafe. However, please make certain your children know who they are to go home with if such a disaster occurs. Someone will have to sign them out. The names and phone numbers of local people who could sign them out must be on the emergency care authorization card.

INSURANCE

The school provides insurance forms as a service to parents. This form and any claims are to be mailed to the insurance company whenever the protection is purchased. Claim forms are available in the school office. Insurance is provided by an outside carrier and may be purchased separately. This is offered at the beginning of the school year and forms are sent home with each child. **Insurance is not provided by the district.**

LUNCHES

Healthy lunches are served daily. Free and reduced lunches and milk are available to qualifying families as determined by application. All families are required to fill out and complete the "Mandatory Information Form for Funding." You may pick up an application in the office for the free and reduced lunch program. Contact the school for more information. Lunch may be purchased for $2.75. Reduced lunch Price is $.40. Milk price is $.25. Students may purchase low fat milk or chocolate milk. Parents are encouraged to pre-pay at the school office. Somis School serves breakfast daily from 7:45 to 8:10 a.m. There is NO cost for breakfast. ***Previously only those students that were applying for free or reduced lunch completed the Mandatory Information for Funding Form (MIFF). The new state funding formula mandates that ALL families complete this form in order for the school to receive full state funding.***

LUNCH PROCEDURES

How to Purchase Lunch:

Parents/Guardians or students may pay cash or checks for lunch at the school office. If paying with a check make it payable to Somis School Cafeteria. If sending lunch money with a student please make sure to place money/check into an envelope and on the outside of the envelope, the following information must be stated: Student's First and Last Name and Room Number or Teacher Name.

Students may turn in their envelope to their teacher in the morning or school office. All money in the envelope will be credited to the child's account. **There will not be any change given.** Payment into an account can be for one or more meals. Somis School encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling.

Households with more than one child at Somis School may use one envelope for payment designating the amount of money to be divided into each child's meal account, or the amount will be evenly divided between the children. A parent can always ask for an account balance by calling the school office at (805) 386-5711.

LUNCH SYSTEM

Each morning, the classroom teacher will ask the class who will be getting hot lunch that day. Students who are expecting to pick up hot lunch must raise their hand to be counted so that enough lunches will be prepared. All students, including those eligible for free or reduced meals will be issued a bar coded lunch card to participate in the lunch program. These cards will be kept in the lunch card cart located in the lunch area. At lunch time, the students will pick up their lunch card before going through the lunch line. They will turn their lunch card into the lunch lady after picking up their lunch. The amount of the meal will then be deducted from the student's lunch account balance. If the student does not have enough money in their account, the parents will be notified.

What happens to the money left in my child's account at the end of the school year? What happens if my child transfers to another school in the District or leaves the District? What happens to any remaining balance?

Money left in an account at the end of the year will be available for that student's use in the next school year. Students leaving the district will receive a refund of the balance in their account. This refund will be made upon receipt of a written request from the student's parent/guardian. Refund request forms will be available from the cafeteria.

Returned Checks:

In the event of a returned check from the bank, a bank charge is needed in addition to the amount of the returned check. Returned checks must be redeemed in cash and no further checks will be accepted.

FORGOTTEN LUNCHES

Students who forgot their lunches have two options. They can purchase a lunch if funds are available in their account or parents may drop off a lunch in the office. Lunches **cannot** be delivered to the classroom; students must remember to check school office before purchasing a lunch. Lunches must be clearly labeled with student's name and room number.

INTERRUPTION POLICY

In order to maximize classroom instructional time, it is our policy not to interrupt classroom for any reason other than an emergency. School transportation plans and after school commitments will need to be made with your student before school. The no interruption policy includes lunch arrangements. **The office is not able to deliver personal messages except of an emergency nature.**

If a parent brings in a lunch, jacket or homework, the item will be placed in the school office. All students are instructed at the beginning of the year to check this location at recess or lunch if they forgot lunch or other items.

PARKING LOT POLICY

1. Students and adults should practice safety and citizenship at all times. Students are to cross the street at the crosswalk only.
2. To enter the campus school office, use the door located on West Street. The door by flag pole on North Street is locked during the school day.
3. You may drop off and/or pick-up your students on North Street or West Street.
4. When driving to school, find a safe, convenient drop off point in order to avoid congestion in school parking lot.
5. **Please do NOT stop and block traffic.**
6. School buses are given priority access.
7. Do NOT block school bus parking
8. If your child is not at the outside the school area, you may pull into a parking space and walk to the front of the school or school office to pick up your child(ren).
9. Please do not leave your car running.
10. No parking/blocking the handicap designated spaces

STRANGER SAFETY

Children should be reminded regularly of the dangers of talking to strangers when going to and from school. All children should be instructed to contact the school or parents immediately if someone questionable approaches them at any time. Students will only be released to properly identified adults whose names are on the student emergency card. When walking, encourage your child to be with other children and go directly to the planned destination. Teach your child to get a license plate and car description if something seems wrong to them.

We encourage the Somis School Community (staff, parents and students) to carefully follow safety rules and strive for the safest condition possible. We thank you for all your conscientious efforts. It is imperative to have everyone's cooperation on this matter to ensure the safest environment for students. Remember: All visitors/volunteers must sign in the office and get a badge upon arrival.

Student bathrooms are for student use only during the school day.

REGULAR ROUTE

Help your child establish a regular route he or she is to take to and from school each day. Encourage your child not to deviate from the established route. If possible, see that the route has a minimum of traffic hazards and is used by many other school children. Please check frequently to see that your child is observing safety rules in route to school or home. It is always safer for children to walk home in a group or with a partner. Students are to cross streets only at properly identified crosswalks. Please review with your student the safest route to and from school. Explore routes that involve minimal street crossing. Car pools are encouraged.

SCHOOL TELEPHONE

Please make arrangements for after-school activities before dropping your child off at school as we do not interrupt classrooms during instructional time. The school telephone is available to be used only in an emergency, as theses phones are strictly for school business. Telephone messages from parents will be delivered to students ONLY IN AN EMERGENCY.

LOST AND FOUND

Please label or mark personal items such as: coats, sweaters, lunchboxes, and lunch sacks, with first and last name. Students and parents are encouraged to check for lost clothing and other articles in our lost and found drawer located in the school office. We give hundreds of dollars' worth of coats and jackets to charities every year. Thank you for the donation, but we would like for the items to be returned to their owner.

PERSONAL POSSESSIONS

During school hours all energies should be directed toward the learning process. Any personal items which have no direct bearing on the educational process do not belong at school. Any item that could be defined as a "weapon' will be taken away from the student and may be grounds for disciplinary action up to and including expulsion [EC 48915(a)] Parents are asked to review this information with their child before the fact. A good guideline: If in doubt, don't bring it. Some items of particular concern that must not be brought to school are:

1. Knives or weapons
2. "Play" or imitation weapons of any kind
3. Items construed by staff as "toys"
4. Electronic devices—iPods, games, etc…

VANDALISM

Per Education code, parents of students who vandalize or lose school property are liable for damages and loss up to $10,000. Furthermore, the student's transcripts, report cards and diplomas will be withheld until restitution is made.

TITLE IX

Somis School is an equal opportunity school, and as such, complies with Title IX requirements.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC) REPORT

The School Accountability Report Card (SARC) can be found online at **http://somisusd.org/about-us/sarc/**. A hard copy is available upon request in the district office.

PHYSICAL EDUCATION

Physical education is a part of the curriculum, based primarily on physical fitness and conditioning. Individual as well as group skills are taught, while the emphasis is on physical fitness and sportsmanship.

In cases of minor illness or injury, excuses from physical education should be confirmed by a note from home. For prolonged excuses, a doctor's statement will be required.

NO ANIMALS ALLOWED ON CAMPUS

No animals are allowed on campus past the school gates. All dogs outside school gates must be accompanied by an adult and on a leash or held. If a student wishes to bring an animal for show and tell, advanced permission from the teacher is required.

SMOG/SMOKE

Play is restricted if the smog level or air quality is unhealthful for normal physical activities.

BIRTHDAY CELEBRATIONS

CHANGE IN POLICY - We acknowledge and honor student birthdays in the classroom. However, we **don't allow** food to be brought into the classroom because of student allergies and health related issues You may bring "goody bags" that include items, such as toys, pencils, party favors etc, please check with the classroom teacher for suggestions. Only party invitations that include every child in the classroom may be given out at school. Please be considerate of others' feelings.

CELL PHONES AND ELECTRONIC DEVICES

According to SUSD Policy; ''Students may possess or use electronic signaling devices including, but not limited to, cellular/digital telephones, mp3 players, laptops, iPods, iPads, tablets, radios/tape/CD players, pagers, beepers and provided that such devices do not disrupt the educational program or school activity. **Electronic signaling devices shall be turned off while on school grounds during the school day and at any other time unless directed otherwise by a school employee.** If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity."

We are requiring that students keep cell phones and other electronic devices turned off during the school day and out of sight, which will minimize the disruption they can cause but make them available in and emergency. Students may drop off their cell phones in the office before school and pick the phone up at the end of the school day.

Cell phones and other electronic devices are not allowed during outdoor activities. This includes recess, lunch and P.E.

Please be aware that the school is not responsible for lost or stolen student property.

ASSEMBLIES/PERFORMANCES

Parents are always welcome to attend assemblies. We hope you will understand that the performance is usually not a practiced one, but rather a learning experience for the children. Please sit in the back seats so that students will be able to see. At Somis School we show our appreciation with applause. Please be mindful that yelling, shouting, hollering, and whistling can be distracting and disrespectful.

HOME / SCHOOL COMMUNICATION

The education of children is a shared responsibility of parents and school staff. Good communication is the key to providing quality education for the child.

Formal parent-teacher conferences are conducted once a year for all student's grades K-8th. Report cards are given three times per year.

Inquiries concerning classroom assignments, activities or projects should be directed to the teacher. In most cases, matters regarding classroom procedure can be answered best by the teacher.

Teachers like to hear positive comments, as well as concerns, about what is happening in their classrooms. Let the teacher know when you are pleased as well as when you have a concern or question.

The education of your child requires a high degree of home-school cooperation during the year. If you wish information about your child's work, you may email or call the school and leave a voice mail message for the

teacher or ask the teacher to return your call. Conferences or phone conferences will be held before and after school, not while class is in session and not immediately before school or at lunch unless prearranged. Somis School communications to parents are through:

- School Website
- Event flyers sent home
- Somis School Monthly Bulletin
- Letters from Principal and/or Classroom Teachers
- Conferences, Progress Reports and Report Cards
- On-line, Zangle
- Blackboard Connect (Automated Parent Phone Calls)
- Somis School Marquee

HOMEWORK POLICY

Homework is meaningful part of the Somis School Curriculum and may be assigned Monday through Friday. Occasionally special projects may be assigned over weekends to upper grade students. The purpose of homework is to reinforce basic concept development, to expand and enrich topics covered in the classroom and to develop good study habits. Homework is to be completed on time, reviewed by the parent and returned to the teacher. Parents can enrich their children's learning by providing experiences related to or beyond the school program, such as excursions to points of interest, art shows, music lessons, or public library.

PARENT RESPONSIBILITIES WITH HOMEWORK

- Provide a suitable, well-lit area conducive to good learning with a minimum of distractions and interruptions.
- Plan to make homework a regular part of the daily routine to establish good study habits.
- Give encouragement to ensure that the student completes his/her work.
- Monitor assignments and pacing so that it is not left to the last minute.
- Reading is a daily homework assignment for all students each school day.
- Parents are encouraged to assist in their child's homework, but keep in mind it is your child that we are observing in the development of skills. We know that you know the information; we want to be as sure of your child.

"NO USE STATEMENT"

Somis Union School District recognizes that the use of alcohol, drugs, tobacco and the problems associated with these are becoming increasingly common in our society and among youth. For that reason, we believe that "no use" of alcohol, drugs, and tobacco can often prevent the development of health problems. We believe that it is in the best interest of the community to take steps to promote, enhance, and maintain a drug-free school system, and that the student body, along with parents and other segments of the community have a role to play in helping students remain drug-free. No illegal drugs, alcohol, tobacco or smoking related products, are allowed on school grounds at any time.

LASER LIGHT POLICY

For safety purposes, laser light pointers are not permitted on school premises without special permission. As per procedure and policy, unauthorized objects other than those needed for regular school activities may be confiscated and not returned. Students bringing laser pointers to school may be suspended.

COMPREHENSIVE POSITIVE BEHAVIOR PLAN

Our comprehensive, positive behavior plan is school-wide and based on problem solving strategies and processes in order to create an environment where:

- Learning and teaching is valued.
- Respect, responsibility, cooperation and other character traits are taught and encouraged.
- Individual differences are valued.
- Teaching and learning can be maximized.

Problems Solving Strategies and Skills will be taught at each grade level. This begins in Transitional kindergarten using simplified language, skills and visual cues and progresses to a more comprehensive system. By fifth grade, a student should be able to independently monitor and facilitate the problem solving process through a verbal action plan and/or peer mdiators in most cases.

It is through this progressive system of learned strategies and skills that we hope our students will develop into productive members of our community and country with the following attributes:

Creativity	*Innovation*	*Critical Thinking*
Problem Solving	*Communication*	*Collaboration*
Leadership	*Technology & Science literacy*	

GENERAL RULES

- Show respect and a cooperative attitude toward all adults and students.
- Use appropriate language and gestures at all times in actions, conversations, Writings, or drawings.
- Respect school property.
- Personal electronic devices are not permitted at school including toys, games, mp3 players, laptops, IPods, iPads, tablets, radios/tape/CD players, etc. without prior permission. These items are brought at your own risk.
- All playground equipment including balls will be provided by the school. Students may **NOT** bring football, softball, baseball, handball, tennis ball or any other sports equipment to school (unless permitted by teacher).
- Gang-related signs, language, drawings, slogans and attire are unacceptable and may result in a suspension.
- Laser light pointers are not permitted on school premises.
- Glass bottles or any other kind of glass containers may not be brought to school at any time due to potential injuries.
- Pets may not be brought to school except when approved in advance by the teacher. Pets must be in cages or on leashes. *Pets may only stay for a short period of time and the visit must relate to the instructional program in the classroom.*
- Items which could prove harmful to children, such as: medicines, chemicals, or

sharp or dangerous materials, cannot be brought to school.

Incidents Subject to Immediate Suspension or Expulsion Include:

- Cause, attempt to cause, or threaten to cause physical injury to another person.
- Possess, sell or otherwise furnish any firearm, knife, explosive, or other dangerous object.
- Possess an imitations firearm, including look-alike cap guns.
- Offer, arrange, deliver, possess, use, negotiate to sell, sell or otherwise furnish drug paraphernalia, or be under the influence of controlled substance, alcoholic beverage, intoxicant of any kind.
- Possess or use tobacco, any products containing tobacco, snug, chew packets or betel.

GUIDELINES FOR STUDENT DRESS

At Somis School we know that coming to school properly groomed helps to establish good lifelong habits. Research shows that there is a definite relationship between good dress habits, good work habits and proper school behavior. Students are expected to attend school regularly and to be clean and neat in their appearance. To avoid undue hardship on families and yet insure that the students will be dressed appropriately while attending school, simple guidelines have been established by the Board of Trustees and school administration. Any clothing or grooming which, in the judgment of the principal, may tend to create a disturbance or is unsafe within the educational environment will not be permitted. Students may be made to call home for a change of clothes. Clothing that advocates drugs, alcohol, gangs, violence or illegal acts will not be allowed.

Please follow these guidelines:

- No crop tops, tank tops, halter or spaghetti strap tops may be worn unless they are worn under or over other garments. Tops must be long enough to completely cover midriff and stomach.
- Shorts must be mid-thigh or longer in length. A rule of thumb for shorts length is that your hands should not touch skin when hanging by your side.
- Dress of the student must not interfere with his/her ability to perform assigned class activities.
- All dress must be neat and clean.
- All students must wear closed-toe shoes with backs. All shoes must be appropriate for PE, no flip flops, sandals or shoes without backs.
- Hair must be neat and clean. Hair style and hair color that distracts others from learning is prohibited.
- Dangling or large earrings may be snared in active play and should not be worn to school.
- Hats or caps may be worn properly outside only. Hoods, hats and caps may not be worn indoors anywhere.
- Gang related attire, bandanas, drawings, symbols, hand signs and flashings are unacceptable at any time.
- Wearing of attire that promotes drugs, tobacco, or alcohol, or contains profanity or DEMEANING OR OFFENSIVE REMARKS OR PICTURES IS UNACCEPTABLE.

SAFETY RULES

- Students will walk when dismissed to playground, lunch, recess or home.
- Students are to eat in assigned area, not on playground or restrooms. When finished eating, make sure the area is clean and the trash is put in trash barrels.
- Students remain at tables until dismissed by yard duty supervisors.
- Students must have a pass to be in hallways.
- Students may not climb on fences, backstops poles, tables, walls, tether ball ropes, volleyball nets, etc.
- Fences are not to be used as backstops.
- Paper towels, napkins and other paper items are to be put in trashcans.
- Students are not to pop lunch bags, plastic bags, and juice boxes.
- Put aluminum cans in recycle barrels and lunch boxes in designated areas.

BUS RULES FOR STUDENT CONDUCT

- Students shall not leave their seats without the bus driver's permission, students shall not get up from their seats to unload until the bus has come to a complete stop;
- Students shall use a seating plan, if the driver chooses to utilize one;
- Students may not eat, drink or smoke on the school bus;
- Students shall not litter or deface the bus or its contents;
- Students may not use loud, abusive, indecent, insulting or profane language while on the school bus;
- Disruptive behavior or fighting will not be tolerated;
- Students shall treat the driver and fellow students with courtesy and respect;
- The school bus driver has the authority to suspend a student from riding on the bus when the student fails to abide by the rules or misbehaves on the bus. The school administration has the right to administer additional consequences if deemed necessary as students are also responsible to the school principal for their behavior on the bus.

RESTROOM AND DRINKING FOUNTAIN RULES

- Restrooms have specific uses. They are not play or eating areas. Climbing on stalls or on ledges and standing on toilets is dangerous and inappropriate.
- Spraying or splashing water, plugging toilets, sinks or drinking fountains to cause flooding, and throwing toilet paper or paper towels on ceilings or walls is inappropriate, dangerous and wasteful and may be viewed as vandalism.
- Paper towels are to be put in trashcans.
- Practice good hygiene. Wash hands after using restroom.
- Students should only use the drinking fountains on the playground during lunch and recess.

PLAYGROUND SAFETY RULES

General Rules:

- Students are to keep hands and feet to themselves.
- Everyone is to be respectful of others and their feelings
- Contact sports such as tag and football are not allowed
- Equipment must be used properly and only for its intended purpose.
- Jump ropes are to be used only for jumping.

- Everyone is allowed to play; no "lock-outs" in games.
- Use good sportsmanship when playing all games.
- Handball wall is the only wall balls should be hit against.
- Students will always walk in the hallways.

Apparatus:

- Sitting, walking and crawling on top of horizontal bars are not permitted.
- Go only in one direction.
- Do not flip or jump off bars or swings
- NO BACK FLIPS
- Students must have two hands on the bars at all times.

BICYCLE/SKATES/ROLLERBLADES/SKATEBOARD/SCOOTER SAFETY RULES

(*NO skateboards, skates and rollerblades at school)*

Somis School takes an active role in bicycle safety. City and state laws are supported.

- Roller blades, roller skates, skateboards and other hazardous equipment cannot be brought to school because there is no secure storage for these items.
- Walk bicycles on and off the playground, campus and in crosswalks.
- Park bicycles in a secure location in the school campus.
- Bicycles ridden to school should be licensed and in safe working order.
- As a safety precaution younger children and encouraged to walk to school, rather than ride their bikes.
- A student may be requested to leave his/her bike or scooter at home if unsafe riding habits are practiced. There is no riding on campus including the parking lot areas.
- **Helmets are mandatory when riding bikes and scooters.**
- School cannot assume responsibility for lost or stolen property

Shoes with wheels are not allowed. A student will have to call home for a regular pair of shoes if they wear them to school.

SCHOOL SITE COUNCIL (SSC)

The school site council (SSC) consist of parents, teachers, and classified employees all elected by their peers. The principal is also an active participant. The council meets regularly and serves in an advisory capacity to the school. Some of the School site council's responsibilities are to:

Approve the budgets
Evaluate the programs
Monitor implementation of the School Plan
Assist in the development of the School plan
Assess the needs of the school

ENGLISH LANGUAGE ACQUISITION PROGRAM (ELAC)

When a school site has more than 21 English language learning students, there must be a functioning English language Acquisition Committee (ELAC, which includes parents of ELL students, school personnel and other interested parents and ELAC community members. The ELAC gives input to the principal and staff in the following areas: 1) English immersion program; 2) development of school needs assessment; 3) language census 4) importance of

school attendance; 5) legal requirements for BAC; and 6) The ELAC Committee may be incorporated into the School Site Council. Currently at Somis School our ELAC is incorporated into the School Site Council.

SPECIAL SERVICES

Resource Specialist Program

The Resource Specialist Program (RSP) provides special education services to those children who have learning disabilities. These students have been referred by teachers or parents to the Student Study Team (SST) and have been tested by school and district specialists. These results determine eligibility for the program. Eligible students receive help in designated areas of need - reading, writing and/or math.

SPEECH AND LANGUAGE PROGRAM

The Speech/language Program provides remediation for articulation (Speech Sound Production), stuttering, voice disorders and language delay. All kindergarten and second graders are screened for speech and language. Eligible students receive services as designated on the child's Individual Educational Plan (IEP). Parents may refer their children for Speech/Language evaluation.

ENGLISH AS A SECOND LANGUAGE

In compliance with Proposition 227, all students are taught in *English*. There is a procedure for a parent to request a waiver for Spanish language instruction; please ask the office for this form.

HARRASSMENT/BULLYING

Somis School firmly believes that all students, staff, and faculty must have the right to work in an environment free from intimidation, bullying, and harassment because of sex, race, color, religion, handicap, national origin, new-student status, or physical attributes. The school prohibits all harassment and bullying, whatever the reason.
Students should report any type of harassment/bullying to his/her teacher or any other staff member. All complaints brought to the principal's attention will be promptly and fairly investigated. Appropriate disciplinary action will be taken if harassment/bullying are found to have occurred. No one will be retaliated against for reporting questionable conduct.

Be mindful of inappropriate jokes, comments, on-line messaging (any social medias like Facebook, Instagram or Twitter), texting, videotaping/recording, touching, gossiping, and hurtful behaviors. Somis School is dedicated to the value of respect.

BULLYING

What is it?

- Bullying occurs when a person is the target, over time, of repeated hurtful actions.
- Bullying occurs when there is an imbalance of power so that the victim has difficulty defending himself or herself.
- Bullying may include verbal or physical attacks or gestures designed to provoke or hurt another person.

Research shows that the vast majority of students do not engage in bullying, but that most children experience bullying – either as bystanders, targets or aggressors. For a small number of students,

there is an apparent disconnection between what they do and what they see as the effects of those actions. Research also shows that some students miss school because of perceived threats or because they are worried about what may happen to them at school. This worry can lead to students losing interest in their homework and studies.

SEXUAL HARASSMENT

Notice to Parents and Students AR 5145.7(a)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, (Education Code 212.5; 5 CCR 4916).

Types 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. 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, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

Any student who feels that he/she is being harassed should contact his/her teacher, the principal, or another district administrator in order to obtain a copy of the district policy 5145. Complaints of harassment can be filed in accordance with these procedures. Failing resolution at the informal level, the complaint can be addressed under district policy 4135.4.1 or 4135.4.1.3, as appropriate.

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

BOARD POLICY TO ENCOURAGE PARENTAL INVOLVEMENT

BP 6020(a)

Instruction

Parent Involvement

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

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0420.5 - School-Based Decision Making
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.
(cf. 0500 - Accountability)

Title I Schools

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

(Education Code 11503)
(cf. 6171 - Title I Programs)

BP 6020(b)

Instruction (con't)

Parent Involvement

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

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)(cf. 3100 - Budget)

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

Legal Reference:

EDUCATION CODE
11500-11506 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
64001 Single plan for student achievement
LABOR CODE
230.8 Time off to visit child's school
UNITED STATES CODE, TITLE 20
6311 Parental notice of teacher qualifications and student achievement
6312 Local educational agency plan
6314 School wide programs
6316 School improvement
6318 Parent involvement
CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Policy **Somis Union School District**
adopted: January 11, 2005 Somis, California

Revised: November 14, 2006

Uniform Complaint Procedures (UCP) Annual Notice
Somis Union School District

2017-2018

For Students, Employees, Parents/Guardians, School and District Advisory Committee Members, Appropriate Private School Officials, And Other Interested Parties:

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

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

The Somis Union School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

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

- Consolidated Categorical Aid Programs
- Child Nutrition Programs
- Special Education Programs
- Safety Planning Requirements

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

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

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

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Dr. Colleen Robertson
Superintendent/Principal

Somis Union School District
5268 North Street
Somis, CA 93066

805.386.8258

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

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

Con't (Uniform Complaint Procedures)

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

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

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

A copy of the Somis Union School District's UCP policy and complaint procedures shall be available free of charge.

Williams Uniform Complaint Procedures

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

   Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

   Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: http://www.cde.ca.gov/re/cp/uc. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

SOMIS UNION SCHOOL DISTRICT

Revised: 10/14/14 Somis, California

SOMIS SCHOOL
STUDENT AND PARENT HANDBOOK
2017-2018 Family Signature Form

Please return this form with your registration/first day packet or to your child's teacher. **There must be a form on file for each Somis School family.** Thank you.

I have read and reviewed the Handbook and school rules with my child(ren). I understand that these rules are for the safety of all children at Somis School. I agree to support Somis School in enforcing these school rules.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

As a student at Somis School I understand that it is my responsibility to follow the school safety rules. I understand that if I choose to break a school safety rule there are consequences.

1. Student Name: _____ Student Signature: _____

Grade: _____ Date: _____

2. Student Name: _____ Student Signature: _____

Grade: _____ Date: _____

3. Student Name: _____ Student Signature: _____

Grade: _____ Date: _____

4. Student Name: _____ Student Signature: _____

Grade: _____ Date: _____

5. Student Name: _____ Student Signature: _____

Grade: _____ Date: _____